

New Student Registration Procedure

In order for us to provide excellent and equitable service to all students and their families, the following steps need to be taken to begin the registration process.

Please bring in the following documents:

- Original copy of the student's birth certificate
- Current immunization records
- Proof of address
 - If you are unable to get proof of residency you must complete a Declaration of Residency Form
 - If your address falls outside of the Taylor Canyon Elementary School boundary lines, you must complete a Boundary Exception/Open Enrollment Application. This form will be submitted to the school principal who will determine whether the student will be accepted or denied enrollment at Taylor Canyon. Results are based on capacity, special program limitations and staff availability.

Please fill out the following:

- Ogden School District Student Registration Form – **THIS IS DONE ONLINE, AT:**
<https://sis.ogdensd.org/Students/Register/Start>
 - When a student is being enrolled in an Ogden School District school, guardianship must be verified. If someone other than a biological parent is registering the child, that person must provide court documentation showing legal guardianship. This person must provide the school with a Durable Power of Attorney form. If you need assistance with a guardianship issue or the Power of Attorney process, please contact **Marcella Martinez** at martinezm@ogdensd.org AND **Denise Richardson** at richardsond@ogdensd.org, or call 801-737-8522. They will be happy to assist you.

THE FOLLOWING FORMS WILL BE AVAILABLE AT THE SCHOOL:

- Home Language Survey Information
- Health Status Form
 - If your student has asthma, diabetes, a food allergy, gluten intolerance, seizures or will need to take any type of medication while at school, please fill out the correct form below (Additional Health Forms)
- Terms and Conditions for Network and Internet Use Acceptable Use Policy for Students
- Taylor Canyon Elementary Field Trip Form

Additional Health Forms:

- Asthma Plan for School, and Medication Authorization Form
- Authorization of School Personnel to Administer Medications
- Diabetes Medical Management Plan for School
- Food Allergy Action Plan
- Health Care Plan for School Celiac Disease and Gluten Intolerance
- School Health Care Plan for the Student with Seizures

If you have any questions or need assistance, please contact our front office at **801-737-8951**. Thank you.