



## **NEW STUDENT ENROLLMENT CHECKLIST**

In addition to completing the New Student Online Registration, you'll need to bring the following documentation to the school your child will be attending. Once your online registration is complete, please contact the school directly to see if any additional information is needed.

### **Documents REQUIRED at Time of Enrollment**

### **DOCUMENTATION INSTRUCTIONS**

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| ___ ID verification (Adult)                      | The parent or guardian registering the student must provide identification verification, such as a valid driver's license, military ID, or other acceptable photo ID.   |
| ___ Notarized Enrollment Form                    | State law requires that this affidavit be signed and notarized before your child's first day of school.   |
| ___ Proof of Residency                           | A current lease or rental agreement, mortgage statement, or utility bill (electricity or water) is required to verify your address within the school district.  |
| ___ Birth Certificate /<br>Proof of Guardianship | State law requires schools to have proof of a child's identity and age on file, such as an original or certified birth certificate. If applicable, court-awarded proof of legal guardianship is also required. Please note: a power-of-attorney from a lawyer or notary does not constitute legal guardianship. |
| ___ Immunization Record                          | Immunizations must be up to date. The child's Clinical Immunization Record is required. Parents/guardians have 30 days from the first day your child starts school to turn in this document.  |
| ___ Health Assessment<br>Transmittal Form        | This form is required for all students who are new to the state of North Carolina or will be starting Kindergarten. It must be completed by a physician and submitted within 30 days from the first day your child starts school.   |

### **Required for Grades 9-12; Optional for K-8**

### **The following items are required for new students in grades 9-12 and optional for all other grade levels.**

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| ___ Unofficial Copy of Transcript     | For students entering grades 9-12 who have taken high school credit courses, an unofficial copy of the student's transcript is requested at the time of enrollment. |
| ___ Academic Record or<br>Report Card | The most recent report card, if available. Please include records from all grade levels completed.  |
| ___ Standardized Test Scores          | The most recent standardized test scores, if available. Please include scores from all grade levels completed.  |

### **Required Only if Applicable**

### **The following information is required at the time of enrollment only if it applies to the student.**

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| ___ Verification of Address                        | If your family is residing with another family within the ECPPS district, please call the school your child will be attending for more information.   |
| ___ Special Education / 504 / AIG                  | If a student receives Special Education services, has a 504 plan, or is identified as AIG (Academically or Intellectually Gifted), a copy of the plan is needed for proper placement.   |
| ___ Allergy (Anaphylaxis)<br>Emergency Action Plan | If a child is at risk of anaphylaxis, this plan must be completed by a physician for any severe allergy (such as to food, insect bites, or stings).<br>A completed form and medications for treatment should be brought to the school nurse before the first day of school. |