

**MOBILE COUNTY PUBLIC SCHOOL SYSTEM  
DIVISION OF STUDENT SUPPORT SERVICES  
SPECIAL AUTHORIZATION REQUEST FOR SCHOOL ENROLLMENT  
2013-14 SCHOOL YEAR**

\_\_\_\_\_ **Date**

**STUDENT INFORMATION: (Required)**

Social Security Number: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_ Spec. Ed.: \_\_\_\_\_  
 Name: \_\_\_\_\_ Current School: \_\_\_\_\_  
 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_  
 Parent's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Parent's Phone #Home: \_\_\_\_\_  
 Work: \_\_\_\_\_

**PERMISSION FOR EMERGENCY ENROLLMENT (See instructions on back of this form):**

**(Guardian's Information)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ School Zone: \_\_\_\_\_  
 Guardian's Telephone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
 Date student moved in with guardian: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

**Reason for request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Was an Attendance Zone Transfer Request filed for the current school year? Yes \_\_\_\_ No \_\_\_\_**

**ADVANCED ENROLLMENT:**

Present Address: \_\_\_\_\_ School Zone: \_\_\_\_\_  
 Future Address: \_\_\_\_\_ School Zone: \_\_\_\_\_  
 What date will the family move to future residence? \_\_\_\_\_

**NON-RESIDENT STUDENT:**

Parent/Guardian residing outside of County: \_\_\_\_\_ County of Residence: \_\_\_\_\_  
 Parent/Guardian residing outside of State: \_\_\_\_\_ State of Residence: \_\_\_\_\_  
 Parent/Guardian residing in Saraland City School District: \_\_\_\_\_

**BIRTH CERTIFICATE EXTENSION:**

**Reason for Request:** \_\_\_\_\_  
 \_\_\_\_\_

\*\*\*CONDITIONS OF ENROLLMENT ARE SHOWN ON REVERSE SIDE OF THIS FORM\*\*\*

**FOR OFFICIAL USE ONLY**

**Approved:** Yes \_\_\_\_ No \_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

**Receiving School:** \_\_\_\_\_

- \_\_\_\_ Permission for Emergency Enrollment
- \_\_\_\_ Advanced Enrollment: Expiration Date: \_\_\_\_\_
- \_\_\_\_ Non-Resident (Parent/Guardian residing outside Mobile County)
- \_\_\_\_ Non-Resident (Parent/Guardian residing outside State of Alabama)
- \_\_\_\_ Non-Resident (Parent/Guardian residing in Saraland City School District)
- \_\_\_\_ Out-of-County Fee Assessment: \$ \_\_\_\_\_ (each semester)
- \_\_\_\_ Out-of-State Fee Assessment: \$ \_\_\_\_\_ (each semester)
- \_\_\_\_ Saraland City School District Fee Assessment: \$ \_\_\_\_\_ (each semester)
- \_\_\_\_ Birth Certificate Extension: Expiration Date: \_\_\_\_\_

**PLEASE READ AND SIGN THE BACK OF THIS FORM**

**This form does not in any way establish athletic eligibility. Athletic eligibility is governed totally by the Alabama High School Athletic Association's rules and regulations.**

**PERMISSION FOR EMERGENCY ENROLLMENT:**

- Temporary approval requires extensive proof that guardian's home provides the student a more conducive environment for school attendance and academic performance.
- Guardian agrees to seek legal guardianship of child during 90-day approval period. Documentation of legal guardianship progress shall be provided to the Division of Student Support Services *within* the 90-day time period.
- Emergency enrollment may not be requested following denial of an attendance zone transfer to the same school zone.
- Approval will be based upon space availability of the school which serves the guardian's residence.
- If enrollment is approved, the following conditions shall apply:
  1. Student shall attend school on a regular basis.
  2. Student shall cooperate with the faculty and staff of the school.
  3. Student shall obey all school rules and regulations.
  4. Student shall refrain from being tardy to school and to classes.
  5. Guardian shall cooperate with school officials.
- If the conditions noted above are violated, this authorization may be voided.

**ADVANCED ENROLLMENT:**

The legal or acting guardian(s) understand that the child's continued enrollment at the receiving school will depend upon establishment of residence in the district. If residence is not established in the district, on or before the indicated date, it should be reported to the Division of Student Support Services.

**NON-RESIDENT STUDENT:**

- Approval is based upon space availability in requested school after all Mobile County students are served.
- If enrollment is approved, the following conditions apply:
  1. Student shall attend school on a regular basis.
  2. Student shall cooperate with the faculty and staff of the school.
  3. Student shall obey all school rules and regulations.
  4. Student shall refrain from being tardy to school and to classes.
  5. Parent/Guardian shall cooperate with school officials.
- If the conditions noted above are violated, this authorization may be voided.

**BIRTH CERTIFICATE EXTENSION:**

The legal or acting guardian(s) understand that if the birth certificate has not been presented to the school by the date indicated, the child and the parent should be referred to the Attendance Services Department in the Division of Student Support Services.

**I HAVE READ THE RULES ABOVE AND UNDERSTAND THE CONDITIONS OF ENROLLMENT**

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**Student's Signature**

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**Guardian's Signature**