

Documents Required for School Admission

Any student entering the Mobile County Public School System, regardless of grade level, must first be enrolled. The parent/guardian is to submit the following:

- ❖ **Parent/legal guardian photo ID:**
Driver license *or* non-driver license or other photo ID.
- ❖ **Student's Social Security Card:**
Student's Social Security Card is suggested for admission. However, if the student does not have a Social Security Card, a student identification number will be assigned by staff in the Division of Student Support Services.
- ❖ **Student's Certified Birth Certificate.**
Only birth certificates with original raised or colored seal can be accepted. Some copies of certified out-of-state birth certificates may be accepted at the discretion of the principal. School personnel will copy the birth certificate and the original birth certificate returned to the parent. The copy will be filed in the student's permanent record folder. If obtaining a birth certificate for a foreign student seems impractical, his/her passport may be copied and accepted as his/her birth certificate. Sometimes, a student in the custody of the Department of Human Resources (DHR) does not have an available birth certificate. A DHR declaration showing student's date of birth will be accepted. Any student born within Mobile County is required to have his/her birth certificate upon enrollment. A new enrollee from another Alabama public school will be enrolled. Parent/Guardian will be asked to provide a birth certificate.
- ❖ **Certificate of Immunization**
An immunization certificate is required for *every* student enrolled in Alabama public schools. Only Alabama issued immunization certificates are acceptable. A new enrollee

from another public school in Alabama will be conditionally enrolled pending receipt of school records containing the students immunization certificate. An immunization certificate is required *upon enrollment* for the following:

- Any child entering kindergarten or first grade who has not previously attended school.
- Any new enrollee transferring from outside the State of Alabama.
- Any new enrollee transferring from a private school. If no immunization certificate is presented at the time of enrollment, all other registration materials should be completed and the parent/guardian should be directed to the Mobile County Health Department where a temporary IMM 49 may be obtained before the child may attend school.
- If a student transfers out of the system, the parent/guardian should be given the student's original immunization certificate. A copy is made and placed in the student's folder.
- When the IMM 50 is filed in the student's permanent record folder, it should be duly noted on the Cumulative School Health Record.

If the parent/guardian can not provide the above documents assistance will be given through student support services, but child must be enrolled.

Provisions for Determining Residence of Students

❖ **Proofs of Residence**

Two proofs of residence are required annually at registration from all students. Each time a student enters a school for the first time, or each time he/she changes his/her address, new proofs of residence are required.

Required: One (1) proof that reflects physical residence.

Property Tax Records or Deeds

- Tax receipt record, deed, homeowners insurance policy, mortgage statement

Apartment or House Lease

Apartment or house rent receipt / Apartment or house lease, renters insurance policy, or housing agreement

All dollar amounts are to be concealed

If you do not have any of the above requirement for physical residence, you will need the second party residence document from central office.

Required: One (1) proof from the following:

Utility Bills or Utility Deposit Receipts

Water/Gas/Telephone/Electric/Cable/Garbage

Income Tax Records from IRS to the Parent/Guardian

- Copy of check/correspondence from IRS.

Other Official Proofs

Check or correspondence from the Social Security Office, Department of Human Resources (DHR), Food Stamp Office or Temporary Assistance to Needy Families (TANF).

Bank Records

- Checking/Savings/Loan statement
- Investment certificate

Employment Records

- Company check/Verification from employer

Two (2) Credit Card Accounts (counts as one proof)

- Any two (2) major credit card account statements

All dollar amounts are to be concealed