

# 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
  - \_\_\_\_\_ Entrance Requirements: child must be **four** years of age if enrolling in K4 program; or **five** years of age if enrolling in K5 program; or **six** years of age if enrolling in First Grade **on** or **before September 1<sup>st</sup>** of the applicable school year. (Please initial that your child meets this requirement and **return this form to school**)
- \_\_\_\_\_ Parent Signature (required for parents of new 4K, 5K and 1<sup>st</sup> graders)

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