OPTIONS for LEARNING
UNLOCKING THE PROMISE OF EVERY CHILD

Enroll with us!

DOCUMENT CHECKLIST

***Use this checklist as a guide** to help gather the documents you may need, and reach out to us if you need support!*

STEP 1: INCOME DOCUMENTATION

- **Paystubs**
- **A self-certification form and proof of income if you are self-employed**
- **Child support records**
- **Unemployment benefits**
- **Public assistance and government program proof**

STEP 2: FAMILY SIZE DOCUMENTATION

- **Birth certificates,** hospital birth records, baptism or religious records

STEP 3: ADDRESS DOCUMENTATION

- **Utility bill,** rental agreement or lease, or driver's license or state ID

STEP 4: ADDITIONAL DOCUMENTATION BY AGE

For children **ages 0-5**:

- Up-to-date **vaccine records**
- **Medical insurance** card
- **Physical exam and TB test**
- **Dental exam**

For children in **grades TK-8** only:

- **Proof your child is enrolled** in the school

Note: Don't worry if you don't have something on this list. Your enrollment specialist can help you with other options.