



## AURORA PUBLIC SCHOOLS CENTRALIZED ADMISSIONS

Aurora Public Schools uses a centralized admissions process for registering new students into the district. In addition, APS families who have changed their address must verify their new address with the centralized admissions office. Office address, phone numbers and a map of its location is shown below:

### 11<sup>th</sup> Ave and Peoria St.:

Educational Services Center 4 (ESC 4)

1085 Peoria St.

Aurora, CO 80011

(In the southwest wing of ESC 4)

Contact us by phone at 303-326-2200 or fax at 303-326-1292

E-mail: [admissionoffice@aps.k12.co.us](mailto:admissionoffice@aps.k12.co.us)

**Monday-Friday, 7:30 a.m. to 4:00 p.m. No appointment necessary.**

**The office is open year-round (including fall, spring and summer breaks), excluding holidays and winter break.**

Map of office location and major street access:



PLEASE SEE BACK FOR STUDENT ADMISSION INFORMATION.

# WELCOME TO AURORA PUBLIC SCHOOLS CENTRALIZED ADMISSIONS

All families new to Aurora Public Schools and all current families who have changed their address need to visit our Centralized Admissions site to complete admissions paperwork and/or verify their address.

Admission and enrollment into Aurora Public Schools is a simple two-step process:

- **Step 1:** Visit Centralized Admissions to complete all admissions forms and verify your address to be admitted to the district. You may register all of your school-aged children into the school district at one time. Families who have changed their address and currently have a student enrolled in Aurora Public Schools will need to verify their new address and complete the "Student Demographic Change Form." No appointment is necessary.

**Please bring all of the following documents to the Centralized Admissions site.**

## 1. PHOTO I.D. OF PARENT/LEGAL GUARDIAN

A driver license or any other photo I.D. is acceptable.

- i.the biological, foster or adoptive parent may enroll the student
- ii.guardians must have proper guardianship forms signed and notarized or a copy of court authorization
- iii.custody documentation is required, if applicable

## 2. DOCUMENTATION OF CHILD'S DATE OF BIRTH

Please bring ONE of the following:

- Birth Certificate
- Valid Passport
- Signed Hospital Certificate with Official Seal

NOTE: Kindergarteners must be 5-years old by October 1. First graders must be 6-years old by October 1.

## 3. PROOF YOU LIVE AT YOUR ADDRESS

**(NOTE: Disconnection notices are not acceptable forms of proof of residency)**

a) If you own your home, please bring ONE of the following:

- signed and notarized warranty deed, deed of trust, or bill of sale dated within last 60 days
- signed purchase contract with possession date or closing date; no more than 60 calendar days prior to possession date (non-residents only)
- current or last month's utility bill i.e. gas, electric, home phone (not cell), water, trash, cable, or mortgage statement - bill must show parent/legal guardian's name and service address (complete bill with remittance portion still attached may be required)
- Adams or Arapahoe County property tax bill for current year (mailing address and property address must match)

b) If you rent, please bring ONE of the following:

- current signed lease or rental agreement that has been signed by all parties. Landlord's contact information must be provided. If lease is expired but continues month-to-month, two current bills/statements with your name and address clearly marked must be provided.
- current notarized letter from owner/leasing agent with contact information
- current or last month's utility bill i.e. gas, electric, home phone (not cell), water, trash, or cable - bill must show parent/legal guardian's name and service address (complete bill with remittance portion still attached may be required)

c) If you are living with another family – ALL of the following are required:

- current notarized letter from the owner/renter of the residence with whom you live stating the length of time you will be staying, the address, and your names
- current proof of address from the **owner/renter of the residence** (see required documents above)
- If possible, current proof of your residence at that address.

d) If you live in military housing – ALL of the following are required:

- Military I.D.
- current or last month's utility bill i.e. gas, electric, home phone (not cell), water, trash or cable or housing letter - bill must show parent/legal guardian's name and service address (complete bill with remittance portion still attached may be required)

e) If your living situation is not mentioned above, please contact us at 303-326-2200 for assistance.

## 4. IMMUNIZATION RECORDS – Required by state law

## 5. PREVIOUS SCHOOL INFORMATION – if applicable

- a. Name, address, phone and fax number of previous school
- b. Withdrawal date and withdrawal grades from previous school
- c. Transcripts for students entering middle or high schools

- **Step 2:** Parents and students must visit the neighborhood or assigned school to enroll and obtain class assignments, schedules and other information unique to each school.

## FOR CHANGE OF ADDRESS:

You will need to visit our centralized admissions office (no appointment necessary). Please bring with you current proof of address (SEE REQUIREMENTS ABOVE FOR PROOF OF ADDRESS) and a photo I.D. of parent/legal guardian.

To learn more about centralized admissions, visit Web site: [admissions/aurorak12.org](http://admissions/aurorak12.org)

Rev. Jan 2015