

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.