

New Student Enrollment Checklist

Welcome to Central High School. If you are new to our community, we welcome you and your family to Phenix City and look forward to enrolling your child or children into the School District. The following information serves as a guide to assist you with the student registration process in compliance with the Phenix City School Board Policy.

*Note: Central High School gives special enrollment consideration to migrant, ESL (**E**nglish as a **S**econd **L**anguage), EL (**E**nglish **L**earner) and/or homeless students. If your child qualifies as one or more of the above, please inform the registrar.

Please be aware that each of the following items is required before new student registration is complete.

- ✓ Social Security Card/Registration
- ✓ Birth Certificate
- ✓ Proof of Residency (Utility (Electricity or Water) Statement/Lease Agreement/Mortgage Statement)
- ✓ IMM50 Shot Record/Blue Card (Alabama Health Dept or Physician)
- ✓ Withdrawal Papers from Previous School
- ✓ Guardianship Documentation (Required if guardian is not a parent listed on the birth certificate)
- ✓ Special Education Documentation (IEP - if applicable)
- ✓ Two Emergency Contacts

The following are fees that may be assessed:

- Locker Fee (\$5.00)
- P.E. Uniform (\$20.00)
- P.E. Locker (\$5.00)
- Parking Decal (\$5.00 - if applicable)

FOR OFFICE USE ONLY:

- Transcript Requested
- Transcript Received
- Transcript Processed
- Lunch Application
- Transportation Request

PLEASE COMPLETE THE FOLLOWING INFORMATION: (PLEASE PRINT)

Student Information:

Name: _____

Social Security #: _____

Previous School:

Name: _____

Address: _____

Phone: _____

Fax: _____