

# Greenville County Schools

## Enrollment Documentation Checklist for Parents

**NOTES:** Original documents are required at time of enrollment; photocopies and partial pages may be unacceptable.

Students enrolling at a school other than the homebase school must have an approved reassignment prior to enrolling.

### **Parent/Legal Guardianship Verification**

*Parent or Legal Guardian must accompany student to begin the enrollment process. Another adult (stepparent, grandparent, etc.) can stay to complete the process.*

- \_\_\_\_\_ Government Issued Photo ID
- \_\_\_\_\_ Divorce/Separation Documents, if parents have divorced
- \_\_\_\_\_ Court-Ordered Guardianship Papers, if applicable (*A notarized statement from parent or legal guardian is not sufficient.*)

### **Proof of Residency**

*At least two documents from the following list are required. Some schools may require more than two.*

- \_\_\_\_\_ Current electric and/or gas bill displaying service address and a billing date within past 30 days (*you can bring 2 utility bills*)
- \_\_\_\_\_ 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

### **Student Information**

*First time enrolling in Greenville County Schools, or returning to Greenville County following a break in enrollment:*

- \_\_\_\_\_ State/County issued **certified** birth certificate.
- \_\_\_\_\_ Immunization Certificate **or** 30-Day Waiver (*available at school*)
- \_\_\_\_\_ Withdrawal/Transfer form from last school attended to include:    \_\_\_ Grades    \_\_\_ Attendance
- \_\_\_\_\_ High school transcript, if available (*for 9<sup>th</sup> – 12<sup>th</sup> graders*)
- \_\_\_\_\_ Enrollment forms (*available at the school*)
- \_\_\_\_\_ Copy of student's IEP or 504 Plan, if applicable

*Students transferring within Greenville County:*

- \_\_\_\_\_ State/County issued birth certificate (*wallet card acceptable*)
- \_\_\_\_\_ Immunization Certificate
- \_\_\_\_\_ Withdrawal/Transfer form from last school attended to include:    \_\_\_ Grades    \_\_\_ Attendance
- \_\_\_\_\_ Enrollment forms (*available at the school*)
- \_\_\_\_\_ Copy of student's IEP or 504 Plan, if applicable

### **Additional Student Information**

*Submitted at parent's discretion:*

- \_\_\_\_\_ 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
- \_\_\_\_\_ Request to restrict release of Student Directory Information (*form available at school*)

*Certain circumstances may necessitate additional enrollment documentation. Your child's school will advise if these are needed:*

- \_\_\_\_\_ Notarized Educational Affidavit
- \_\_\_\_\_ Notarized Residency Affidavit and 2 proofs of address (*from above list*)
- \_\_\_\_\_ Notarized Custodial Parent Affidavit