

STEP-BY-STEP GUIDE · WISCONSIN

School Enrollment in Wisconsin: Documents, Immunizations and the 2026 Guide

The district says in writing that it no longer collects students' Social Security numbers, and it accepts a passport as parent identification. Immunizations have three exemption grounds, and there is no Turkish-language support.

SHORT ANSWER

School is where the good news sits in this guide. The capital's school district states on its own page that **"the district no longer collects students' Social Security numbers"**, and it **expressly accepts a passport** as parent identification. Enrollment is fully online and **has to be redone every year**. What is asked for: photo identification, proof of the child's name and date of birth (an **original birth certificate**, a passport or a health record), **one** proof of residency in the parent's name, immunization records, and academic history if the child studied abroad. The immunization requirement can be waived on **health, religious or personal conviction** grounds. One gap to state as well: the languages the district actually staffs are **English, Spanish and Hmong; Turkish is not on that list**.

THIS GUIDE WAS WRITTEN FROM ONE DISTRICT'S LIST

- The list below is the capital's school district's own list. There is no single statewide document list, and we keep that caveat visible.
- **District boundaries do not have to match city boundaries**. A street on the other side can fall into a different district, so find out which district your address is in **before you sign a lease**.
- We could not read the locations and hours of the district's published **enrollment help sites**, so we print no address here; call the enrollment office.

How enrollment works

Enrollment is **entirely online**, through the district's student information system. Know two things up front. First: **you must re-enroll every child every year**; returning families sign in with their own account. Second: you can **upload documents into the online application**, and if you do you do not have to go to the school; if you prefer, you can book an in-person or video appointment with your school and have the documents verified there. The enrollment office is at 545 W Dayton St., Madison, WI 53703; phone **(608) 663-4957**, weekdays 8 a.m. to 4 p.m. The office keeps student records, monitors **residency and custody**, and runs intra-district transfers, open enrollment and the lotteries.

Documents requested, in the district's own words

ITEM	ACCEPTED
Valid photo identification	Driver license, passport or government-issued photo ID; it must show full name and date of birth
Child's name and date of birth (one of)	Original birth certificate (the district's sentence is clear: photocopies are not accepted , and schools neither copy nor retain the original), passport , or a health record
Proof of residency (one, in the parent's or guardian's name)	Lease, mortgage document or a current utility bill
Proof of immunization	If the parent does not grant access to the state immunization registry, you complete the record yourself; records of all out-of-state immunizations are requested
Academic history for a student who studied abroad	Most recent report card, transcript, leaving certificate, special education information. The most recent report card is required for a student entering grade 9 , to build the course schedule
Verification of the parent-student relationship	Official photo ID (driver license, passport or government ID) plus the child's birth certificate or a court document showing the relationship. The district's sentence: if you cannot provide verification, call the enrollment office
If medication will be given at school	Parent consent form (English, Spanish and Hmong) plus a medication administration instruction completed by a health provider. The instruction form is not translated

If both parents are named on the birth certificate, both are recorded as parents in the system unless a document shows otherwise. **Age rules:** four-year-old kindergarten requires being **4** on or before September 1; the five-year-old class requires being **5**; first grade requires being **6** and proof of having successfully completed kindergarten. If you do not have that proof, the district tells you to petition the school principal.

Numbers and immigration status: the district's own sentences

- **"The district no longer collects students' Social Security numbers."** Just before that sentence the district writes that state law and the federal law on the privacy of education records prohibit sharing this information.
- **"All students, regardless of immigration status, have a right to a free and equal elementary and secondary education."** The district cites the Supreme Court decision on this point.
- **"You never have to disclose your immigration status."**
- The district writes that it **does not permit law enforcement officers to contact or question students** unless a parent or guardian consents.
- In **April 2017** the district's board adopted a resolution declaring every campus a safe place for students and families. **We did not read the text of the resolution**, so we do not quote from it; we relay the district's own summary.
- **We also state a limit:** these sentences are **school district policy**, not law, and policies can change. But this is the clearest written statement we have seen in this series and it is worth having in hand when you

go to an appointment.

IMMUNIZATIONS HAVE THREE EXEMPTION GROUNDS

- The requirement comes from the state student immunization law, and the district writes that school requirements are **minimum** requirements and do not cover every recommended vaccine.
- The exemption is among the broadest we have seen: requirements can be waived on **health, religious or personal conviction** grounds, and a properly signed waiver petition filed with the school is enough. Forms come from the school nurse or the district's immunization page.
- **Coronavirus and influenza vaccines are encouraged but not required by the state student immunization law**, and their dates do not have to be reported.
- If you grant permission during enrollment, the district can pull the record directly from the **state immunization registry**; parents can also **query their own children** in that system, and the public portal works in the user's preferred language: dhs.wisconsin.gov/immunization/wir.htm.
- **Uninsured children can be immunized at the local public health department, (608) 266-4821**. We **did not read** the vaccine and dose table by age and grade and we do not print one here; ask the school nurse for it.
- **Before you file a waiver petition**, ask whether your child's out-of-state immunization records will be accepted; in most cases no waiver is needed at all.

Language support, and an honest answer on Turkish

The district runs an English as a second language program and a language support unit. There are two named bilingual programs: a dual language immersion program with **lottery** placement and a separate **Hmong** bilingual program. But every parent document, medication consent form, immunization table and emergency brochure we saw is published in **the same three languages**: English, Spanish and Hmong. The parent lines are built on the same three: Spanish **(608) 663-5428**, Hmong **(608) 663-8433**, multilingual programs **608-663-8440**. **Turkish is not among the languages the district staffs**. So do not expect Turkish-language documents; when you book, **state your request for an interpreter explicitly** and have it noted. The district's immigrant families page also lists some named community organizations; because we did not verify their 2026 operations on their own sites, **we print no organization names here**.

- 1 **Settle the address.** Find out which district you are in before you sign a lease.
- 2 **Prepare the passport for two separate purposes:** it is accepted both as your photo identification and as proof of the child's date of birth.
- 3 **Bring the original birth certificate.** Photocopies are not accepted, but the school does not keep the original either.
- 4 **Prepare one utility bill or lease in your name.** One document is enough and it has to be in the parent's name.
- 5 **Handle the immunization file in your first weeks.** Have the record from Türkiye transcribed into the state registry.
- 6 **Get the transcript before you leave Türkiye.** The most recent report card is required for a student entering grade 9.

- 7 Put your interpreter request in writing.** There is no registered Turkish-language program, so you have to raise it as a service request.
- 8 Re-enroll every year** and put the age cutoff (September 1) on your calendar.



TURKISH-SPEAKING IMMIGRATION ATTORNEY IN WISCONSIN

Have a question about your immigration status?

Attorney Asim Clinch serves clients across Wisconsin, in Turkish and English. Free evaluation:

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