

Student Name: (Last, First) _____ Grade _____

Your New Parent Group Orientation/Enrollment Day/Time (1-1.5 hrs):

Welcome to Tabb Middle School & the York County School Division

New Student Summer Enrollment for 2022-2023 Checklist

1. Stop by the TMS Main Office as soon as possible (beginning May 16th)

You may call the front office at 757-898-0320 if you have questions about enrollment.

- ___ Confirm your address is in the TMS zone
 - ___ Pick Up an Enrollment Packet
 - ___ Sign up for Parent Orientation & Enrollment appointment
 - o **Up to two people** only due to space limitations; student orientations are held in August
- If unable to attend, please call 757 898-0320 as soon as possible to reschedule your orientation & enrollment appointment.

2. Complete Student Information prior to Parent Orientation/Enrollment Appointment

- ___ Complete Online Pre-Enrollment
 - o http://yorkcountyschools.org/studentInfo_Submission/default.asp
- ___ Complete the enclosed Academic Enrollment & Elective forms (with your student)
- ___ Complete the enclosed Request for Student Records form
- ___ Complete the enclosed Student Health Form
- ___ Provide a Final Report Card (to confirm grade level and Math/English placement)
- ___ Provide Standardized Test Scores if available
- ___ If applicable, provide a current IEP (Individualized Educational Plan), 504 Plan and/or prior Gifted Testing & Eligibility

3. Provide Enrollment Documents (*Required by York County School Division at time of enrollment)

*Please do not rely on your child's previous school to fax/ mail birth certificate or shot record.
A records request will be sent to your child's previous school. However, it may take weeks for records to be received and reviewed, placing enrollment and schedules on hold until all required documents are received.*

- ___ *2 Proofs of Residency
 - o 1st: *must* be a signed lease agreement or mortgage statement
 - o 2nd: any current bill or statement (utility bill, bank statement or insurance verification--- renter's/homeowner's/auto)
- ___ *Student's certified birth certificate (Hospital certificate is not acceptable.)
- ___ *Immunization record to include documentation of Tdap Booster & Meningococcal (NEW this year) for rising 7th graders

4. Attend a New Parent Group Orientation/Enrollment Appointment

- ___ Place all **completed** forms and requested **documents** in this envelope and bring to your orientation/enrollment appointment; Mrs. Gray, registrar, will make copies of your documents while you are attending the orientation.

Once the steps above are completed and documents are received by TMS, we will work hard to ensure your student's schedule is ready for our (very TENTATIVE DATES) *New Student Orientation* on **Tuesday, August 23rd for 7th & 8th graders** and *Tiger Trek* on **Wednesday, August 24th for 6th graders**.