

## New Students to SVMS

Regular School Year Hours

Monday-Friday

7:30am-2:40pm Student Hours

7:00am-3:00pm Office Hours

8:00am-2:00pm Enrollment/Withdrawal Hours

Summer Office Hours

Monday-Thursday 7:30am-5:30pm

Closed Friday during the summer.

**If you do not know which school your child should attend, you may contact the Student Assignment Office at (910) 678-2616, or visit [CCS Student Assignment](#).**

**\*Transferring Into Cumberland County Schools from another NC School District**

**\*From One Cumberland County School to another Cumberland County School**

**\*Transferring in from Out of State**

**\*\*Parent/Guardian will need to pick up an enrollment packet from the Registrar at SVMS\*\***

### SVMS Registration Checklist

Below is a list of documents you **MUST** provide to the registrar at SVMS. Please have the registration paperwork filled out accurately and bring all the requested information with you in order to successfully complete the registration process.

**(1) Proof of Address** – You must provide proof that you actually reside in our district. No one is allowed to register without the appropriate documentation. **Acceptable proof is.....**

If **Buying** your Home we need.....

-Deed of Trust and/or Current Monthly Utility Bill (Water, Gas, Electric)

If **Renting** from a **Company** we need.....

-Rental Contract/Lease signed by the Agent, including Telephone Numbers and the Agent's Address (within last 30 days) and/or Current Monthly Utility Bill (Water, Gas, Electric)

### **(2) Immunization Record**

Students who enroll without proof of immunizations have 30 days to present such proof. If not, the student is dismissed from school per board policy. All rising 7<sup>th</sup> graders need to have had a Tdap shot and the Meningococcal Conjugate immunization in order to enroll.

### **(3) Most recent Report Card** or withdrawal papers if transferring during the school year

Students who have no documentation of previous schoolwork cannot complete the registration process. If you do not have such documentation, please contact your previous school and ask them to fax it to us at (910) 424-0066. If possible, we also need EOG test scores. Please be sure that we know how to contact you so that we can notify you once the fax has been received. Students who register during the school year must also have Discipline Records verified.

**(4) If a student is involved in any Exceptional Children's Programs**, we also need that documentation. A copy of the Individualized Education Plan (504, if applicable) or any Academically Gifted Paperwork will be sufficient.

**(5) If applicable, Current Custody Paperwork** is needed. By Cumberland County School Board Policy, a student must reside with the custodial parent or court-appointed guardian to enroll in our system. If the parents are separated or divorced, we **MUST** have a copy of the custody agreement. Legal custody must be court-appointed and signed by a judge. Our school system does not recognize any form of Power of Attorney or notarized statements for guardianship purposes.

(6) Student's Social Security Number

(7) Photo ID of Parent or Legal Guardian

(8) Birth Certificate of Child

**For the Safety of you and your student, we must have all information requested.**