Registration hours are 8:00 a.m. – 3:00 p.m. daily, M-F
Please bring all required documents at that time. Thank you!

REGISTRATION REQUIREMENTS

**Proof of Residency in the Caesar Rodney School District.** You must provide one of the following:

- Mortgage, lease or rental agreement with parent/guardian’s name and address, and current driver’s license
- Secondary proof of residency (if requested) a current utility bill, (electric, gas, oil, water or sewer bill) with parent/guardian’s name and address along with their current driver’s license.
- Copy of CR School Choice acceptance letter, if not a CR resident
- Is the student and family living with another person/family in the district? If yes, please see below:
  - If living with a friend/relative who leases/rents their home in the CR School District it is required that the parent/guardians name and new enrollees names, be listed as occupants on the lease/rental agreement; in addition, our CR School District Residency Affidavit needs to be signed (by both parties, parent/guardian & rental/lease holder) in front of school administration or registrar with the following information provided:
    - Driver’s License updated to reflect new address (for parent/guardian), current address for rental/lease holder
    - A current bill or piece of mail with parent/guardian name and new address

  ~ OR ~

  - If living with a friend/relative who owns their home in the CR School District, it is required that the new enrollee’s parent/guardian and homeowner complete and sign the CR School District Residency Affidavit in the presence of school administration or registrar. In addition, the following information is required:
    - Homeowner provides mortgage documents with name address listed, current address on license
    - Parent/guardian of new enrollee must provide an updated driver’s license to reflect new address, a
    - A current bill or piece of mail with parent/guardian name and new address

**Verification of Student Age.**

- Birth certificate
- Passport
- Military ID
- Official School Records

**Parent/Legal guardian must accompany student to register.**

- Not the parent? Parent/guardians must have current picture ID and must provide “Delaware Legal Guardianship” through the Family Court system paperwork that is signed by a judge.

**Information from previous school.**

- Withdrawal form and most recent grades
- Immunization Record
- 9th grade students must have a physical dated after Aug. 2015
  - Unofficial transcript (10th – 12th grades)
  - Report Card showing promotion (8th to 9th)
  - Copy of most recent IEP, 504 Plan, Psychological Evaluation, Health Plan (if required)

Please note: If partial documentation is received, and our office has to contact the previous school for pertinent information, the enrollment process cannot proceed until ALL information is obtained. We appreciate your patience.