

# Woodruff Middle School Enrollment Form

Welcome to Woodruff Middle School! This enrollment packet is provided to make the registration process as smooth as possible for you. Please help us by completing the enclosed forms and providing us with as much information as possible in order to enroll your student in a timely manner. The Guidance Department will request school records from the previous educational setting at your request; however, the following information is necessary for enrollment. Once all information is complete, the student may be enrolled and begin classes.

**Student Name:** \_\_\_\_\_ **Entering Grade:** \_\_\_\_\_

**Please provide the following information about the last school your child attended:**

**School Name:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Does your child have the following?** \_\_\_ **Individualized Education Plan (IEP)** \_\_\_ **504 Plan** \_\_\_ **Neither**

**This is the information required for enrollment.** Woodruff

Middle will request records from the previous educational setting. Some records will need to be provided by the parent/guardian.

**Proof of Residency** (one of the following)

- \_\_\_ Residential Property Tax Receipt
- \_\_\_ Current Lease/Rental Agreement
- \_\_\_ Current Mortgage Agreement
- \_\_\_ Other (approval required by Principal)

**Records from Previous School** (Transcript, attendance, discipline)

**Copy of Birth Certificate**

**Copy of Social Security Card**

**Immunization Certificate**

**Custody Documentation**

**Please list names and ages of other children you plan to enroll in Spartanburg District Four:**

**Four:**

**Name**

**Age/Grade**

<u>Name</u>	<u>Age/Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*My signature attests I have legal custody of my student, my student resides with me, and I am a legal resident of Spartanburg School District Four at the address reported above.*

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Office Use Only: Enrollment approved.*

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_