



New Parent Checklist

Prior to Contacting North Callaway:

Pre-Enrollment Steps:

1. If you are uncertain whether your address is located within school district boundaries, please contact your local County Assessor’s Office for confirmation.
2. If you are not the legal parent/guardian for the child you are attempting to enroll, contact North Callaway Central Office at (573) 386-2214, prior to contacting your local school building.
3. After you are certain you are eligible to enroll, please reach out to an appropriate building to begin the registration process:
Hatton-McCredie Elementary (K-5): (573) 642-4333; Williamsburg Elementary (K-5): (573)254-3415;
North Callaway Middle School (6-8): (573) 386-2217; North Callaway High School (9-12): (573)386-2211
4. You do not need to contact your student(s) prior school district, this will be done by the school building upon successful completion of enrollment.

Enrolling in North Callaway:

Prior to Your Enrollment Meeting:

5. During your call, the school will confirm a number of facts with you including that you are eligible to enroll your student, how you are related to your student, whether the child is in foster care, and if the student has any special medical issues. They will also schedule an on-site appointment for you.
6. After your phone call, the district will send you copies of the district enrollment checklist and certain forms via email. If you do not have email, the school will make alternative arrangements with you to receive these forms.
7. Complete the pre-visit forms and gather all items listed on the enrollment checklist prior to your visit.

At Your Scheduled Enrollment Meeting:

8. During your enrollment meeting, the school will ask for all documents listed on the parent checklist that apply to your situation. **At minimum, you must be able to prove you reside within the district and are legally eligible to enroll the student in a new district or you will be unable to complete basic enrollment.** However, it is recommended that you bring all required documentation to avoid making repeated trips.
9. Forms sent via email will be collected and reviewed.
10. Upon successful review of documents and forms, the school will enter the basic online enrollment into the Student Information System.
11. The school will provide you with a login and password to the Parent Portal to complete the rest of the required enrollment items. **If you do not have computer access, you may request to complete this during your onsite visit.**
12. During your visit, the school may provide you with additional items such as district calendars, school supply lists, lunch pins, locker assignments, schedules, etc.

After Your Scheduled Meeting:

13. Complete the online portion of your enrollment if it was not finished during your visit (you should have received a handout on how to complete this).
14. You will receive email notification of online enrollment acceptance once it has been processed. Online enrollments will not be processed until any outstanding items are received.