

Documents Needed for Student Enrollment 2022-2023

Shelby County Schools

In order for a student to be enrolled in the Shelby County School District, the student must attend school in the zone in which they reside with a parent or legal guardian. Custody awarded through the court is a requirement for school enrollment.

1. Enrolling parent or legal guardian must present a photo ID
2. **Proof of Age** (i.e. birth certificate)
3. **Valid Alabama Immunization Form** - Each student wishing to enroll into Shelby County Schools must present an up-to-date Alabama Certificate of Immunization (COI), or an Alabama medical or religious exemption. All Certificates of Immunization must contain the dates of all vaccines given.
4. **Proof of residence** - All parents/legal guardians will be required to provide two current residence verification documents prior to the start of the new school year. See the Proof of Residence Guidelines for a list of acceptable options for proofs and requirements.
5. **Proof of Custody** (if applicable, a copy of the court order must be supplied to the school).
6. **Social Security Number** (voluntary) - Disclosure of your child's social security number (SSN) is voluntary. The Alabama State Department of Education (ALSDE) will issue your student a 19-Student number as a unique identifier. This number travels with the student no matter which school/district they are enrolled in. Shelby County Schools uses this ID as the student's primary ID number.

Proof of Residence Guidelines 2022-2023

To attend a Shelby County School, the family (all principal family members) must reside in a dwelling within the school zone full time and the dwelling must be considered a permanent, full time residence. Shelby County Schools will follow Alabama High School Athletic Association (AHSAA) bona fide move guidelines when determining residency.

Proof of Residence Options

Option 1

- 2 Recent Utility bills - power, water, gas, or garbage services

Option 2

- Recent Mortgage Statement
- 1 Recent Utility bill

Option 3

- Apartment Lease/Lease from a Property Agent - Parent/Legal Guardian must be listed as an occupant
- 1 Recent Utility bill

Option 4

- Property Deed - must reside full time in the Residence
- 1 Recent Utility bill

Option 5

- 2021 Property Tax Record - Must show homestead on the tax records, usually reflects a code of 10
- 1 Recent Utility bill

Requirements

- Recent Utilities* (Service dates must reflect April - July) - power, water, gas, or garbage services listed in the parent/legal guardian name or his/her identified spouse.
- No Disconnect notices will be accepted.
- The service address must be listed on the statement/document.
- Recent Mortgage Statement** (April - July)
- Apartment Lease - Lease must be current and at the minimum, the parent/legal guardian must be listed as an occupant
- 2021 Property Tax Record - most recent tax record should indicate this as your primary residence https://ptc.shelbyal.com/caportal_mainpage.aspx
- Property Deed - parent/legal guardian must reside full-time in the residence

Schools will be collecting copies of these proofs to have on file for this school year only. Proof of residency must be provided every year. **If you move after uploading your proofs of residence, you must provide the school updated proofs within ten days of relocating to your new address.**