

SCHOOL ENROLLMENT CHECKLIST

Wake County Public School System requires documentation for student registration. In an effort to assist you with registration, the following checklist is provided as a reminder of the documents you will need to bring to the Growth and Planning Department.

Required for student assignment at the Growth and Planning Department:

Certified copy of each student's birth certificate

Proof of Residence:

- Current, recently dated gas, water, or electric bill; **OR**
- Signed lease agreement, or minimum 6-month rental agreement; **OR**
- Signed closing statement or construction agreement with closing date within 45 days of enrollment of student.

The proof of residence must be in the name of the parent or court-appointed custodian, **OR** in the name of the friend or relative with whom you are living.

Affidavit of Residence Form (Form AR, or Form AR-SP):

- A document signed by the friend or relative with whom you and your children live stating that they provide (an address) for you to live. A second part of this document states that you and your children live at the address of your friend or relative.

The signature of the person providing the place of residence **AND** the signature of the parent or court-appointed custodian must be **Notarized**.

Discipline Status Enrollment Form:

- All students transferring into the Wake County Public School System must provide a completed version of this form to register for school. Please note that **a notarized signature of a parent or legal guardian is required**.

Picture ID of parent or court-appointed custodian.

Immunization Record:

- An updated immunization record is required for registering Kindergarten/1st grade students at the school level.

Other

Growth and Planning Department Administrator: _____