



Orchard Farm R-V School District

Administration Office
3489 Boschertown Rd
St. Charles, Missouri 63301
www.ofsd.k12.mo.us
Dr. Wade Steinhoff, Superintendent

Residency/Enrollment Checklist Items Required for Registration

- ☐ **Proof of Parent/Guardian Identification-** Driver's license or other state or federally issued identification card
- ☐ **Proof of Student's Date of Birth-** Birth certificate, state or federally issued identification card or another official document
- ☐ **Proof of Student Immunizations-** must comply with Missouri State Law
- ☐ **Court Documents (if applicable)-** custody, guardianship, etc.
- ☐ [Quick Registration Form](#)
- ☐ [Athletic/Activities Form \(High School students only\)](#)
- ☐ **Proof of Residency**
 - ☐ **Homeowner/Renter-** Two documents needed. A utility bill must show name, date, and service address. (see below)
 - ☐ **In the Process of Becoming a District Resident-** [Temporary School Zone Exemption Form](#)
 - ☐ **Residing with a Friend/Relative-** The friend/relative must appear in person with the parent/guardian to complete the Residency Verification Affidavit. This must be notarized. The friend/relative **must** provide proof of residency (see below). Please call 636-925-5461 to discuss your situation further.
 - ☐ **Residing in a hotel, shelter, campground or any other temporary living arrangement-** please call 636-925-5461 to process enrollment

Documents for Proof of Residency

*Please provide 2 documents (one from each column). **Documents must be current.**

A

- Mortgage statement
- Real estate tax
- Signed rental agreement or lease
- Paid receipt

B

- Utility bill (gas, electric, water, sewer, internet)
*will accept online notification of services (online billing)
- Billing statement (credit card, insurance, etc.)
- Personal property tax

If you have any questions, please contact **Allison Nelson** in the Student Services Department.

k12enrollment@ofr5.com

636-925-5461