

Mint Hill Middle School

Registration Information

Registration (New Students)

1) Parent or legal guardian with proper I.D. must complete an enrollment packet

2) Items needed:

- Proof of residency of parent or legal guardian with notarized Affidavit of Residency
- Birth certificate
- Immunization records
- Discipline records from previous school(s)
- Tribunal records/Expulsion Letters (if applicable)
- Transcript from previous school(s)
- IEP records (if applicable)

Registration (Transfer Students)

1) Completed withdrawal form from previous school

2) Parent or legal guardian with proper I.D. must complete an enrollment packet

3) Items needed:

- Proof of residency
- Valid Photo I.D. parent or legal guardian
- Birth certificate
- Immunization records
- Discipline records from previous school(s)
- Tribunal records/Expulsion Letters (if applicable)
- Transcript from previous school(s)
- Report card
- IEP records (if applicable)

Transfer/Withdrawal Process

Transfer/Withdrawal Procedures

- 1) Only parents /legal guardians with proper I.D. may withdraw a student
- 2) Students will take the withdrawal from around to their classes on their last day of attendance. They must get their teachers' signature and return textbooks or other school issued items, i.e. instruments, library books, etc.
- 3) Students must have cleared all financial obligations
- 4) Parent receives:
 - Copy of withdrawal form, immunization records, test information if available, birth certificate, ear, eye and dental screening, discipline records, social security card and transcript
 - Copy of IEP records (if applicable)

Immunization

Immunization Requirements

In compliance with North Carolina law, parents/guardians must present certification of immunizations on the first day of school entry. If documentation is not presented, parents and/or guardians have 30 calendar days to provide documentation or the student shall be excluded from school until proof is presented.

Requirements for School Entry

<u>Grade</u>	<u>Number of Doses</u>
Grade 6	5 (4) DTP/DTaP/Dt3/Td 4 Polio +3 HIB 3 Hep B 2 MMR 1 Varicella 1 Tdap
Grade 7-8	5 (4) DTP/DTaP/Dt3/Td 4 Polio

+3 HIB

3 Hep B

2 MMR

1 Varicella if born on or after 4/1/2001

1. **DPT/DTaP/DT/Td vaccine for students entering grades 1 through 12:** Five doses are required. However, if your child received their 4th dose after the 4th birthday, further doses are not required. Students beginning the series after age 7 years only need 3 Td doses.

2. **Polio vaccine for students entering grades kindergarten through 12:** For children who received all IPV or all oral poliovirus (OPV) series: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. If both OPV & IPV were administered as part of a series, a total of 4 doses should be given, regardless of the child's current age.

3. **HIB (Haemophilus influenza type b vaccine):** two or three doses, depending on the type of vaccine, AND a booster dose after 12 months of age. *Children who have reached their 5th birthday are NOT required to be vaccinated against Haemophilus influenza type b.

4. **Hepatitis B-“Hep B”:** Three doses, required for all children born on or after 7/1/1994 (third dose must be given after 24 weeks of age).

5. **MMR vaccine for all students:** The first dose of MMR vaccine must have been received on or after the first birthday. 2nd dose is required, usually done with kindergarten boosters. (Note: a dose 4 days or less before the 1st birthday is also acceptable).

A **Certificate of Immunization** is required as proof of the immunizations. This form is available from a physician or the health department. Some of the centers offer Saturday and extended evening hours.

Please see a physician or visit a Mecklenburg County Health Department near you if your child has not received all of the required immunizations. This is important in order to prevent any delay in registering your child for school.

If you have any questions about these vaccines or your child's immunization status, please contact your physician or the Mecklenburg County Department of Health 704-xxx-xxxx.

Affidavit of Residence

[\[Affidavit of Residence Form\]](#)

Parents/guardians of all students must submit a notarized Affidavit of Residence form certifying that the family resides in Mecklenburg County. This applies to both current and new students and will be required annually.

The purpose of the Affidavit is to make sure that only students who reside in Mecklenburg County attend Mecklenburg County schools. Please note, some families living outside of Charlotte-Mecklenburg Schools attendance zones have found creative ways to enroll their children in Charlotte-Mecklenburg schools. These families take advantage of Charlotte-Mecklenburg Schools outstanding programs and services, yet do not pay the taxes used to fund schools. The notarized Affidavit legally verifies that all children reside in their correct school attendance zone, or have an approved transfer.

Two forms of documentation are needed satisfy proof of residency requirements.

Acceptable Documentation:

- Copy of home mortgage payment receipt
- Current bank statement
- Copy of lease agreement
- Current utility bill (gas, electric, or water)
- Current paycheck stub
- Receipt to have utilities connected
- Homeowner's/Renter's insurance registration card

Parents are encouraged to have the Affidavit notarized and submitted to the school during the first week of classes. However, a lenience period of up to 30 calendar days is granted before the system begins to investigate any families failing to submit their forms.

Notaries often can be found at banks, law offices, copy centers, insurance companies, courts, and in many other government buildings.

Frequently Asked Questions

Where can I submit my enrollment forms?

You should submit enrollment forms to your home school or to Student Placement at the Family Application Center.

When is the deadline to enroll for school?

CMS usually starts enrolling for the upcoming school year in October. Families can enroll throughout the year. There are enrollment deadlines for the magnet school lotteries.

