

# Documents Needed for Student Enrollment 2023-2024

## Shelby County Schools

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*In order for a student to be enrolled in the Shelby County School District, the student must attend school in the zone in which they reside with a parent or legal guardian. Custody awarded through the court is a requirement for school enrollment.*

1. Enrolling parent or legal guardian must present a photo ID
2. **Proof of Age** (i.e. birth certificate)
3. **Valid Alabama Immunization Form** - 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.
4. **Proof of residence** - All parents/legal guardians will be required to provide two current residence verification documents prior to the start of the new school year. See the Proof of Residence Guidelines for a list of acceptable options for proofs and requirements.
5. **Proof of Custody** (if applicable, a copy of the court order must be supplied to the school).
6. **Social Security Number** (voluntary) - Disclosure of your child's social security number (SSN) is voluntary. The Alabama State Department of Education (ALSDE) will issue your student a 19-Student number as a unique identifier. This number travels with the student no matter which school/district they are enrolled in. Shelby County Schools uses this ID as the student's primary ID number.

# Proof of Residence Guidelines 2023-2024

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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. Shelby County Schools will follow Alabama High School Athletic Association (AHSAA) bona fide move guidelines when determining residency.

## Proof of Residence Options

### Option 1

- 2 Recent Utility bills - power, water, gas, or garbage services

### Option 2

- Recent Mortgage Statement
- 1 Recent Utility bill

### Option 3

- Apartment Lease/Lease from a Property Agent - Parent/Legal Guardian must be listed as an occupant
- 1 Recent Utility bill

### Option 4

- Property Deed - must reside full time in the Residence
- 1 Recent Utility bill

### Option 5

- 2022 Property Tax Record - Must show homestead on the tax records, usually reflects a code of 10
- 1 Recent Utility bill

## Requirements

- Recent Utilities\* (Service dates must reflect April - July) - power, water, gas, or garbage services listed in the parent/legal guardian name or his/her identified spouse.
- No Disconnect notices will be accepted.
- The service address must be listed on the statement/document.
- Recent Mortgage Statement\*\* (April - July)
- Apartment Lease - Lease must be current and at the minimum, the parent/legal guardian must be listed as an occupant
- 2022 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

Schools will be collecting copies of these proofs to have on file for this school year only. Proof of residency must be provided every year. **If you move after uploading your proofs of residence, you must provide the school updated proofs within ten days of relocating to your new address. The school reserves the right to request updated proofs of residence throughout the year.**