

DOCUMENT RETURN WAIVER

To: _____ Date _____
Parent/Guardian Name

Re: _____
Student Name, student enrolling in _____ grade at _____ School

I understand that my child's enrollment at _____ School will not be complete until all documents required for enrollment have been presented to the Guidance/Front Office. Currently, the following documents are still needed:

_____ Parent Photo ID	_____ Proof of Address	_____ Immunization
_____ Emergency Contacts	_____ Birth Certificate	_____ Custody Papers
_____ Withdrawal Grades	_____ Transcript	_____ Other

1. I agree to bring the **original** documents to Guidance/Front Office by _____. The school will make a copy and return the original to the parent/guardian, but the school needs to see the original.
2. If any documents need to be ordered, I agree to order them within a week of today's date and bring them to the school as soon as they arrive. Since all states will mail out birth certificates within 6 weeks, a birth certificate should be brought in within 8 weeks of today's date. This allows time for ordering and receiving by mail. Custody papers should be available from a courthouse or attorney's office without much delay.
3. If assistance is needed in finding out how to order a birth certificate from any state, please visit this website (Centers for Disease Control, National Center for Healthy Statistics): <http://www.cdc.gov/nchs/w2w.htm>

I understand my child's enrollment is dependent upon having all documents required by the State of South Carolina and/or the Greenville County School District on file in a timely manner. Any documents not produced by the aforementioned date may result in my child being withdrawn from the school.

Parent/Guardian

Date

School Registrar/Secretary/Clerk

Date