

GENERAL SUMMARY OF ENROLLMENT CRITERIA For Phone Calls and other Inquires

Generally, the requirements for admitting a child into a school are as follows:

I. Proof of Identity

Must have a photo identification card:

- A. Active Driver's License, or
- B. State issued identification Card
- C. Military Identification Card
- D. Passport

II. Proof of Status

A. Biological Parents [one of the following will suffice]:

- 1. Birth Certificate showing names of parents
- 2. Paternity Order filed with the Court and signed by a Judge showing names of biological parents
- 3. Custody Order filed with the Court and signed by a Judge showing names of biological parents

B. Non-biological Legal Custodian / Legal Guardian [one of the following will suffice]:

- 1. Custody Order signed by a Judge and filed with the court showing you have a legal custody
- 2. Guardianship Order signed by a Judge or Clerk and filed with the court showing you have been appointed as legal guardian
- 3. Order of Adoption signed by a Judge or Clerk and filed with the court showing the name(s) of the adoptive parents
- 4. Verification from DSS (written) that DSS has taken custody of the minor child OR has taken custody of the minor child and placed the child with a person who is not the biological parent, legal custodian or legal guardian AND DSS identifies in writing the person's name and address with whom the child is placed

III. Proof of Domicile in this School's District

Must have two (2) of the following:

- A. **Active NC Driver's License** showing the person presenting the child for enrollment lives in this school's district.
- B. **Identification Card issued by NC DMV** showing the person presenting the child for enrollment lives in this school's district.
- C. **Utility bill** (phone, power, water, cable, gas) in the name of the person presenting the child for enrollment showing that this person has these utility services for a home in this school's district.
- D. **Real Property Tax Bill** in the name of the person presenting the child for enrollment showing that this person owns the land at which they are domiciled and that the land is in this school's district.
- E. **Lease Agreement** showing that the person presenting the child for enrollment has a contractual obligation to rent and reside in a home in this school's district; name and contact information for Landlord must be included.

IV. There are other exceptions which may apply [**EX.** child who has qualified for EC services and Homeless Children] if the foregoing criteria cannot be met, however, this will need to be handled by administration or our attorney.

DOCUMENTOS PARA INSCRIBIRSE

- Documentos de identidad con fotografía de los padres biológicos/encargados legales para identificación:
 - pasaporte
 - tarjeta electoral
 - ID o licencia de manejo

- 2 comprobantes de domicilio a nombre de los padres biológicos/encargados legales. Son válidos únicamente:
 - contrato de renta o compra
 - documento de impuesto de la propiedad
 - ID o licencia de manejo
 - facturas de luz, agua, teléfono fijo –NO celular-, cable.

Tienen que ser IMPRESOS, NO escritos a mano.

- Partida de nacimiento.
- Cartilla de vacunas.
- Tarjeta de Seguro Social del niño/a (si tiene);
- Nombres y teléfonos de 2 ó 3 familiares/vecinos/amigos para contactos de emergencia.
- Número de Medicaid (si tiene).
- Certificación académica (con calificaciones y cursos) si el alumno/a va a inscribirse en 9º grado o superior.

Si va a llenar un impreso de comida gratuita o reducida, tendrá que traer:

- Número de caso de estampillas de comida (de 9 cifras);
- Número de seguro social del cabeza de familia y de todos los niños que vayan a recibir comida gratuita o reducida.
- Ingresos mensuales antes de descontarse los impuestos de todos los residentes en el mismo domicilio.