

# Enrollment Procedures and Forms

## Enrollment Procedures and Forms

Welcome to Riverside Middle School! Whether you are joining us from a Greenville County School or from another state. Below you will find information about our procedure for enrolling new students and the documents necessary to enroll your child. In the enrollment process, please have all documentation and paperwork completed prior to coming in. This will help you streamline the process and enroll your child in appropriate classes. If you are coming from another Greenville County School, you should call the school and let them know you are enrolling. We will be unable to enroll them if they are still listed as an active student at their previous school.

[FIND YOUR SCHOOL ASSIGNMENT](#) - This option allows parents/guardians to look up current school assignment for a single-family or multi-family dwelling.

[FIND YOUR BUS STOP](#) – This option allows parents/guardians to look up your possible bus stop.

## REQUIRED DOCUMENTATION LISTED BELOW: (Original documents are required at time of enrollment)

### Parent/Legal Guardian Verification:

- 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.)
- Court Order or legal binding document restricting parent (s) access to education records.

### Proof of Residency (At least 2 documents from the following list are required):

- Current electric and/or gas bill displaying service address and a billing date within the past 30 days.
- Closing statement or current mortgage statement for primary residence showing property address.
- Current signed lease agreement with name and phone of landlord.
- Most recent state or federal income tax return.
- Current statement from DSS or other government agency which provides residency of parent/legal guardian.
- Current paycheck stub with address of residence.

### Student Information:

- 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
- Enrollment Forms (available below and at school)
- Copy of student's IEP or 504 plan, if applicable
- Student's last report card or most recent progress report

**Certain circumstances may necessitate additional enrollment documentation. Your child's school will let you know if additional documentation is needed.**  
Notarized Educational Affidavit

Notarized Residency Affidavit and 2 proof of address (from above list)  
Notarized Custodial Parent Affidavit

**ENROLLMENT FORMS:**

Please download, print and complete the following forms.

[Enrollment Documentation Checklist for Parents](#)

[Enrollment Forms](#)

[Primary Language Form](#)

[Student Records Request Form](#)

[Student Transportation Form](#)

Please contact the appropriate grade level counselor with any questions you may have. Contact numbers and e-mail ad