

# Enrollment Checklist

Attach all enrollment documentation to this form

**STAFF USE ONLY**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

## School Assignment

Name of Last School attended: \_\_\_\_\_

Address of Last School attended: \_\_\_\_\_

Grade while attending: \_\_\_\_\_ Date Enrolled: \_\_\_\_\_ Date Exited: \_\_\_\_\_

School Phone #: (\_\_\_\_) \_\_\_\_\_

Has student attended school in North Carolina before?  YES  NO

Has school staff verified school assignment through CCS Attendance Locator?  YES  NO

## Proof of Date of Birth and Legal Name – (one (1) of the following must be provided)

- |   |  |
|---|--|
| <input type="checkbox"/> Original or photocopy of birth certificate   | <input type="checkbox"/> Student's driver's license  |
| <input type="checkbox"/> Passport   | <input type="checkbox"/> Life insurance policy   |
| <input type="checkbox"/> State-issued identification document   | <input type="checkbox"/> a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born              |
| <input type="checkbox"/> U.S. Department of State (I-94 Arrival/Departure Record)   | <input type="checkbox"/> A certified copy of a birth certificate issued by a church, mosque, temple, or other religious institution that maintains birth record of its members |
| <input type="checkbox"/> Refugee resettlement letter (Local sponsoring agency, US Dept. of Health and Human Services, Office of Refugee Resettlement) |  |
| <input type="checkbox"/> Decree of Adoption   |  |
| <input type="checkbox"/> Previously verified school records   |  |
| <input type="checkbox"/> Other competent and verifiable evidence of the child's date of birth (ex. out of wedlock doc) _____                          |  |

## Proof of Identification - (one source – ID must be valid when using for notarization purposes only)

- |  |   |
|--|---|
| <input type="checkbox"/> NC Driver License or                | <input type="checkbox"/> ID Passport          |
| <input type="checkbox"/> Matricula Consular                  | <input type="checkbox"/> Visitor's Visa       |
| <input type="checkbox"/> Authorization Card                  | <input type="checkbox"/> Authorization Card   |
| <input type="checkbox"/> Government Issued Driver License/ID | <input type="checkbox"/> Border Crossing Card |

## Proof of Domicile - (one from each column – With current address listed)

**Staff should contact Student Services if parent is unable to provide**

A student is enrolled in the school that serves his/her domicile. To establish a new domicile, one must move to a new location intending to abandon prior domicile and remain in the new location as a permanent home for an indefinite period. In contrast, a residence is an established home, but it need not be an exclusive home. A person may have more than one residence but only one domicile.

### Source 1

- House Deed
  - Current Lease Agreement
  - Closing or Settlement Statement
  - Current Property Tax Statement
  - Certificate of Domicile\*
- \*Property Owner – provides proof of domicile (1 from each column)  
\*Parent - provides proof of residency (1 from second column)

### Source 2

- Utility Bill (water, cable/satellite, gas, or electricity)
- Current Bank Statement
- Motor Vehicle Registration
- Non-Expired NCDL/NCID
- Recent Pay Stub
- Current Medicaid Card

