

Documents Needed for Student Enrollment

Shelby County Schools Documents List

1. Enrolling parent or legal guardian must present a photo ID
2. Proof of Age (i.e. birth certificate)
3. Valid Alabama Immunization Form (formerly known 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 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 of 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 [Property Tax Record Website: 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)
6. 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.
7. 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.

2020-2021 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 Recent Utility bills - power, water, gas, or garbage services

Options 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

- 2019 Property Tax Record - Must show homestead on the tax records, usually reflects a code of 10
- 1 Recent Utility bill

Requirements

- Service dates must reflect June or July.
- All utility bills must be in the name of 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. To speed up the registration process, it would be helpful to go ahead and make copies of your two proofs.