

Welcome to E.E. Smith High School

Registration Checklist

Appt. Time: _____

Appt. Date: _____

Address checked by:

All registrations are made by appointment. We do this so we can ensure that the registration is completed in a timely manner and that you and your student can receive the individual attention that you deserve. It is a requirement that a parent or guardian be present at the time their student is registered.

Please plan accordingly. If you need information faxed to E.E. Smith High School, our fax number is **910-483-7696**. We can be reached by phone at **910-483-0153**.

Below is the information that you need to bring with you to register your student for enrollment at E.E. Smith High School. Your cooperation is appreciated to ensure a complete registration. We look forward to serving you and your student here at E.E. Smith High School!

- 1. Proof of Address:** EXAMPLE: UTILITY: PWC BILL / MILITARY: HOUSING ASSIGNMENT; You must provide proof that you actually reside in our school district; no one is allowed to register without appropriate documentation. Acceptable proofs are current month's utility bill or if living on post your Military Housing Agreement. **For in-county transfers: disconnect notice from utilities is also required.**
- 2. Immunization Record:** Requirement provided by parent on the day of registration.
- 3. Student's Social Security Card:** To be provided by parent upon registration.
- 4. Birth Certificate:** To be provided by parent upon registration.
- 5. Current Custody or Legal Guardianship:** By Cumberland County School Board policy, a student must reside with the custodial parent or legal guardian to enroll in our system. Legal guardianship is court-appointed and we must have a copy of the guardianship papers. Our school system does NOT recognize any form of Power of Attorney for guardianship purposes.
- 6. School Records (Withdrawal papers and/or transcript, report card):** Students who have no documentation of previous schoolwork cannot complete registration. Students enrolling in the summer for the next school year **must** have the most recent report card or transcript.
- 7. Exceptional/Special Education Students:** If your child is identified as Exceptional (EMD, SLD, OHI, BED, Autistic), you must provide the most current IEP (Individual Education Plan) or 504 Plan before registration. Please inform us so that your appointment will be made with EC Case Manager and a counselor to complete the registration appropriately.

Parent Signature

Date