

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. (See page 2 for 2017-18 Proof of Residence Guidelines)
 - 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.

2017-18 Proof of Residence Guidelines

To attend a Shelby County School, the family must reside in a dwelling within the school zone full time and the dwelling must be considered a permanent, full time residence.

Schools will be collecting copies of these proofs to have on file for this school year only.

Proof of Residence Options

Option 1

2 Utility bills – power, water, or gas

Option 2

Recent Mortgage Statement

One Utility bill

Option 3

Apartment Lease/Lease from a Property Agent– Parent/Legal Guardian must be listed as an occupant

One Utility bill

Option 4

Property Deed – Must reside full time in the residence

One Utility bill

Option 5

2016 Property Tax Record – Must show homestead on the tax records, usually reflects a code of 10

One Utility bill

All utility bills must be in the parent/legal guardian or his/her identified spouse. The service address must be listed and no disconnect notices can be accepted. Service dates of June and July are required.