



The Classical Academy (all programs)

District 20 Registration Instructions

D20 Central Registry Hours: 7:30 AM – 4:00 PM
1110 Chapel Hills Drive, Colorado Springs, 80920
Phone: 719-234-1224 FAX: 719-234-1286
Email: crhelp@asd20.org

These instructions are only for those who have received and accepted an offer of admission to a TCA program. ***Please register online with District 20 as soon as possible.*** Please note: *****PLEASE NOTE: If you want to receive communications from TCA and your child's teachers, DO NOT check the "Private" box when asked for your email preferences.**

Step 1-Parent/Guardian Completes Online Registration

Go to www.ASD20.org. Click on "Register" on the left sidebar of the home page. Next, click "Register" on the page that opens. You will need to upload supporting document PDFs as part of the application. JPEG and GIF photos are ok so long as the picture is clear enough to read the document. Required documents are listed below. Your student's registration may be placed on hold or returned to you (via email) by Central Registry if required documents are missing.

Verification of Address (Out of district students do not need to provide proof of residency.)

- In district residents need to provide one of the following:
 - A current utility bill listing the residency/billing address and name of parent/guardian registering student
 - House Warranty Deed
 - House Bill of Sale
 - House Settlement Statement from Closing
 - Current El Paso County Property Tax Statement
 - Current Rental Agreement (valid for 6 months or longer; signed by renter and landlord)
 - Quarters Assignment Lease from USAFA Housing Office (signed by Housing Office)
 - Contract Stating Buyer Name, Property Address, and Closing Date (signed by seller and buyer)
 - Academy District 20 Notarized Residency Statement (available online: search Residency Statement)

Certified Birth Certificate for Student

Immunization Record for Student – Colorado requires immunization records or waivers for the following:

- DTP/DtaP/Tdap
- OPV (polio)
- MMR
- Varicella
- Hepatitis B

**If all immunizations have not yet been completed, just submit what you have then bring the updated shot records to your campus nurse when school begins in August. See state requirements on the TCA website [Here](#).*

Photo ID of Parent or Guardian Registering Student

- State driver's license, US Military ID, or passport

Custody Documents – If parents are separated/divorced, provide one of the following:

- Complete Court document stating **residential custody** of the student
- Notarized letter from other biological parent acknowledging student will be registered in an Academy District 20 school and living with parent/guardian submitting the registration

Step 2-Parent/Guardian Completes Enrollment – Once you complete the online application, you will receive an email confirmation with next steps to complete your student's enrollment.