New Student Registration Checklist

Step 1) **Call the school your child will attend and set up an enrollment appointment.** School assignment is based on your home address. If you aren’t sure which school your child will attend, please contact Buncombe County Schools Transportation at 828-232-4240.

My child’s school: _____________________________________________

My child’s enrollment appointment: _________________________ , ___________________ ,  __________________

Day of Week                                 Date                                      Time

Step 2) **There are several basic items you will need to bring to your enrollment appointment:**

- □ Photo Identification of parent/legal guardian.
- □ Copy of child’s certified birth certificate.
- □ Proof of guardianship. Can include birth certificate, divorce papers, Social Services paperwork, or paperwork signed by a judge awarding custody. Custody paperwork authorized by a judge or Social Services/foster care placement paperwork is required for all children not living with their natural parent.
- □ Copy of up-to-date immunization records. If your child is not immunized, you will need to speak with a school nurse. By law, immunization proof must be received within 30 calendar days of enrollment.
- □ Health assessment. For all students new to North Carolina Public Schools. Must be the NC DHHS form, provided by doctor’s office. By law, must be received within 30 calendar days of enrollment.
- □ Two proofs of residency. One must be a utility bill (power, water, or gas) and the other must be a mortgage statement, rental/lease agreement, deed, or buyer’s agreement.
- □ Withdrawal form. Only for students who last attended a Buncombe County school. This form will be given to the parent/student by the previous school at the time of withdrawal.
- □ Additional Information Needed from Home Schooled Students:
  - □ Home school registration
  - □ Attendance record
  - □ Standardized test scores
  - □ Record of courses taken and credit awarded.
  - □ Portfolio of work: course descriptions, sample of work including: exams, hours spent per course curriculum used.

Step 3) **Print and complete the following forms (available on the Registration page online) and bring them to your enrollment appointment.** If you don’t have access to a printer, copies will be provided for you to complete at the enrollment appointment.

- □ Student Information Sheet – all students
- □ Health History – all students
- □ Student Residency Questionnaire – all students
- □ Student Preliminary Questionnaire – all students
- □ Military Connected Students Form – all students
- □ Records Request for Previous School Information – all students except Kindergarteners
- □ Disciplinary Status Affidavit – only for students who have attended another school system previously
- □ Medication Use Form – only if applicable

Step 4) **Check the school website for any school specific forms you may need to complete.** If you don’t have access to a printer, copies will be provided for you to complete at the enrollment appointment.

Step 5) **Remember to inform school staff of any special needs your student may have.** 504 Plan, IEP (Individual Education Plan), AIG (Academically Intellectually Gifted), special health care needs, special education, etc.

(Revised 6/1/16)