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| **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.**

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| 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.