**Lawrence 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 hardship 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 or separated

\_\_\_\_\_ Court-Ordered Guardianship Papers, if applicable (a notarized statement from parent or legal guardian is not sufficient)

\_\_\_\_\_ If available, a copy of child’s birth certificate

Proof of Residency: Must have all three forms of documentation as required by court order

\_\_\_\_\_ Verification of residency (available at school and website) including the following documentation:

\_\_\_\_\_ A copy of the deed to my property (for homeowners) or copy of my lease (for renters)

\_\_\_\_\_ A copy of the Tax Assessment from the Lawrence County Revenue Commissioner’s Office (for homeowners)

\_\_\_\_\_ A copy of current utility bill showing the account in the name of parent/guardian and property address.

\_\_\_\_\_ If property and/or utility bill is in another person’s name, provide verification of occupancy from the property owner (form is available).

Student Information: First time enrolling in Lawrence County Schools, or returning to Lawrence County Schools following a break in enrollment

\_\_\_\_\_ Alabama Immunization certification (help available at school for form)

\_\_\_\_\_ If available, copy of social security card

\_\_\_\_\_ Withdrawal/transfer form from last school attended to include: \_\_\_\_\_Grade & \_\_\_\_\_ Attendance

\_\_\_\_\_ High School transcript, if available (Grades 9-12)

\_\_\_\_\_ Enrollment forms (available at school and website )

\_\_\_\_\_ Copy of student’s IEP or 504 Plan, if applicable

\_\_\_\_\_ Home Language Survey (available at school and website)

\_\_\_\_\_ Employment survey (available at school and website)

\_\_\_\_\_ Lunch form (available at school and website)

\_\_\_\_\_ Acknowledgement form (available at school and website)

\_\_\_\_\_ Health forms (available at school and website)

Additional Student Information: Submitted at parent’s discretion

\_\_\_\_\_ Court order or legally binding document to restrict student check-out, pick-up

\_\_\_\_\_ Written consent by parent (legal guardian) that stepparent/other caregiver be granted access to educational records