

# 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 2018-19 Proof of Residence Guidelines and Options)
  - Recent Utilities – power, water, gas, or garbage services listed in the parent/legal guardian name with service address listed on the statement (disconnect notices will not be accepted)
  - Recent Mortgage Statement (June or July)
  - Apartment Lease – Lease must be current and at the minimum, the parent/legal guardian must be listed as an occupant
  - Property Tax Record – most recent tax record should indicate this as your primary residence [https://ptc.shelbyal.com/caportal\\_mainpage.aspx](https://ptc.shelbyal.com/caportal_mainpage.aspx)
  - Property Deed – parent/legal guardian must reside full-time in the residence
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.

## **2018-19 Proof of Residence Guidelines**

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

### **Proof of Residence Options**

#### **Option 1**

2 Utility bills – power, water, gas, or garbage services

#### **Option 2**

Recent Mortgage Statement

1 Utility bill

#### **Option 3**

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

1 Utility bill

#### **Option 4**

Property Deed – Must reside full time in the residence

1 Utility bill

#### **Option 5**

2017 Property Tax Record – Must show homestead on the tax records, usually reflects a code of 10

1 Utility bill

### **Requirements**

- Service dates must reflect June or July.
- All utility bills must be in the parent/legal guardian or his/her identified spouse.
- The service address must be listed on the statement.
- No disconnect notices can be accepted.

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