



Inbound Student Checklist

Contact your **school liaison** for guidance and support during your transition.

1. Enrollment Process

- You can register your child prior to arriving at your new assignment. Options include:
 - Accessing the Military Family page on the district website to view and/or print the enrollment packet.
 - Completing registration online or in person at the assigned school.
- If you have not yet secured a permanent address, contact the district liaison for assistance:
 - **Melvin Ingram**
 - Phone: 910-582-5860
 - Email: melviningram@richmond.k12.nc.us
- Required Documentation for Enrollment:**
 - **Birth Certificate**
 - **Proof of Address** (Power bill, water bill, lease agreement)
 - **Health Assessment and Immunizations:**
 - Any student who is attending a NC Public School for the first time must submit a [N.C. Health Assessment Form](#). Students also need to provide [proof of immunizations](#). You can have your current physician complete the Health Assessment and print your immunizations prior to arrival in N.C. (These documents must be completed within 30 days of enrollment).

2. Notify the School About Special Circumstances

- If applicable, notify the school about:
 - Individualized Education Plans (IEPs) or 504 Plans.
 - Academically Gifted (AIG) documentation.
 - Health plans or medication administration needs (requires physician's orders).
- Contact information for your child's previous school may assist in a smoother records transfer and transition.
- Custody Documents

3. Sports and Extracurricular Activities

- For students planning to participate in sports or extracurricular activities:
 - Middle and high school students must submit a sports physical, which is separate from the North Carolina Health Assessment.
 - Contact the school for information about available clubs, sports teams, and other activities.

4. Health-Related Questions

- Reach out to the school nurse to discuss any health concerns, allergies, or medications your child may need. The nurse can guide you through required health-related processes.
- If your child needs medication during the school day or needs access to as needed medications including, over-the-counter medication, you will need a [medication order form](#) completed by a physician.

5. School Tour & Orientation

- Schedule a visit to your child's school upon arrival. Many schools offer tours led by staff or student ambassadors to help new students feel comfortable.



Outbound Student Checklist

If you need any assistance while preparing for this transition, contact your **school liaison**.

- Ask for the most recent copy of your child's IEP, MTSS information, AIG documents, &/or 504, where applicable.
- Ask for a copy of your child's most recent diagnostic/benchmark data.
- Make sure you get a copy of our school contact information so that you can provide that to the new school officials to ensure a smooth transition.
- Ask for a copy of your child's current progress report and latest report card.
- Return any school items (library books, devices, textbooks, etc.).
- Pick up any medications &/or student belongings from nurse/teachers.