MONTGOMERY COUNTY SCHOOLS
STUDENT PLACEMENT ENROLLMENT INFORMATION

PRINCIPALS, GUIDANCE COUNSELORS OR ENROLLING OFFICIALS MUST RETURN THE ENTIRE COMPLETED ENROLLMENT INFORMATION PACKET TO DR. KEVIN LANCASTER FOR FINAL APPROVAL.
(THE INFORMATION MAY BE FAXED OR EMAILED)

STUDENTS MAY NOT BEGIN CLASS UNTIL APPROVAL IS GRANTED and ENROLLMENT INFORMATION IS FORWARDED TO THE NC WISE DATA MANAGER

STUDENT'S NAME: _____
LAST FIRST MIDDLE

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

SCHOOL: _____ **GRADE/HOMEROOM TEACHER:** _____

I CERTIFY THAT THE ENROLLMENT PACKET IS COMPLETE.

SIGNATURE: _____ **DATE:** _____
PRINCIPAL, GUIDANCE COUNSELOR OR ENROLLING OFFICIAL

Enrollment in Montgomery County Schools is:

❒ **Approved**

❒ **Disapproved**

SIGNATURE: _____ **DATE:** _____
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/AUX. SERVICES/

MONTGOMERY COUNTY SCHOOLS
STUDENT PLACEMENT ENROLLMENT INFORMATION

The following documents are required for enrollment:

- ❒ **Student Enrollment Form**
- ❒ **Copy of student's birth certificate –** No hospital or souvenir copies
- ❒ **An official copy of the custody agreement if student does not live with both parents**
- ❒ **Safe Schools Enrollment Documentation**
- ❒ **Current Proof of Montgomery County residency**
- ❒ **Transcript and other student record data**
- ❒ **Current immunization record**
  Complete record required by 1st day of school entry (must meet North Carolina requirements)
- ❒ **Release approved by the board of education if the student is transferring from another school system.**
- ❒ **Health Assessments for all new Pre-K and Kindergarten students**
  Required by 1st day of school entry (must be dated within 12 months prior to school entry)

In compliance with North Carolina law students must be 5 years of age on or before August 31 to be considered for Kindergarten.

All applicants must submit at least one document from each of the following columns. These documents are for address verification, and must all reflect the address provided for enrollment or change of address. Circle the document in each column that is submitted.

Copies of these documents, and this sheet, are to be placed in student's folder and originals returned to parent/guardian

COLUMN A	COLUMN B	COLUMN C
• Copy of deed **OR** record of most recent mortgage payment • Copy of current Lease **AND** copy of most recent rent payment • HUD Closing Statement • Residency Affidavit from landlord affirming tenancy **AND** record or most recent rent payment • Section 8 agreement • Letter from approved agency (group & foster home purposes only)	• *A utility bill or work order dated within the past 30 days, including:* • Gas bill • Water bill • Electric bill • Telephone bill • Cable bill Or • A change of address from the post office. Mail with the correct address must be presented to the school within 2 weeks	• Valid NC driver's license • Current vehicle registration • Valid North Carolina photo identification card *Dated within the past year:* • W-2 form • Vehicle tax bill • Property tax bill *Dated within the last 60 days:* • Medicaid Card • Payroll stub • Bank or credit card statement

MONTGOMERY COUNTY SCHOOLS
STUDENT ENROLLMENT FORM

Please indicate the student's academic placement.

- ☐ New Kindergartener for the _____school year
- ☐ New Pre-Kindergarten for the _____school year
- ☐ New student entering grade_____for the _____school year

Student Information

Birth certificate or other satisfactory evidence of age and official record of immunizations must be presented at time of enrollment.
Copies of these documents are to be placed in student's folder and originals returned to parent/guardian

Legal Name_____ / _____
Last First Middle Nickname

Mailing Address_____
Street/PO Box City State Zip Code

Physical Address_____
Street City State Zip Code

Is the student homeless as identified by the McKinney-Vento Act? ☐ Yes ☐ No

Home Phone_____ Cell Phone_____

☐ Male ☐ Female Date of Birth_____ Place of Birth_____
Month/Day/Year City/State/Country

Ethnicity: ☐ Hispanic ☐ Non Hispanic

Race: (select all that apply) ☐ American Indian ☐ Black ☐ Asian ☐ Hawaiian/Pacific Islander ☐ White

Child resides with_____Relationship_____

Family Information

Please add additional sheet if more space is required.

Father's Full Name_____Deceased ☐ Yes ☐ No

Physical Address_____Zip_____Home Phone_____

Mailing Address_____Zip_____

Employer_____ Phone_____

Highest education level completed_____Cell Phone_____

E-mail_____

Mother's Full Name_____Deceased ☐ Yes ☐ No

Physical Address_____Zip_____Home Phone_____

Mailing Address_____Zip_____

Employer_____ Phone_____

Highest education level completed_____Cell Phone_____

E-mail_____

Step-parent's, Legal Guardian's, or Sponsor's Information (if applicable) **Please add additional sheet if more space is required.**

Name_____ Relationship_____

Address_____ Zip_____ Home Phone_____

E-mail_____ Cell Phone_____

Employer_____ Phone_____

Other Information

Other children in the family. Please add additional sheet if more space is required.

