

Camden County Schools

Student Registration Checklist

Name of Student _____

Welcome to Camden County Schools! We are excited to have your child in our school district and look forward to working with you to ensure his/her success. Listed below are the items you **MUST** have in order to complete the registration process. Please present this checklist along with all of the required documents and we will complete the registration process with you. **ENROLLMENT WILL NOT BE COMPLETED UNTIL ALL DOCUMENTATION IS PRESENTED.**

_____ Student Certified Birth Certificate (Not a copy or the Mother's Record)

_____ Student's Current Shot Record

_____ Student's Social Security Card (optional)

_____ Copy of the Custody Agreement **IF** the birth parents that are named on the Birth Certificate do not reside at the same address. If there is no custody agreement, the other parent must provide a notarized statement confirming he/she is aware that this student will be enrolled in Camden County Schools.

_____ If the party enrolling the student is not the biological parent, then a court ordered custody/guardianship document signed by a judge must be presented.

PROOF OF CAMDEN RESIDENCY:

_____ Copy of Homeowner's deed or mortgage OR

_____ Copy of the lease/rental agreement, current rent receipt, or a notarized letter from the property owner affirming the rental OR

_____ A notarized letter estimating the date of occupancy from the builder if your residence is under construction but is not complete. Occupancy must be ensured within 90 days from the date of the letter.

ADDITIONAL DOCUMENTATION:

_____ A valid NC Driver's License with current address (or receipt from Department of Motor Vehicles (DMV) indicating the change has been made). Once you have the valid NC Driver's License, please bring it in for us to copy for your child's records. You may also use a NC State ID with the same address or a Valid Military ID.

_____ North Carolina Health Assessment form (physical should be done before first day of school but must be completed and returned within thirty (30) calendar days.)

_____ Two (2) bills (power bill, water bill, etc) with your current address. Bills must be within last 30 days.

FOR SHARED HOUSING: (BOTH PARTIES MUST BE PRESENT AT TIME OF REGISTRATION)

_____ Must have the owner of the property present the deed or proof of mortgage. Both parties must present all of the additional documentation as required above.

_____ If the shared housing is a rental agreement, both parties must have their names on the lease which indicates that the owner is aware that multiple families are residing at the residence. Both parties must also present all of the additional documentation as required above.

Signature of School Official Completing Registration

Date