

**Welcome to Roberts Elementary!**

**Original documents** are required; we will make a photocopy and return the original.  
**Registration and enrollment are on a space available basis.**

Enrollment is based on a first come, first served basis with all **completed** registration information. HISD **does not** allow schools to hold spaces for new incoming students. Any incomplete forms **will not** be processed; you **must** have all documents with you on the day of registration. **State Law requires all children to be 5 on or before September 1st to enroll in Kindergarten.**

**All of the following are required for Registration:**

- \_\_\_\_\_ **A total of 4 bills is required. (i.e Electricity, Gas, Water, cable/Internet/Cellphone bill)**  
Showing residential service with name and address of resident. If not available, confirmation letters of established account on utility company letterhead will suffice.
  
- \_\_\_\_\_ **Harris County Appraisal District (HCAD)** statement showing Homestead Exemption for current year or Warranty Deed if you recently purchased your home.
  
- \_\_\_\_\_ **Lease Agreement (if applicable)** If you are currently leasing a home or apartment the lease must list **all occupants** living in the home **including** all children. Please bring the **entire typed** lease agreement. All lease agreements are subject to verification. Please also bring in proof of payment for current rent.
  
- \_\_\_\_\_ Current **driver's license** of the parent showing the same address as the required documentation above. International families must provide a current passport as identification.
  
- \_\_\_\_\_ **Birth Certificate** - Original state issued birth certificate required for students born in the United States; **Passport required for students born outside of USA.**
  
- \_\_\_\_\_ **Immunization records** including all of the following:  
**Immunizations must be translated in English by a licensed non-custodial medical professional**
  - \*DPT series - 5 doses, last booster after fourth birthday (4 doses if 4<sup>th</sup> given after 4<sup>th</sup> birthday)
  - \*Polio series - 4 doses, last booster after fourth birthday (3 doses if 3<sup>rd</sup> given after 4<sup>th</sup> birthday)
  - \*MMR - 2 doses given after first birthday
  - \*Hepatitis B - 3 doses
  - \*Hepatitis A – 2 doses, first dose received after first birthday
  - \*Varicella - 2 doses, (or certification from parent that the child has had the disease)
  
- \_\_\_\_\_ **Social Security card** (optional - requested if student has SS#)
  
- \_\_\_\_\_ In cases of divorced parents, provide documentation if both parents **do not** have equal custodial rights to the child while at school. Roberts Elementary requires an original stamped document signed by the judge.
  
- \_\_\_\_\_ Students enrolling in kindergarten through 5th grade need the **last report card or withdrawal paperwork** from the previous school and the **address of previous school** so that complete records can be requested. All records must be translated in English. This includes preschool reports.

**6000 Greenbriar St., Houston, TX 77030**

**(ph) 713-295-5272**

**Trealla Epps, Principal**

**Contact the registrar at 713.295.5272 or [awalji@houstonisd.org](mailto:awalji@houstonisd.org) regarding the registration requirements.**