

# Elizabeth City-Pasquotank Co. Public Schools

## NEW STUDENT ENROLLMENT CHECKLIST

In addition to completing the New Student Online Registration, the following documentation will need to be brought to the school in which your child(s) will be attending. Once you have completed the online registration, please contact the school directly to see if further information is needed.

### Documents REQUIRED at Time of Enrollment

### DOCUMENTATION INSTRUCTIONS

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|---|---|
| ___ ID verification (Adult)                     | The parent/guardian registering the student must have their identification verification (driver's license, military id, or other acceptable photo id.)  |
| ___ Proof of Residency                          | Current lease/rental agreement, mortgage agreement, or utility bill(electricity or water)   |
| ___ Birth Certificate/<br>Proof of Guardianship | State law requires schools to have proof of a child's identity and age on file. Proof of guardianship is awarded through the courts and a power-of-attorney from a lawyer or a notary does not constitute legal guardianship. |
| ___ Immunization Record                         | Immunizations must be up-to-date. The child's Clinical Immunization record is required.   |
| ___ Student Health<br>Assessment Form           | This form is required for all students that are new to the state of North Carolina or will be starting Kindergarten. This form must be completed by a physician 30 days from the first day that your child(s) starts school.  |

### Preferred, Not Required

### *The following information is required for students entering grades 9 through 12.*

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|---------------------------------------|---|
| ___ Unofficial Copy of<br>Transcript  | If a student entering grades 9 through 12 has taken high school credit courses an unofficial copy of the student's transcript is requested at the time of enrollment. |
| ___ Academic Record or<br>Report Card | The most recently completed report card if available. <b>All Grades</b>   |
| ___ Standardized Test Scores          | The most recent standardized test scores. <b>All Grades.</b>  |

### REQUIRED Only if Necessary

### **The following information is required at time of enrollment only if the situation applies to the student.**

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|--|--|
| ___ Verification of Address                        | If your family is residing with another family within the ECPPS district please call the school that your child(s) will be attending for further information.  |
| ___ Special Education/AIG                          | If a student receives Special Education, 504 services, or is AIG a copy of the plan will be needed for proper placement.   |
| ___ Allergy (anaphylaxis)<br>Emergency Action Plan | If a child is at-risk of Anaphylaxis: The Allergy (anaphylaxis) Emergency Action Plan must be completed by a physician for any child who has a severe allergy with risk of anaphylaxis. Severe allergies may include food, insect bites, and stings, etc. A completed form and medications for treatment should be brought to the school nurse prior to the first day of school. |