

Student Registration Checklist

Central Registry Phone: 719-234-1224 FAX: 719-548-4764

Email: crhelp@asd20.org

1110 Chapel Hills Drive, Colorado Springs, 80920

Central Registry Hours: 7:30 AM – 4:00 PM

Step 1-Parent/Guardian Completes Online Registration

Online: Go to [ASD20.org](https://asd20.org). Click on the "REGISTER" icon on the left sidebar. Click on "Register" under the banner. You will need to upload supporting document PDFs as part of the application. JPEG and GIF photos are allowed so long as the picture is clear enough to read the document. Required documents are listed below. Your student's registration will be placed on hold or returned to you (via email) by Central Registry if required documents are missing causing delay in enrollment.

Verification of Address

- In district residents need to provide **one** of the following:
 - Most recent utility bill in guardian's name with pertinent address listed
 - House Warranty Deed
 - House Bill of Sale
 - House Settlement Statement from Closing
 - Current El Paso County Property Tax Statement
 - Current Rental Agreement (valid for 6 months or longer; signed by renter and landlord)
 - Quarters Assignment Lease from USAFA Housing Office (signed by Housing Office)
 - Contract Stating Buyer Name, Property Address, and Closing Date (signed by seller and buyer)
 - Academy District 20 Notarized Residency Statement (available at [ASD20.org](https://asd20.org): search for *Residency Statement*)
- Out of district students do not need to provide proof of residency but must apply to the district through the School Choice process. Visit [ASD20.org/school-choice](https://asd20.org/school-choice) for additional information.

Certified Birth Certificate for Student

Student Schedule or Report Card

- From student's most recent school; required for grades 1 through 12

Immunization Record for Student

Colorado requires immunization records or waivers for the following:

- DTP/DtaP/Tdap
- OPV (polio)
- MMR
- Varicella
- Hepatitis B

Photo ID of Parent or Guardian Registering Student

- State driver's license, US Military ID, or passport

Custody Documents

If parents are separated/divorced, provide **one** of the following:

- Court document stating **residential custody** of the student
- Notarized letter from other biological parent acknowledging student will be registered in an Academy District 20 school and living with parent/guardian submitting the registration

Step 2-Parent/Guardian Completes Enrollment

Once you complete the online application, you will receive an email confirmation with next steps to complete your student's enrollment.