

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 showing parent names. (Long Form) Wallet card (Short Form) may be accepted with 6 week waiver so that a certified birth certificate can be obtained.
- _____ 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 9th – 12th 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