Name_____ School_____ Grade_____

Name_____ School_____ Grade_____

Name_____ School_____ Grade_____

Emergency Contact_____
(Other than parent) Name Relationship Phone

Give pertinent health or medical information and instructions_____

Permission to obtain medical attention ❒ Yes ❒ No

Please indicate the student's previous academic placement (if applicable)

❒ Private school in Montgomery County
❒ Group home or other institution
❒ Private school outside of Montgomery County
❒ Public school outside Montgomery County
❒ Home school setting
❒ Other_____

School Information

Last school attended_____ Grade_____

Address_____ Phone number_____

Date last attended_____ / _____ Homeroom Teacher_____
Month Year

Has the student ever been enrolled in Montgomery County Schools? ❒ Yes ❒ No
If yes, School Name_____ School year_____

Is the student identified as a student with special needs and/or is the student being served with an Individualized Education Plan? ❒ Yes ❒ No
❒ AIG
❒ Exceptional Children

In what country was your child born? _____

Please answer the following questions. Circle English or write the name of the language used most often.

1. What language did your child speak when he or she first began to talk? English Other_____
2. What language does your child speak most often at home with parents? English Other_____
3. What language does your child speak most often with his or her friends? English Other_____
4. What language do **YOU** use most often when speaking to your child? English Other_____

Parent/Legal Guardian_____ Date_____
Signature

MONTGOMERY COUNTY SCHOOLS
Safe Schools Enrollment Declaration

North Carolina General Statute 115C-366 (a4) requires that parents, guardians, or legal custodians of all students who transfer into Montgomery County Schools provide a statement as to whether the student is, under suspension or expulsion from attendance at a private or public school in this or any other state or has been convicted of a felony in this or any other state. This does not apply to a student who has never been enrolled in or attended a private or public school in this or any other state.

Enrolling Student Information

Name _____
Last First Middle

Address _____
Street City State Zip Code

Date of Birth _____ Age _____ Grade _____

Suspensions and Expulsions

Please check the appropriate box as it relates to the student named above.

☐ **IS NOT** currently suspended or expelled from any school and does not have a pending suspension or expulsion
☐ Has been recommended for long term (more than 10 days) suspension or expulsion from _____(school). Explain offense and pending discipline.

_____

_____

☐ Has been long-term suspended or expelled from _____(school).

Explain offense and pending discipline _____

_____

Address of Previous School: _____ Phone Number _____

Felony Convictions

Please check the appropriate box as it relates to the student named above.

☐ **HAS NOT** been convicted of a felony in this or any other state.
☐ Has been convicted of a felony.
Convicted of: _____ in _____
City State

Date of Conviction: _____
Description of Offense: _____

_____

_____

Probation Officer; _____ Phone: _____

Court Counselor: _____ Phone: _____

I, _____(Parent/Guardian/Legal Custodian) hereby swear or affirm that the above information is true and accurate.
PLEASE PRINT

Parent/Guardian/Legal Custodian Name: _____ Date: _____
SIGNATURE

Home Phone: _____ Cell Phone: _____ Work Phone: _____

MONTGOMERY COUNTY SCHOOLS
Discretionary Admission Requirements

The following requirements, along with all other regular admission requirements, must be met before a student who does not reside with their parent, legal guardian or legal custodian may be enrolled.

- ❒ The parent, legal guardian or legal custodian **MUST** submit a request in writing that explains why, in the opinion of the parent, legal guardian or legal custodian, the student needs to attend school in the school system. **Any reason having to do with athletics or participation in athletics is not a valid or sufficient explanation of need.**

- ❒ The student **MUST** demonstrate that he or she was in good standing in the previous school attended by that student, in terms of academics, discipline, and other measures of standing and progress in the school system.

- ❒ The parent, legal guardian or legal custodian **MUST** furnish the school system with a notarized written document showing that the parent, legal guardian or legal custodian consents to the student attending school in the school system and authorizes the adult with whom the student lives to make all decisions relating to the student's education, including, but not limited to, any decisions relating to placement, services, field trips, medical treatment, grading, and reporting, discipline, participation in extracurricular activities, and participation in athletics.

- ❒ Release approved by the board of education if the student is transferring from another school system.

I certify that all the above requirements have been met.

Guidance Counselor/Enrolling Official Signature _____ Date _____

Parents please complete and sign.

I understand that in order for my child, _____, to remain a student in
Student's Name

Montgomery County Schools I must:

1. **Request a transfer to Montgomery County Schools by June 1 each year a transfer is desired.**
2. **Provide a release each year, from the school system in which my child is assigned, before the first day of school.**

If the requirements above are not met each year a transfer is desired the student will not be allowed to begin the school year in Montgomery County and must return to their assigned school.

I also understand that if tardiness, attendance, behavior, lack of academic progress or overcrowding becomes a problem my child will be returned to their assigned school.

Parent/Legal guardian signature _____ **Date** _____

November 2010