

|  |  |  |
| --- | --- | --- |
| **Holli Richardson, Principal**  **Jared Robison, Assistant Principal** | **504 North John Street**  **P.O. Box 489**  **New Brockton, AL 36351** | **Phone: 334-894-6152**  **Fax: 334-894-0058** |

Welcome to New Brockton Elementary School. The following documents are required for enrollment:

1. Proof of age (Ex: birth certificate)
2. Current Certificate of Immunization of the state of Alabama
3. **Two** forms of proof of residency- The following are the **ONLY** documents that we can accept as proof of residency:

-Property tax records

-Mortgage documents or property deed

-Apartment/home lease

-Current Utility bill (electric, water, and/or garbage)

-Driver’s license

-Voter precinct ID

-Automobile registration

1. Copy of ID of the parent or legal guardian
2. Custody documents (if applicable)

\*If you are not the parent listed on the birth certificate, you must also show legal documentation of custody in order to enroll.

\*If you have withdrawal papers and grades from your previous school, please include those as well.

**Once you have obtained the required items, you will need to complete a registration packet available at the school.**

|  |
| --- |
| Assistance: |
| If you need assistance getting a *birth certificate or immunization records*, please contact the Coffee County Health Department in Enterprise, Alabama at (334) 347-9574. |
| *Voter precinct ID*’s can be obtained at the Coffee County Board of Registrars in New Brockton, Alabama. They can be reached at (334) 894-5347. |
| *Driver’s license and automobile registration* can be obtained at the Coffee County Courthouse in Enterprise, Alabama. They can be reached at (334) 347-2519. |

We look forward to working with you and your child. If you have any questions, please do not hesitate to contact me by phone at (334)894-6152 or by email at [bowersh@coffeecounty.k12.al.us](mailto:bowersh@coffeecounty.k12.al.us).