Will my child be eligible to ride a bus? Bus transportation will be provided to the following:

- Students who attend their home school. Each Mecklenburg County address has been assigned an elementary, middle and high school known as the home school. Students are automatically assigned to their home school upon enrollment.
- Students who attend a magnet program that serves their transportation zone. The county is divided into four transportation zones. Magnet schools serve one or more transportation zones. These assignments are made through the Student Assignment/Magnet Lottery.
- Students who are assigned to non-Title I Choice schools through the *No Child Left Behind Law*. These assignments are made through the Student Assignment/Magnet Lottery.
- Students who are impacted by the McKinney-Vento Homeless Assistance Act. For more information, contact your school liaison.

Due to serious budget constraints for the 2011-12 school year, bell schedules and transportation service are subject to change. In this event, parents will be informed of the impending change.

Who should I call for a child with special educational needs?

Exceptional Children Department at 980-343-6960

Who should I call about guardianship questions?

Student Assignment at 980-343-5335 or student.placement@cms.k12.nc.us

Proof of Residency – Frequently Asked Questions????

What if I don't have the required proofs of residency with me when I enroll?

Enrollment packets will not be accepted without the three required proofs of residency. If you are having difficulty obtaining all three proofs of residency, please gather all the residency documentation you have and visit the Student Placement Office to speak with a Student

Placement Specialist about your individual situation.

What if I don't have a lease and do not live with my landlord or a friend?

If you are a tenant at will (“month-to-month”) and do not have a written lease, ask your landlord to complete and sign the residency affidavit, available at the student placement office or at any school. This, along with evidence of your most recent rent payment, will fulfill the proof of residency requirement for Column A. Your landlord does not have to be present when you enroll, but the affidavit **has to be notarized**. If you are having difficulty obtaining all three proofs of residency, please gather all the residency documentation you have and visit the Student Placement Office to speak with a Student Placement Specialist about your individual situation.

What if I live with a friend or relative?

If you share housing with a friend or relative, you may use the residency affidavit (available at any school or at the student placement office) to fulfill the proof of residency requirement in Column A. Ask your friend or relative to complete and sign the affidavit to affirm your residence. You or your friend or relative will have to provide proofs of residency from Columns B & C. Proofs from Columns B & C must be from the same person.

What can I use for proof of recent rent or mortgage payment?

You may present a copy of a money order receipt, cancelled check, or rent receipt.

Can the security deposit receipt serve as most recent rent payment?

Yes, if the security deposit is stipulated on the new lease.

What if I own my home but do not have a copy of the deed?

Contact the financial institution that handles your mortgage or the Mecklenburg County Register of Deeds Office at 704-336-2442 or meckrod.manatron.com. (office located at 720 E. 4th Street, Room 103, Charlotte, NC 28202)

What if I own a home but do not pay a mortgage (i.e., the home is paid for)?

If you no longer pay a mortgage on your home, you may submit a copy of the property deed or a copy of the discharge of mortgage. This will satisfy your proof of residency requirement for Column A.

What if utilities are included in my lease?

If any of the utilities are included in your lease, and if this is noted on your lease, then the lease will suffice for proofs of residency for Columns A and B.

What if none of the utilities are in my name?

If you are unable to provide a proof of residency from Column B, please gather all the residency documentation you have and visit the Student Placement Office to speak with a Student Placement Specialist about your individual situation.

Is a cell phone bill acceptable documentation to satisfy Column B?

Yes.

What if I have recently moved and have not yet received any utility bills?

To fulfill the requirements of Column B, you also may submit verification of service or a work order from any utility company stating that your service has been ordered or installed.

For verification of service you may contact:

Electric	Duke Energy	1-800-777-9898
Water	Charlotte Mecklenburg Utilities	704-336-2211
Gas	Piedmont Natural Gas	704-525-3882
Cable	Time Warner	704-377-9600

Will you accept a print out of my online banking statement?

Yes.

What if my family is homeless?

The proof of residency policy does not apply to homeless students and families. Contact the McKinney-Vento Liaison at your local CMS school or call 980-343-6169.

What if I am an undocumented immigrant?

Any child whose parent or legal guardian lives in Mecklenburg County is guaranteed access to a free public education. No family will be denied access to school because of their immigration status. Undocumented immigrant families living with friends or relatives may be considered “homeless” (see above).

What if I live in temporary housing while I secure a home (corporate housing, extended stay facility or hotel) and will not have the required proofs of residency?

Please bring any proofs of residency including a copy of the lease, print out from facility showing dates of stay, etc. to the Student Placement Office for a residency appeal. We will accept a letter from your employer including the current address in lieu of a pay check stub for Column C.

Will documents that I submit to prove residency remain confidential?

Yes. All documents submitted to prove residency will be considered part of his or her confidential record. CMS will adhere to the standards of confidentiality set forth in state and federal laws in maintenance of these records. For more information about the confidentiality of student records, refer to FERPA at www.ed.gov.

How can I report a suspected violation of the residency policy?

Families, staff, students and others may report possible residency violations by contacting the student’s current CMS school.

What happens if CMS discovers that I don’t live in Mecklenburg County?

Any student who is discovered not to reside in Mecklenburg County may be withdrawn from CMS immediately.

What if I am a current CMS student who has moved and needs to update my address, do I need to provide three proofs of residency?

Yes.

If you have additional questions...

Call the Student Placement Department at **980-343-5335** or
e-mail student.placement@cms.k12.nc.us.

School Calendars