

Enrollment Checklist



To Do:

Use **Student Enrollment Online** (<http://enroll.bvsd.org/>) to enroll your student.

- Create an enrollment account.** (This step allows you to log in and out of the application, saves your student's information, and emails you a receipt once your student's form has been received and processed.)
- Begin the online enrollment form. It's recommended that you have the following information available:
 - Demographic information for your student, parent/guardians, and other household members
 - Emergency contacts information, including health care provider contact information
 - Educational history for student
 - Health information for student
 - Special needs information for student
 - Immunization records
- Following successful completion of the enrollment form, please bring the following documentation to the Mesa Office:
 - Signed **receipt** with barcode in the upper right-hand corner
 - Student's **birth certificate or passport**
 - Proof of residency**, i.e., a recent Xcel Energy bill, a city Utilities bill, a trash bill, a housing contract, or current rental agreement (please note that the District does not recognize mortgage statements, a property tax statement, car registrations, bank statements, shipping labels, or mailing envelopes as proof of residency)
 - Student's **immunization record** with signature of health care provider
 - Signed **emergency contact** sheet
 - Home Language Survey
- Request official records from any previously-attended school for your 1st -5th grader.
- If you have any questions regarding the enrollment process, please contact the BVSD Student Enrollment Office at (720) 561-5247, enrollment.helpdesk@bvsd.org, or the Mesa Office at (720) 561-3000.