



## **NORTHWEST GUILFORD HIGH SCHOOL**

**Student Services**

**5240 Northwest School Rd.**

**Greensboro, NC 27409**

**Phone: 336-605-3302**

**[www.gcsnc.com/northwest\\_guilford\\_high](http://www.gcsnc.com/northwest_guilford_high)**

**[www.gcsnc.com](http://www.gcsnc.com)**

**Student Services FAX: 336-605-3320**



We are excited to have you join our Viking Nation!

Guilford County Schools registration is accessed through an Online Enrollment System called SchoolMint and can only be accessed on the GCS website. A parent guide and video tutorials are on the GCS website at [www.gcsnc.com](http://www.gcsnc.com) under “How-To Enroll New Students”

For the 2024-2025 school year, the online enrollment registration should be open beginning May 1, 2024. Enrollment appointments will begin mid July 2024 **after the school year has ended and all grades have been completed from your school.**

**Please note: We do not request records for enrollment. We accept unofficial records. We do request official records when your student(s) enrolled in the system.**

**FIRST Step - Create/Log in to SchoolMint Account:** This online enrollment system can only be accessed through the GCS website at [www.gcsnc.com](http://www.gcsnc.com) under the quick links section.

To begin the enrollment process, click on “SchoolMint Registration” link and create a SchoolMint account using an email address or mobile number.

The online enrollment system is going to ask a series of questions and ask for documents to be uploaded (see items 1-6). Please make sure all documentation is uploaded and all questions are answered. Missing documents or unanswered questions slow the enrollment process. Scanned documents work the best, but pictures are acceptable.

1. **Certified Birth Certificate-** This is an original/certified birth certificate with the seal on it.
2. **Proof of Address-** (ONE of the following forms):  
A current gas, water, oil, electric bill or lease on an apartment or home.  
Please do not send a copy of the envelope, we must have the entire utility bill.  
Click on link to see other forms of acceptable proof of address:  
[Items for Proof of Address Used to Enroll a Student in Guilford County Schools.docx](#)  
If you do not have any of the approved documentation for proof of address, please contact the Student Assignment office at 336-370-8303 or email [studentassignment@gcsnc.com](mailto:studentassignment@gcsnc.com)

A student assignment locator link is provided below to find your student(s)' attendance zone <http://schoolassignmentlocator.gcsnc.com/>

3. **Immunization Record-** In addition to DTAP, Polio, MMR, HIB, Hep B, and Varicella. North Carolina Law requires the following immunizations

1 TDAP Booster – student(s) entering 7<sup>th</sup> grade or 12 years of age

1 or 2 MCV (Meningococcal Conjugate Vaccine) – first dose required for student(s) entering 7<sup>th</sup>-11<sup>th</sup> grade.

Booster dose required for student(s) entering 12<sup>th</sup> grade or 16 years of age.

Booster not required if student(s) received first dose on or after 16<sup>th</sup> birthday.

***Proof of these immunizations, with the dates received and a doctor or clinic signature must be presented to the school within 30 CALENDAR DAYS after the first day of attendance. If the proof of immunization is not presented within 30 CALENDAR DAYS, it is the responsibility of the principal to exclude the child from school until that proof is received.***

4. **Custody Papers (if applicable)-** COURT ORDERED custodial parent/guardian with custody papers must show the Judge's signature (stamp/seal if applicable). Notarized forms are NOT acceptable at the school level and must be approved at the student assignment office.
5. **Affidavit in Good Standing-** NC General Statutes require that an [Affidavit of Student in Good Standing](#) be completed by the parent or court-appointed guardian/custodian for any new student transferring from another school outside our district (this includes private and charter schools). Form must be notarized.
6. **NC Health Transmittal Form-** This is required for student(s) enrolling in a NC public school for the first time or a student(s) enrolling from a NC private school and had not been previously enrolled in GCS.  
This form is available in the SchoolMint application to print, have completed by a physician, and uploaded onto the application.

***NC Health Transmittal Form is due to the school within 30 CALENDAR DAYS after the first day of attendance. If the NC Health form is not presented within 30 CALENDAR DAYS, it is the responsibility of the principal to exclude the child from school until that proof is received.***

The online portal does not have a place to upload the following documentation. Please email [bobetit@gcsnc.com](mailto:bobetit@gcsnc.com) or fax to 336-605-3320 or drop a copy to the school the following:

- A. **Enrolling parent driver's license (or picture ID) for ID purposes.**
- B. **Final 8<sup>th</sup> grade report card for a 9<sup>th</sup> grader. If student(s) has/have earned any high school credits in middle school, please submit an additional report card.**  
**Unofficial/official transcript for student(s) entering 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade.**

**\*\*We do not request transcripts/records for enrollment purposes. We will accept an unofficial transcript/report card. We request final records including an official transcript/report card\*\***

**C. Transferring from Homeschool/Non-Accredited Private School-** Must provide the following information:

Attendance Record

Homeschool License from the NC Dept. of Non-Public Education

Course Titles and Materials Used

Contact Hours Completed

Standardized Test Results

Credits will be assigned after GCS Curriculum Specialist reviews the materials.

Complete the GCS Homeschool Credit Forms

**SECOND Step - Appointment with the Counselor-** Enrolling counselor will contact you to create a schedule request when the SchoolMint application is in a “Registration Complete” status and all documentation has been submitted to us.

**LAST Step - Information Entered into PowerSchool-** Enrollment information is entered in PowerSchool and your student(s) is enrolled at NWHS. If your student does not have a PowerSchool student ID, one will be generated. If your student has a PowerSchool student number, the number will be activated into our system.

Any questions? **Counselors:**

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