



NORTHWEST GUILFORD HIGH SCHOOL

Student Services

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We are excited to have you join our Viking Nation!



FAQ

How do I upload my documents into SchoolMint?

SchoolMint can be accessed from a desktop, laptop, iPad, or a smartphone. Scanning the documents is preferred, but pictures of the documents are acceptable. If the document is not clear this can slow down the enrollment process.

SchoolMint says my “Registration is Completed” after I have clicked on “Submit Forms”

This is an auto response. The student’s registration and enrollment to our school is not complete until all the documentation has been uploaded into the system and the added documentation (unofficial transcript/report card and parent ID) is emailed to the Registrar at the school.

My student is in 8th grade at NW Middle School or Kernodle, what do I need to do for the new school year for NWHS?

If you currently live in the NW school zone, all student records and PowerSchool information will automatically transfer to NWHS.

If you live outside of the NW school zone, all student records and PowerSchool information will automatically transfer to the high school attendance zone you live in and not to NWHS. A registration in SchoolMint will need to be completed for enrollment.

How can I find my student’s attendance zone?

A student assignment locator link is provided below to find your student(s)’ attendance zone

<http://schoolassignmentlocator.gcsnc.com/>

Only enter the name of the street and no other information

Can I use a contract/purchase agreement on a home as proof of address?

A contract/purchase agreement on a home can be temporarily accepted as proof of residency. Please send your first gas, oil, water, or electric bill as proof of residency 30 days from your closing date. In some cases, we may refer you to our student assignment office for approval.

We moved here from out of state, what information should we obtain before we leave the state?

In addition to the birth certificate, we require an unofficial/official transcript for any student entering 10th-12th grade or 8th grade final report card for students entering 9th grade including any

additional report cards to show high school credits, immunization records you may need to obtain from your physician's office or school, and if you choose to have the NC health Assessment completed by the physician in your state. You can find the form at www.gcsnc.com and type in the search "NC Health Transmittal Form"

If you are enrolling after school has started, we will need a current schedule and withdrawal grades.

Does the health assessment need to be signed by a NC physician?

No, the form can be signed by an out of state physician, but the health assessment must be completed on the NC Health Transmittal form. You can find the form at www.gcsnc.com and type in the search "NC Health Transmittal Form"

This form is due 30 calendar days from the first day of attendance. If this is not provided by the due date, the principal of the school has the authority to exclude the student(s) from school. This can be found in NC House Bill 13 SECTION 2. G.S. 130A-440 "§ 130A-440. Health assessment required.

My school says they will send a copy of immunizations and it is not uploaded into SchoolMint.

That is all super great! However, there is a time limit and if your school does not supply a copy of the immunizations within thirty calendar days from the first day of attendance, the principal of the school has the authority to exclude the student(s) from school.

My student is coming from a private school, do we need to provide a health assessment?

Yes, but if your student had been in a NC public school anytime in their previous school years (this includes NC public charter school, then a NC Health Transmittal Form is not required.

My student is coming from a NC Public Charter school, do we need to provide a health assessment?

No.

Who completes the Affidavit in Good Standing Form?

The enrolling parent completes the form and must be notarized by a notary. This form must be completed and uploaded into SchoolMint. Charter and private schools must have this form completed and notarized.

My student is coming from a GCS school, do we still need to upload all the documents for enrollment?

Birth certificate and proof of address must be uploaded onto the online enrollment system. We do not have access to student information outside of NWHS. We ask for parent ID (driver's license/photo ID) for identification purposes. All other information is not needed for registration.

Do I need to upload all the documents if my student is coming from a NC public charter school?

Yes, the only item not needed is a health assessment.

My student's school will not give me an unofficial or official transcript without a record request from NWHS?

It is unlawful for a school to deny a parent to a copy of your student's records. This is a Family Education Rights and Privacy Act (FERPA) violation and you are able to get an unofficial copy. Your school may have a process that you must follow but you should be able to obtain the records needed for enrollment.

We will request final records once your student(s) information has been entered in PowerSchool and verify the enrollment to NWHS to the former school.

We do not request records for enrollment and will accept an unofficial transcript/report card(s) for enrollment.

My student does not have a student number.

If your student(s) school does not use PowerSchool, a student number will be assigned to your student(s) when the enrollment information is entered into PowerSchool.

If your student has a PowerSchool student number, this number will be activated in our system when the information is entered into PowerSchool.

A student number is not generated or activated until the student is physically in the building and attending the first day.

How do I request transportation?

Transportation is a separate entity from the school. There is a question asking about transportation in SchoolMint and is important to complete that question for the enrollment process. Once your student(s) information has been entered into PowerSchool and the system updates, you will need to request transportation online. Simply go to www.gcsnc.com and click on the bus icon and complete the form to confirm your home address and provide an email address. The transportation department will contact you via email with all the busing information.

Still have questions? Please contact Theresa Bobetich, Registrar at bobetit@gcsnc.com