



## 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

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

**The office is open year-round (including fall, winter [one week only], spring and summer breaks), excluding holidays.**

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's license or any other photo I.D. is acceptable.

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

Please bring ONE of the following:

- Birth Certificate
- Hospital Certificate with Official Seal
- Baptismal or Church Certificate
- Valid passport

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: Disconnect notices are not acceptable forms of proof of residency)

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

- Warranty Deed, Deed of Trust, or Bill of Sale within last 60 days
- Purchase contract with possession date or closing date not more than 90 days out
- Current utility bill (i.e., Xcel Energy), phone (not cell) or water, mortgage statement or cable bill - your name and address must be clearly marked (both portions of a bill are required, property/service address must match mailing address) – last or current month
- Property tax bill for current year (property/service address must match mailing address) – Adams or Arapahoe county

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

- Current Signed Lease or Rental Agreement; if lease is month-to-month, two current, significant pieces of mail required
- Current notarized letter from the landlord
- Current utility bill (i.e., Xcel Energy), phone (not cell) or water or cable bill - your name and address must be clearly marked (both portions of a bill are required, property/service address must match mailing address) – last or current month

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

- A current notarized letter from the owner/renter of the residence with whom you live stating the length of time you will be staying
- Proof of address from the **owner/renter of the residence** (see required documents above)
- If possible, current proof of your residence at that address (i.e., bank statement, insurance statement, new Colorado driver's license receipt, bill received, etc., with your name and address clearly listed).

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

- Military I.D.
- Current utility bill (i.e., Xcel Energy), phone (not cell) or water, housing letter or cable bill - your name and address must be clearly marked (both portions of a bill are required, property/service address must match mailing address) – last or current month

### 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 form 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/guardian.

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

Rev. May. 2011