



# DCM New Student Registration Checklist



Gather the following required documents from home:

**Proof of Residency**

Three total documents are required, one item from Category I and two items from Category II. Please refer to the DCM Proof of Residency Requirements document on our website.

**Custody Documentation**, if applicable. Single parents must bring legal documentation verifying they have physical custody of the child/children (i.e. court order, divorce document, etc.) This includes separations, shared and joint custody arrangements.

**Guardianship or Foster Parent documentation**, if applicable

Complete the following:

**Online New Student Enrollment** linked under 'Registration' in the 'For Parents' link on [www.deemack.org](http://www.deemack.org). If you are unable to complete registration online, please request a paper registration form.

**Release of Records Form**

We will request the following documentation from your child's previous school:

Student's **Birth Certificate**

Student's **Immunization Records**

Proof of **Physical Examination** within the last 13 months. If the student is moving in from out of state, a current Illinois Physical Examination is required within 30 days.

Student's recent **Dental Examination (required in IL for K, 2, 6, 9)**

Student's recent **Vision Examination (required in IL for K)**

**Student In Good Standing Form** (Illinois-specific)

**Report Card(s) or Transcripts** from previous school(s)

**Discipline & Attendance Records** from previous school(s)

**IEP or 504 Plan** copy, if applicable

**IAR** or other state reports

**Other forms that are required** to be signed by Guardians and Students (available electronically through the online enrollment and registration):

**Chromebook Consent Form**

**Acceptable Use of Technology Form**

**G Suite Technology Form**

**Handbook Acknowledgement Form**

**Once your items are prepared**, please contact the appropriate school office to complete the registration process. Offices are open Monday through Friday from 7:30am-4:00pm during the regular school year.

<p>Grades PK-3 &amp; 7-8  <b>Dee-Mack Primary &amp; Junior High</b>  102 East Fifth Street  Mackinaw, IL 61755  (309) 359-4321  F (309)359-4015</p>	<p>Grades 4-6  <b>Dee-Mack Intermediate School</b>  506 North Logan Street  Deer Creek, IL 61733  (309) 447-6226  F (309) 447-5201</p>	<p>Grades 9-12  <b>Dee-Mack High School</b>  401 East Fifth Street  Mackinaw, IL 61755  (309) 359-4421  F (309)359-3125</p>
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WEBSITE: [www.deemack.org](http://www.deemack.org)