

Enrollment of Students

Asheboro City Schools strives to enroll students fairly and within the guidelines of U.S. Federal Law, N.C. State Law and Asheboro City School Board Policies. Parents or legal custodians enrolling students must prove their residence within the school district by adhering to the following procedures.

INFORMATION NECESSARY FOR STUDENT ENROLLMENT

1. **Student enrollment** requires a birth certificate (of the child),* picture ID of enrolling parent,** and proof of residence***. (Enrolling staff - please try to make sure that both parents live together or there is no established custody or there is joint custody or that the enrolling parent has legal custody). If the enrolling party cannot provide a birth certificate for the child, other satisfactory substitutes will be determined by the Central Office Transfer Department).

- * Birth Certificate – (enrolling staff) - please check parent’s name and make sure this is the person enrolling the child.
- ** Picture ID - identifies the parent (current address on ID is not necessary. This is for identification purposes only.)
- *** Proof of Residence - as follows:
 - power bill
 - or
 - water bill
 - or
 - gas bill
 - or
 - property tax statement
 - or
 - current lease agreement/recent paid rent receipt with complete name and address
 - or
 - completed closing statement / other document showing home ownership
 - or
 - document from Central Office Transfer Department

(Not Acceptable - Phone bills, cable bills, insurance premiums, and other mail.)

2. **Proof of Residence documents** must be completed (in the transfer office) by parent(s) of student(s) enrolling and the homeowner, or the person(s) whose name appears on the above documents. These proof of residence documents are for persons residing with someone else or living where the bills are not maintained in the parent’s name.
3. **If the parent(s)/legal custodian moves during the school year**, a new proof of residence is required. Address changes must fall in the present school attendance zone or the student must enroll in their appropriate attendance zone unless the student has written approval to remain in their present school from the ACS Student Transfer Department. Address changes and phone numbers must be changed in the child’s emergency information and NCWISE. In cases of joint custody/no custody, under ACS Board Policy, the child’s school will be determined by where the child is initially enrolled for the year. (Switching the joint custody/no custody parent for the purpose of changing a child’s school within the ACS District is not an option during the school year without approval from the Student Transfer Department. However a student can switch parents and go to a district other than ACS if the other school district allows the change. Switching **back** from another school district during the same school year is not an option without approval from the ACS Student Transfer Department).
4. **Homeless children** – enrolling staff - please refer to the Homeless Statutes (Federal and State) or call the LEA Homeless Liaison at the Central Office.
5. **Affidavits for special circumstances** will be completed in the transfer office only. (For information only - the reasons for affidavits allowing persons other than parents to enroll children without legal custody are as follows):
 1. Parent is dead/seriously ill/incarcerated.
 2. Parent has abandoned the child.
 3. Parent has abused or neglected the child and this is substantiated by Department of Social Services.
 4. Parent is unable to care for child because of physical or mental condition.
 5. Child's home has been destroyed or made uninhabitable by natural disaster.