

School Enrollment Document Submission Record Form

This **school enrollment document submission record form** sample is designed to streamline the process of tracking student paperwork efficiently. It ensures all necessary documents are accounted for and submitted timely during enrollment. Using this form enhances organization and reduces administrative errors in the admission process.

Student Name:

Student ID / Registration Number:

Grade Applying For:

Parent/Guardian Name:

Document	Required	Date Submitted	Signature/Initial	Comments
Completed Enrollment Form	Yes			
Birth Certificate	Yes			
Immunization Records	Yes			
Proof of Residence	Yes			
Previous School Records	If applicable			
Parent/Guardian ID	Yes			
Other (Specify):	No			

Note: Please ensure all required documents are submitted. Incomplete forms may result in delays in the enrollment process.