Documents Needed For Student Enrollment

Shelby County Schools

1. Enrolling parent or legal guardian must present a photo ID.

2. **Proof of Age** (i.e. birth certificate)

3. **Valid Alabama Immunization Form** (referred to as a "Blue Form")*

4. **Proof of Residence** - All parents/legal guardians will be required to provide two of the following current residence verification documents prior to the start of the new school year.

   - Recent Mortgage Statement
   - Property Deed – parent/legal guardian must reside full-time in the residence
   - Property Tax Record – most recent tax record should indicate this as your primary residence https://ptc.shelbyal.com/caportal_mainpage.aspx
   - Apartment Lease – at the minimum, the parent/legal guardian must be listed as an occupant
   - Recent Utilities – power, water or gas bill listed in the name of the parent/legal guardian with service address listed (disconnect notices will not be accepted)

5. **Proof of Custody** (if applicable, a copy of the court order must be supplied to the school)

♦ **Social Security Number** (voluntary)

Disclosure of your child's social security number (SSN) is voluntary. If you elect not to provide a SSN, a temporary identification number will be generated and utilized instead. Your child's SSN is being requested for use in conjunction with enrollment in school as provided in Alabama Administrative Code §290-3-1-.02(2)(b)(2). It will be used as a means of identification in the statewide student management system.

* Each student wishing to enroll into Shelby County Schools must present an up-to-date Alabama Certificate of Immunization (COI), or an Alabama medical or religious exemption. All Certificates of Immunization must contain the dates of all vaccines given.