

Students



SS-500
Revised 7/2014

Mobile County Public Schools

P.O. Box 180069 - Mobile, AL 36618



New

Students new to the Mobile County Public School System must present to the school at the time of enrollment, the following documents:

- * Parent/Guardian photo ID
- * Student's Social Security Card
- * Student's Certified Birth Certificate
- * Certificate of Immunization (Only Alabama issued immunization)
- * Two proofs of residence
- * Local school documents

The Mobile County Public School System does not discriminate in its education and employment programs on the basis of religion, age, race, color, national origin, gender, marital or parental status, and disability. This district complies with all Federal and state laws and regulations regarding discrimination. Inquiries regarding compliance and/or grievance procedures may be directed as follows. For student inquiries contact Terrence S. Mixon Executive Director Division Of Student Support Services, P.O. Box 180069, Mobile, Alabama 36618 or call (251) 221-4246. For employee inquiries contact George Smith, Employee Relations Administrator, P. O. Box 180069, Mobile, Alabama 36618 or call (251) 221-4531.

Current

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.

Requirements for School Enrollment



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:**

The district requests Social Security Numbers, however, disclosure of Social Security Numbers (SSN) is voluntary only. SSN's are used by the district for the limited purpose of properly identifying students for record-keeping and transcripts, and are kept confidential. The lack of or refusal to provide a SSN will have no impact on the district's enrollment decision. Students who enroll without a Social Security Number will be assigned an alternate identification number.

❖ **Student's Certified Birth Certificate.**

The district request birth certificates to verify that students fall within a minimum age requirement. However, the school district will not bar students from enrolling because they have a foreign birth certificate or present no birth certificate at all. In those instances the school district will allow for the presentation of alternative documentation to prove age.

❖ **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 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