

STEP-BY-STEP GUIDE · HUNTERTOWN

School Enrollment in Huntertown: A County-Scale District, 2026

The district is built at county scale and does not carry the town's name. Enrollment is not town business, and your mailing address does not show you the district line.

SHORT ANSWER

The district is **Northwest Allen County Schools**, the administration center is on **260-637-3155**, and enrollment begins online through a parent account. Separate two things at the start. **First, enrollment is not town business:** the district is built at county scale, its name does not carry the town's name, and Town Hall is not a party to this. **Second, and this is the most important warning on this page:** for its residency check the district asks for **a driver's license showing your current address** and looks for **a second document matching that address**. For a newly arrived family that is a real obstacle, because Indiana issues no credential without proof of lawful status. **But the state education department's memorandum is the higher source** and it does **not** treat the absence of proof of address, a birth certificate or a Social Security card, or undocumented status, as a ground to refuse enrollment. We print the tension as it stands: **take the documents, but do not postpone enrollment.**

The tension: what the district asks for and what the state writes

The residency check, as relayed from the district's own pages, runs like this: **a driver's license showing your current address**, plus **a second document** showing the same address, and that document must be either a utility receipt or a lease for that dwelling; **the parent or guardian's name must appear on it**. For families building a house in the district or in the middle of a move, an **affidavit** obtained from the administration building comes first, then a driver's license plus a purchase agreement or builder's letter.

What the state writes says the opposite and is the higher source. The memorandum the state education department's attendance officer sent to principals lists the situations in which enrollment cannot be refused, and states plainly: **state law requires no document carrying an address as a precondition of enrollment**. A school **may** ask for documents to determine legal settlement or the right to attend, **but if a parent cannot produce them the child cannot be kept out of school for that reason alone**. **We do not take sides, but we state the hierarchy:** the state memorandum is the higher source and a written instruction sent to schools.

YOU HOLD A REAL LEVER IN THIS TOWN

- **The utility receipt the district asks for as the second document is something you can produce yourself here.** Water, sewer and trash are on **the town's own bill**, and opening the account in your own name puts **a document in your name carrying your address** in your hand.
- **One call starts all three services: 260.637.5058.** Make that call in the week you arrive and you will walk into enrollment holding a document.
- **The documents the district does not accept are listed too:** in the relayed list **telephone and cable bills are not accepted.** So if your first bill is an internet or telephone bill, it will not do the job.
- **If a driver's license is demanded, point to the state memorandum** and insist on enrolling. A school may ask for documents; the absence of a document cannot be a ground to refuse. If you are turned away, say that you can take it to the department's attendance officer.

Grounds that cannot be used to refuse, from the state's own memorandum

GROUND	WHAT THE MEMORANDUM SAYS
No rent receipt, mortgage statement, driver's license, Social Security card or lease	The statute requires no document carrying an address as a precondition. A school may ask for documents to establish legal settlement, but if a parent cannot produce them the child cannot be kept out for that reason alone
Being undocumented, not being a citizen	If the child intends to stay in Indiana at least thirty days , enrollment must be immediate and without regard to legal settlement ; the memorandum cites a 1982 Supreme Court decision
Not speaking English	Written the same way and also grounded in a Supreme Court decision
No birth certificate	The school may ask for a certified copy or other reliable proof of the date of birth; if it is not produced within thirty days the school reports to the state clearinghouse for missing children. That report is a routine step, not an accusation , and the child is not removed from enrollment
No stable housing, moving mid-year, staying with a relative, arriving late in the term	All of them are among the situations the memorandum lists. Where a parent's signature cannot be obtained for a student staying with a relative, a third-party custodian agreement completed by the caregiver may be accepted

THE ONLY REAL LIMIT IS IMMUNIZATION, AND ENROLLMENT IS NOT ATTENDANCE

- The memorandum's own sentence is this: children **must be enrolled** whether or not they have the required immunizations.
- But if they are not immunized and the school does not grant the **twenty-day waiver** the statute allows, the child **cannot attend class after the first day of school.**
- So **enrollment must happen in every case; attendance need not.** That distinction is the most useful sentence in this guide: you can enroll and close the immunization gap in parallel.
- **Bring your child's immunization record with you from Türkiye** and if possible have it translated into English before you leave. Arranging a translation from here is a separate errand and it takes time.

