



LEWIS-PALMER SCHOOL DISTRICT 38

146 Jefferson Street, P.O. Box 40
Monument, CO 80132-0040

Administration Office:
Phone 719-488-4700
Fax 719-785-4218
www.lewispalmer.org

“One Team – Our Team”

To Parents/Guardians of New Students to Lewis-Palmer School District

Welcome to Lewis-Palmer School District! The first day of school for the 2020-2021 school year will be Wednesday, August 19, 2020. In order for your student to attend school, you must complete the online enrollment process, which opens on February 10, 2020. You can use the enrollment link from our website (<http://www.lewispalmer.org/enroll>), or use one of the kiosks at our Administration Building, located at 146 N. Jefferson Street in Monument.

As part of this process, you will be asked to upload or provide the following documents:

1. **Address verification:** the first page of your lease or contract, warranty deed, tax statement, or current utility bill (gas, electric, or water). If you are living with friends or relatives, then they will need to provide a form of verification along with a signed note stating you and your student(s) are living in their home.
2. **Official documentation of the student's full name and birth date:** such as a birth certificate or passport. Please contact me if you need to discuss alternatives.
3. **Immunization records or a signed exemption:** while not required to get a student enrolled, they are required to be in the building prior to the start of school. If you don't provide the immunizations as part of the enrollment process, you will need to ensure they are in the building prior to the start of classes. We cannot rely on previous schools to send immunization records in a timely manner.
4. **Individual Education Plan (IEP):** if your student receives Special Education Services and is new to the district.

After you complete and submit the online enrollment, you will get a confirmation email that it was submitted successfully. You will also get an email when the enrollment is processed or placed on hold (along with the reason).

If your student is entering grades 7-12, you will then work with a counselor at the appropriate school. Your student will submit course requests so a schedule can be created.

Please contact me if you need assistance with any of the online enrollment process.

Sincerely,

Jim Taylor, Registrar
Lewis-Palmer School District
719-488-4701, Fax: 719-785-4218
JTaylor@lewispalmer.org