



Winston-Salem/Forsyth County Schools Enrollment Process

Check List for Enrollment

- Completed & Signed 'Student Enrollment Information' form
- Child's Birth Certificate (This is used to verify your child's age as well as proof that you are the parent.)
 - Court-Ordered Document (If you are not the child's parent, you must provide a court-ordered document that show you have legal custody of the child.)
- Proof of Your Address
 - Utility Statement – Electric, gas, water or sewer (Name and Address clearly matching. The address at which you are residing must match the statement address for services, not just the billing address.
 - Lease Documents and/or Property Closing Documents
 - Automobile Registration form
 - Employer Documentation of employee transfer or new hire
 - Temporary Assistance for Needy Families (TANF) or other public assistance at a Forsyth Co address.
 - Documentation of a permanent guardianship with a relative or close family friend who is domiciled in the county.
 - In the absence of all other documentation a document verifying that the parent, legal guardian or caretaker is living on a permanent basis with someone else: (Document must be:
① Signed by owner of house or the lessee of the apartment; ② Signed by parent, guardian or caretaker; and ③ Notarized)
- Permission to Secure Medical Care Document
- Transportation Routing Request Form
- Student Health History and Emergency Medical Information
- Photo/Video – Parental Consent & Field Trip Permission
- Parent Portal Form

Student Enrolling from Outside of WS/FCS

- Up-to-Date Immunization Records
- Student AUP Internet Agreement Form
- Home Language Survey Form

Parent/Legal Guardian Responsibilities

- Verify Address: WSFCS Website / Student Assignment / School Locator
- Enrolling with WS/FCS
 - Complete enrollment packet
 - Proof of address (copy & retain for file)
 - Photo ID (copy & retain for file)
 - Name of previous school
- Enrolling from outside our county
 - Complete enrollment packet
 - Proof of address (copy & retain for student file)
 - Photo ID (copy & retain for student file)
 - Name & Address of previous school
 - Birth Certificate (copy & retain for file)
 - Immunization Records (copy & retain for file)

Students with proof of address issues:

When enrolling a student whose parent's name is not on the lease, the person whose name is on the lease must write a letter stating the family is living with him/her at the address on the lease. The letter must be notarized. The notarized letter along with a copy of the lease and photo id of the parent must be included with the enrollment paperwork.

LEP/ESL Students:

When completing the Home Language Survey if the parent has entered any language other than English, the student must be sent for testing to the New Comer's Center. Do not enroll the student. School assignment will be made after evaluation by the New Comer's Center.

Additional Documentation:

Make copies of all additional documentation presented by parents (EC paperwork, report cards, test results/scores, etc.) to assist administrators with class placement.

Parent Signature

Date