



# Springer Elementary School



P.O. Box 249  
Springer, OK 73458  
580.653.2471

Welcome to Springer Public Schools!! We are glad that you desire to enroll your student(s) in our school. Student Enrollment Eligibility must be established prior to the enrollment process. If you are a new student at Springer Schools, then please contact the building principal to see if your student is eligible to enroll.

Upon establishing enrollment eligibility, then the enrollment process can begin. We hope that the enrollment process is an easy one for you and that you feel welcome here. There are a few requirements that need to be met during this process:

**\*\* All new student enrollment forms should be obtained from the secretary's office\*\***

## **Requirements:**

1. **Legal Custody** - The adult enrolling a student must have legal custody of the student. Legal custody is obtained through court proceedings and signed by a judge or biologically.
2. **Proof of Residence** - Documents which meet this requirement are utility bills such as water, gas, or electric or documentation through the County Assessor's Office.
3. **Current Immunizations** - A copy of current immunization requirements must be presented at enrollment. All immunizations must be up to date.

## **Other needed documents:**

1. CDIB Card
2. Birth Certificate
3. Social Security Card

## **If Requesting Transfer:**

1. Current Transcript or Grades
2. Attendance Records
3. Behavior Records
4. OCCT Test Results
5. If Student was/is receiving special education services

**\*\*All of the above information will be reviewed and previous school contacted by the principal before a decision is made regarding accepting or declining a transfer\*\***