

Stanhope Elmore High School

New Enrollment Requirements

Welcome to Stanhope Elmore High School! We are glad you will be joining our Mustang Family. Please visit [www.mysehs.com](http://www.mysehs.com) and [www.elmoreco.com](http://www.elmoreco.com) to learn more about our school.

 Visit registration [**https://registration.elmoreco.com/**](https://registration.elmoreco.com/).

 Complete all required information.

 Once you have completed the online registration process,

 call Stanhope Elmore High School to set up an appointment

 to complete registration.

 In order to register your student for school, several documents

 are required. **Please bring all documents with you to your**

 **appointment with the Registrar.**

**WHAT TO BRING**

**The following residency documentation MUST be provided:**

**Homeowners – these items must be brought to registration**:

1. Current Mortgage Documentation, original signed deed, or title in the custodial parent/legal guardian’s name.

**AND**

1. Original and current utility bill (electric, gas, water), in custodial parent/legal guardian’s name. **Name and address of utility company must be visible**. Or
2. Property tax record or deed
3. Income tax record (copy of W2 form, copy of check or correspondence from IRS, check stub from place of employment.
4. Bank records (loan statements, investment certificate from bank – **Personal checking or savings account will not be accepted.**
5. Voter Registration Record (voter registration, auto registration)

**Renters – these items must be brought to registration:**

1. Original signed lease in custodial parent/legal guardian’s name.

**AND**

1. Original and current utility bill (electric, gas, water), in custodial parent/legal guardian’s name. Name and address of utility company must be visible. Or
2. Property tax record or deed
3. Income tax record (copy of W2 form, copy of check or correspondence from IRS, check stub from place of employment.
4. Bank records (loan statements, investment certificate from bank – Personal checking or savings account will not be accepted.
5. Voter Registration Record (voter registration, auto registration)

**Residing with a Millbrook Resident – these items must be brought to registration:**

1. Approved Elmore County Board of Education Resident Affidavit.

**AND**

1. Original signed lease, deed, or title of the Millbrook Resident.

**AND**

1. Original and current utility bill (electric, gas, water), of the Millbrook Resident. Name and address of utility company must be visible. Or
2. Property tax record or deed
3. Income tax record (copy of W2 form, copy of check or correspondence from IRS, check stub from place of employment.
4. Bank records (loan statements, investment certificate from bank – Personal checking or savings account will not be accepted.
5. Voter Registration Record (voter registration, auto registration)

**WHAT TO BRING continued**

* **Withdrawal form from previous school**

The student must be withdrawn from their previous school.

* **Transcript *or* most current report card from previous school**

***This is necessary for correct grade placement*** and must be received in order to complete the registration process. If you do not have this, please contact the previous school and ask them to fax copy to SEHS at (334)285-4575 or email copy to charley.stinchcomb@elmoreco.com.

* **A *CURRENT* Alabama Immunization Form/Blue Slip**

 This can be obtained from any health department or your personal physician.

* **Certified Birth Certificate**

If the person registering the student ***IS NOT*** listed on the birth certificate, you **must** provide legal documentation stating that you are the legal guardian.

***Power of Parental Rights will not be accepted as a form of guardianship. You must provide an official court document***

* **Social Security Card**

Student’s social security number will ***only*** be used as a student identifier. It will not be used as a student ID number and will be secured in each individual’s cumulative record.

* **Enrolling Parent or Legal Guardian Photo ID**
* **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.**

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***ENROLLMENT PROCESS WILL NOT BEGIN UNLESS YOU ARE ABLE TO PROVIDE ALL REQUIRED DOCUMENTATION. IT IS THE RESPONSIBILTY THE PARENT/GUARDIAN TO OBTAIN ALL DOCUMENTATION NEED.***

***SEHS WILL NOT REQUEST ANY RECORDS FROM PREVIOUS SCHOOLS UNTIL THE STUDENT HAS BEEN OFFICIALLY ENROLLED.***