

# ECLECTIC MIDDLE SCHOOL

## New Student Enrollment

(This is for any student new to the Eclectic Community)

Questions about new student enrollment should be directed to Tammy Maynard at [tammy.maynard@elmoreco.com](mailto:tammy.maynard@elmoreco.com) or 334-541-2131.

Step 1

### **Complete online registration**

- Go to -- <https://registration.elmoreco.com>
- Setup new account
- Follow on screen instructions to complete online registration

Step 2

### **Provide proof of residency**

The following documents are required as proof of residency. All documents submitted must be **current** and contain the parent's or legal guardian's name and physical address. These documents can be submitted to the school or uploaded through the registration gateway.

- Copy of the mortgage, apartment or home lease, or letter from landlord certifying rental of property. If the student and parent live with someone else, a copy of the mortgage or apartment or home lease from the person who owns the home/leases the property is required. The property owner must then write the parent/guardian a lease to live in their home. This letter must be signed by all parties and notarized.
- One of following: Utility bill or deposit receipt, property tax record or deed, income tax record, auto registration record, voter registration record, bank records, loan statements, or investment certificates.

Step 3

**Provide the following documentation** (These documents can be submitted to the school or uploaded through the registration gateway)

- Original Immunization Record
- Birth Certificate
- Social Security Card
- Parent/Guardian Photo ID
- Last School Attended name, address, fax number
- Student's most recent grades

Step 4

**Complete the following forms (available at school)**

- Residency Questionnaire
- Employment Survey
- Home Language Survey

Step 5

**If your child receives special education services, please provide a copy of his/her Individualized Education Program (IEP) to the Registrar at the time of enrollment.**

***Every Student Empowered, Every Student Succeeds***