

GREENVILLE COUNTY SCHOOLS
ENROLLMENT CHECKLIST

For School Use

Enrollment Date _____ Enrolling School _____

School Person Enrolling (print)

REQUIRED at Time of Enrollment

(Attach copies of all pertinent documents; Originals required at time of enrollment; Photocopies/partials may not be accepted.)

Student's Legal Name _____ Geocode _____ HomeBase School _____

If enrolling at a school other than the homebase, does the student have an approved reassignment? Y N (If no, do not enroll)

Parent/Legal Guardianship Verification:

- _____ Government Issued Photo ID
- _____ Divorce/Separation Documents
- _____ Court-Ordered Guardianship
- _____ Student emancipated by age (18 years) – government issued photo ID/ Birth Certificate
- _____ Notarized Educational Affidavit
- _____ Notarized Custodial Parent Affidavit

Proof of Residency:

Two documents are required. (School may require more than two.)

- _____ Current electric or gas bill displaying address of residence and a billing date within past 30 days
- _____ Closing statement or current mortgage statement for primary residence showing property address (not mailing address)
- _____ Current signed lease agreement with name and phone of landlord
- _____ Most recent state or federal income tax return
- _____ Current paid tax receipt on real estate owned by parent/legal guardian
- _____ Property tax form requesting homestead exemption
- _____ Current statement from DSS or other governmental agency which proves residency of the parent/legal guardian
- _____ Current paycheck stub with address of residence

In the case of a parent/legal guardian and child residing at a particular address with another adult:

- _____ Notarized Residency Affidavit and two proofs of said adult's residence (check two on list above)

Student Information:

- _____ Completed GCS Enrollment Form (GCS 130-10)
- _____ State/County issued Long Form birth certificate for initial registrations. Short Form may be accepted with 6 week waiver so that Long Form can be obtained. Short Form is acceptable for in-district transfers.
- _____ Immunization Certificate **or** Conditional Certificate of Immunization **or** Religious Objectors Statement **or** 30 Day Waiver on Immunization Certificate (out-of-district new enrollees only) (_____ Date for Return)
- _____ Withdrawal/Transfer form (or GCS 250-10) from last school attended to include: _____ Grades, _____ Attendance, _____ IEP or 504
- _____ Transportation form to include a.m. and p.m. arrival and departure codes
- _____ Primary home language form
- _____ Records request form

Student Records: Required at time of enrollment when applicable

- _____ Court order or legally binding document restricting parent(s) access to educational records
- _____ Written consent by parent (legal guardian) that stepparent/other caregiver be granted access to educational records

Other Information: Required when applicable (School will do follow-up)

- _____ Report Card
- _____ Internet use form
- _____ Transcript
- _____ Free/Reduced Lunch Form
- _____ Due process (special education records)
- _____ Student Emergency Form

RESOURCES:

- Questions regarding Homeless Students (355-7366)
- Coordinator for Attendance (355-2064)
- Office of Social Work Services (355-2079)
- Office of Information Assurance (355-7670)
- Questions regarding Immunization (355-3171)
- Coordinator of School Assignment (355-7265)
- Coordinator for School/Program Accountability (355-3196)