

New Students

Students new to the Mobile County Public School System must present to the school at the time of enrollment, the following documents:

- * Parent/guardian photo ID
- * Student's Social Security Card
- * Student's Certified Birth Certificate
- * Certificate of Immunization (Only Alabama issued immunization)
- * Two proofs of residence
- * Local school documents

Current MCPSS Students

Two proofs of residence are required annually at registration from all students. Each time a student enters a school for the first time, or each time he/she changes his/her address, new proofs of residence are required.



Mobile County Public Schools

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SS-500
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Mobile County Public Schools

Requirements for School Enrollment



Division of Student Support Services

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Attendance Department

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Documents Required for School Admission

Any student entering the Mobile County Public School System, regardless of grade level, shall be required to submit the following:

- ❖ **Parent/legal guardian photo ID:**
Driver license *or* non-driver license.
- ❖ **Student's Social Security Card:**
Student's Social Security Card is highly suggested for admission. However, if the student does not have a Social Security Card, a student identification number will be assigned by staff in the Division of Student Support Services.
- ❖ **Student's Certified Birth Certificate.**
Only birth certificates with original raised or colored seal can be accepted. Some copies of certified out-of-state birth certificates may be accepted at the discretion of the principal. School personnel will copy the birth certificate and the original birth certificate returned to the parent. The copy will be filed in the student's permanent record folder. If obtaining a birth certificate for a foreign student seems impractical, his/her passport may be copied and accepted as his/her birth certificate. Sometimes, a student in the custody of the Department of Human Resources (DHR) does not have an available birth certificate. A DHR declaration showing student's date of birth will be accepted. A new enrollee, who was born outside



Mobile County, is allowed thirty (30) days after enrollment to submit a birth certificate. Any student born within Mobile County is required to have his/her birth certificate upon enrollment. A new enrollee from another Alabama public school will be conditionally enrolled pending receipt of school records containing a copy of his/her birth certificate.

- ❖ **Certificate of Immunization**
An immunization certificate is required for *every* student enrolled in Alabama public schools. Only Alabama issued immunization certificates are acceptable. A new enrollee

from another public school in Alabama will be conditionally enrolled pending receipt of school records containing the student's immunization certificate. An immunization certificate is required *upon enrollment* for the following:

- Any child entering kindergarten or first grade who has not previously attended school.
 - Any new enrollee transferring from outside the State of Alabama.
 - Any new enrollee transferring from a private school. If no immunization certificate is presented at the time of enrollment, all other registration materials should be completed and the parent/guardian should be directed to the Mobile County Health Department where a temporary IMM 49 may be obtained before the child may attend school.
 - If a student transfers out of the system, the parent/guardian should be given the student's original immunization certificate. A copy is made and placed in the student's folder.
 - When the IMM 50 is filed in the student's permanent record folder, it should be duly noted on the Cumulative School Health Record.
- ❖ **Proofs of Residence**
Two proofs of residence are required annually at registration from all students. Each time a student enters a school for the first time, or each time he/she changes his/her address, new proofs of residence are required.

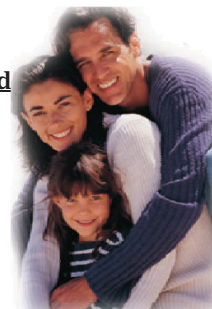
Provisions for Determining Residence of Students

Property Tax Record or Deed

- Tax receipt record
- Deed

Apartment or Home Lease

- Apartment rent receipt
- House rent receipt
- Apartment lease
- House lease



Utility Bills or Utility Deposit Receipts

- Water bill or deposit receipt
- Gas bill or deposit receipt
- Telephone/Cellular bill or deposit receipt
- Electric bill or deposit receipt
- Cable bill
- Garbage bill

Income Tax Records Mailed from IRS to the Parent/Guardian

- Copy of check from IRS
- Correspondence from IRS



Certificate of Residence (must be notarized)

- Notarized certificate of residence which is a part of The Registration/Certificate of Residence section of Form (SS-405)
If a parent/guardian wishes to use the SS-405 Student Enrollment Card as one of the documents, the Certification of Residence portion of form must be notarized.

Other Official Proof of Residence Document

- Social Security records (check and/or correspondence from Social Security Office, check from Welfare Office, correspondence from Social Security Office).

Bank Records

- Bank statement
- Savings account statement
- Loan statement
- Investment certificate from bank

Employment Records

- Company check
- Verification from employer



Two (2) Charge Accounts (counts as one proof)

- Any two major charge account statements

