

# CHARLOTTE-MECKLENBURG SCHOOLS

Form 725110.1

## REQUIREMENTS FOR ENROLLMENT

Before any student is assigned to attend Charlotte-Mecklenburg Schools (CMS), the student's parent, legal guardian or sponsor (legal guardianship or sponsorship requires additional documentation from a court or agency) must provide proof of date of birth, proof of legal name, proof of legal residence in Mecklenburg County, current immunizations, and NC Health Assessment for students new to a NC public school.

### For Proof of Date of Birth and Legal Name

One (1) of the following documents must be shown:

- |   |   |
|---|---|
| <input type="checkbox"/> Original or photocopy of birth certificate   | <input type="checkbox"/> Student's driver's license   |
| <input type="checkbox"/> Passport   | <input type="checkbox"/> Life insurance policy  |
| <input type="checkbox"/> State-issued identification document   | <input type="checkbox"/> A certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born               |
| <input type="checkbox"/> US Department of State (I-94 Arrival/Departure Record)   | <input type="checkbox"/> A certified copy of a birth certificate issued by a church, mosque, temple, or other religious institution that maintains birth records of its members |
| <input type="checkbox"/> Refugee resettlement letter (Local sponsoring agency, US Department of Health and Human Services, Office of Refugee Resettlement) Questions? Call the International Center at 980-343-3784 | <input type="checkbox"/> Previously verified school records   |
| <input type="checkbox"/> Decree of Adoption   |   |

### For Proof of Residency

ONE (1) of the following documents must be shown:

- |   |  |
|---|--|
| <input type="checkbox"/> Copy of residential deed OR record of most recent residential mortgage statement   | <input type="checkbox"/> Copy of residential lease |
| <input type="checkbox"/> Notarized Residency affidavit AND copy of mortgage statement, deed or lease from homeowner/leaseholder affirming tenancy | <input type="checkbox"/> HUD closing statement     |

### AND

ONE (1) document from one of the following columns:

- |   |   |
|---|---|
| <input type="checkbox"/> Any ONE utility bill or work order dated within the past 30 Days, including: gas, water, electric, telephone, or cable | <input type="checkbox"/> Current Vehicle Registration |
| <input type="checkbox"/> Valid North Carolina Driver's License OR Valid North Carolina Identification CARD                                      | <input type="checkbox"/> Dated within the Past Year   |
| <input type="checkbox"/> Dated within the past 30 days  | <input type="checkbox"/> Vehicle Tax Bill             |
| <input type="checkbox"/> Payroll Stub   | <input type="checkbox"/> Property Tax Bill            |
| <input type="checkbox"/> Bank Statement   | <input type="checkbox"/> W-2                          |
| <input type="checkbox"/> Credit Card Statement  | <input type="checkbox"/> Medicaid Card                |

### OR

ONE (1) of the following documents must be shown:

- Letter from approved agency (group home)
- Refugee resettlement letter
- Copy of Charlotte Housing Authority lease

These documents are for address verification and must reflect the current address for enrollment or change of address. CMS has an appeal process for families who have difficulty verifying proof of residency, so students can be enrolled without unnecessary delay. Call Student Placement at 980-343-5335 or the International Center at 980-343-3784 for more information.

This residency policy does not apply to homeless students, as defined by the McKinney-Vento Act.

For more information visit [www.cms.k12.nc.us](http://www.cms.k12.nc.us) or call 980-343-5335