

Greenville County Schools

Enrollment Documentation Checklist for Parents

NOTES: Original documents are required at time of enrollment; photocopies and partial pages may be unacceptable.

Students enrolling at a school other than the homebase school must have an approved reassignment prior to enrolling.

Parent/Legal Guardianship Verification

Parent or Legal Guardian must accompany student to begin the enrollment process. Another adult (stepparent, grandparent, etc.) can stay to complete the process.

- _____ Government Issued Photo ID
- _____ Divorce/Separation Documents, if parents have divorced
- _____ Court-Ordered Guardianship Papers, if applicable (A notarized statement from parent or legal guardian is not sufficient.)

Proof of Residency

At least two documents from the following list are required. Some schools may require more than two.

- _____ Current electric and/or gas bill displaying service address and a billing date within past 30 days (you can bring 2 utility bills)
- _____ Closing statement or current mortgage statement for primary residence showing property address (not mailing address)
- _____ Current signed lease agreement with name and phone of landlord
- _____ Most recent state or federal income tax return
- _____ Current paid tax receipt on real estate owned by parent/legal guardian
- _____ Property tax form requesting homestead exemption
- _____ Current statement from DSS or other governmental agency which proves residency of the parent/legal guardian
- _____ Current paycheck stub with address of residence

Student Information

First time enrolling in Greenville County Schools, or returning to Greenville County following a break in enrollment:

- _____ State/County issued **certified** birth certificate.
 - _____ Immunization Certificate or 30-Day Waiver (available at school)
 - _____ Withdrawal/Transfer form from last school attended to include: ___ Grades ___ Attendance
 - _____ High school transcript, if available (for 9th – 12th graders)
 - _____ Enrollment forms (available at the school)
 - _____ Copy of student's IEP or 504 Plan, if applicable
 - _____ Entrance Requirements: child must be **four** years of age if enrolling in K4 program; or **five** years of age if enrolling in K5 program; or **six** years of age if enrolling in First Grade **on** or **before September 1st** of the applicable school year. (Please initial that your child meets this requirement and **return this form to school**)
- _____ Parent Signature (required for parents of new 4K, 5K and 1st graders)

Students transferring within Greenville County:

- _____ State/County issued birth certificate (wallet card acceptable)
- _____ Immunization Certificate
- _____ Withdrawal/Transfer form from last school attended to include: ___ Grades ___ Attendance
- _____ Enrollment forms (available at the school)
- _____ Copy of student's IEP or 504 Plan, if applicable

Additional Student Information

Submitted at parent's discretion:

- _____ Court order or legally binding document restricting parent(s) access to educational records
- _____ Written consent by parent (legal guardian) that stepparent/other caregiver be granted access to educational records
- _____ Request to restrict release of Student Directory Information (form available at school)

Certain circumstances may necessitate additional enrollment documentation. Your child's school will advise if these are needed:

- _____ Notarized Educational Affidavit
- _____ Notarized Residency Affidavit and 2 proofs of address (from above list)
- _____ Notarized Custodial Parent Affidavit