



Andrew Lewis Middle School

616 COLLEGE AVENUE
SALEM, VIRGINIA 24153
(540) 387-2513 • (FAX) 389-8914

2025-2026 Enrollment Checklist

Welcome to Andrew Lewis Middle School! As you prepare to register your student, please review the following information.

Visit saalem.k12.va.us/registration to begin your student's enrollment. You will be asked to upload several **required** documents.

☐ Proof of residency:

- Mortgage or Lease Agreement
OR TWO OF THE FOLLOWING
- Recent Payroll Stub
- Valid Driver's License (with current address)
- Original Bank Statement (issued within the last 2 months)
- City of Salem Utility Bill
- Real Estate Tax Assessment/Tax Receipt

☐ Student's Birth Certificate

To request a copy of your student's birth certificate, visit
<https://www.vdh.virginia.gov/vital-records/>

☐ Immunization Record

To request a copy of your student's immunization record, visit
<https://www.vdh.virginia.gov/immunization/viis/>

☐ Custody Paperwork (if applicable)

☐ IEP/504 Plans (if applicable)

*If you have an issues, questions, or concerns, please contact
Andrea Abi-Saab, Counseling Secretary
at 540-387-2513
or by emailing aabisaab@saalem.k12.va.us.*