



Eau Claire Area  
School District

## Enrollment Office Checklist

My appointment time is: \_\_\_\_\_

My appointment date is: \_\_\_\_\_

Bring along:

Student's *original* Birth Certificate, **or** official Wisconsin Immunization Record from the Wisconsin Immunization Registry, **or** Hospitalization Record.

Proof of student's address/residency, such as a current copy of the lease, mortgage, closing statement, **or** current utility bill.

Any legal documentation required in unique circumstances, such as custody, placement, student name change, etc.

The name and address of the student's previous schools. (Records will be requested between school districts, but please inform us of any history of services, such as IEP Plans, 504 Plans, for disabilities, Access scoring, gifted programs, etc.)

500 Main St  
Eau Claire, WI 54701  
715-852-3063  
M-F 8-4PM

