

2018-19 Registration Packet Directions

1. **Complete all pages of the packet.** We use Adobe Acrobat for our forms. If you are using a mobile device, please consider downloading the Adobe Acrobat mobile reader mobile app from your preferred app store.
2. **Sign all pages requiring signatures.** Digital signatures are acceptable.
3. **Print the completed registration packet.** You can print to file or PDF and attach it to an email. OR print a hard copy.
4. **Submit the packet to Registration and Records by email, fax, by mail or in person.**

To submit by email:

Click here> REGISTRATION@rochester.k12.mn.us to create an email addressed to Registration and Records. (OR open a new email and enter the email address above manually.)

- a. Attach your saved pdf file or a scanned copy of your child's completed enrollment packet.
- b. Attach a copy of your child's birth certificate and current immunizations to the email at this time, or submit them separately.
- c. IF your child will be attending a non-public school, please indicate the name of the school in the email, otherwise, students will be placed at their neighborhood school.

Registration & Records will send you a confirmation email when your child's registration packet is received by email. If you do NOT receive a reply, please contact us.

Registration & Records
Rochester Public Schools
615 7th St SW
Rochester MN 55902

REGISTRATION@rochester.k12.mn.us

Phone: 507-328-4200
Fax: 507-281-6086