A mailing address is not a district boundary

Before you rent or buy a house in this town the question to ask is this: **is the address inside the district boundary**. In this region the mailing address is one thing, the town limit is another and the school district is a third, and none of the three has to follow the others. The district's own arrangement is explicit: **if you live outside the district boundary** you must first complete the **out-of-district transfer form** on the open enrollment page and **wait for approval**, and that takes time. **So which district an address falls into is something to settle before the contract**, not after. The same question comes back on the utility and property tax side in [our moving checklist](#).

How the district works: where it starts and where it ends

- **Enrollment begins through an online parent portal** and access is in the **parent account** only, not the student account. High school students also book an appointment with a counselor through the guidance office.
- **A new student's enrollment is completed at the school itself**, not at the administration center. So you start online and then go to the building: **two addresses, two steps**.
- **The other documents asked for** were relayed from the district's own pages as follows: a **board of health copy** of the birth certificate rather than the hospital copy; as proof of residency a gas, electric or water bill, a lease showing the dates of residency, or the closing document from a house purchase; immunization records; a health information form; the most recent copy of any custody order; and a **head and shoulders photograph** of the child.
- **A source warning, and take it seriously**: the district's own site could not be reached during this research and the document list above was assembled from quotations relayed from its pages. **So do not read the list as definitive**; call the administration center and take the current list from them.
- **We also could not verify whether a Social Security number is asked for at enrollment**, but the state memorandum does not treat the absence of a number as a ground to refuse.

LANGUAGE SUPPORT: THE SURVEY IS FILLED IN ONCE AND STAYS IN THE FILE

- The mechanism is the same statewide: a **home language survey** is completed once at enrollment. If a language other than English is given, the student is given a placement screening and English learner status is determined **within thirty calendar days**.
- **Leaving Turkish off the survey deprives your child of support**. That may be the one-sentence value of this whole guide.
- If you move to another school inside Indiana the survey travels with the student; if it cannot be found, the new school must document **at least three attempts** to obtain the old one before administering a new survey.
- **We write nothing about the district's own program**. Its site has an English learner section but we could not read its contents: we make no claim about the scope of the program, its staffing or the languages represented in the district. **Ask about it by name at your enrollment appointment** and ask **in writing** when your child will be assessed.
- **Make the interpreter request at the moment of enrollment and in writing**, and repeat it for the next parent meeting.

- 1 **Find out first whether the address is inside the district boundary.** If it is outside you need transfer approval first and that takes time; get the answer **before the contract**.
- 2 **Open the utility account in your own name in the first week**, on **260.637.5058**. The second document the district wants comes from there, and telephone and cable bills are not accepted.
- 3 **Pack the bag:** the child's passport, the board of health copy of the birth certificate and its translation if you have them, the immunization record, the utility bill and the lease, any custody order and a photograph. **There will be gaps and that is normal.**
- 4 **Enroll, then close the gaps.** Enrollment must happen in every case; the limit on attendance is immunization.
- 5 **Write Turkish on the home language survey** and point out that status is determined within thirty calendar days.
- 6 **Get the current list from the administration center** on **260-637-3155**. The document list in this guide comes from secondary relays.
- 7 **Get the library card in the same week.** There is no branch in town but county residents can register online; the detail is in our moving checklist.



TURKISH-SPEAKING IMMIGRATION ATTORNEY IN HUNTERTOWN

Have a question about your immigration status?

Attorney Asim Clinch serves clients in Huntertown and the surrounding area, in Turkish and English.

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