

ENROLLMENT REQUIREMENTS

Enrollment Form – An approved HCPS enrollment form must be signed and presented at the school in the presence of a school official. The form can be sent to a parent in extenuating circumstances. This form must be filled out and signed by a parent or legal guardian. **A child cannot start school until the school has received the enrollment form.**

Certified Copy of the Birth Certificate – A certified copy of the birth certificate or passport **must** be presented. A carbon copy cannot be accepted. If the parent cannot supply an original birth certificate, the school can supply a *Birth Certificate Affidavit* form. This form must be filled out by the parent and notarized. If the child is enrolling from another school in Henrico, the birth certificate will not be required. If the child is enrolling from another school in Virginia, the previous school may be able to supply this verification. Refugee students who enter our country are given Travel Papers (issued by the US Embassy) or I-94s (issued by the INS). These papers CANNOT be used in lieu of a Birth Certificate or the affidavit. **A child cannot start school until the birth certificate has been presented or the school has received an affidavit or other verification.**

Proof of Residency – The parent must present a utility bill, photo identification from the person signing the enrollment form, **and** one of the following: a lease, deed, real estate contract, tax assessment, mortgage payment book, or rent receipt. If the parents have recently moved and have not yet received a utility bill, they can still enroll the child and will be allowed 30 days to present the bill to the school Registrar. If the family is currently staying in someone else's home, the school can supply a *Proof of Residency/Affidavit* form, which the parent must return with required documentation. **A child cannot start school until the school has received address verification information.**

Student's Social Security Number – All students must have a social security number. The parent has 90 days to supply this to the school. If the student is not eligible for a social security number or he parent chooses not to disclose the number, a waiver must be requested from the Principal in writing. The school can supply additional information.

Immunization Information – All students must present immunization information to the Registrar. A student may begin school as long the child has received at least one shot in each series. The school can supply details. **A child cannot start school until the school has received immunization information.**

Recent Physical (Elementary Students ONLY) – All elementary students must have a physical exam dated within 12 months of starting school for the first time. **An elementary student cannot start school until the school has received physical information.**

Other – Any specific questions should be referred to the school. Also, the HCPS web page at <http://henrico.k12.va.us/parents/registration.html> can also answer questions regarding enrollment requirements.