

NEW STUDENT ENROLLMENT

Only a parent or legal guardian may enroll a student in Pitt County Schools

- 1. These are the basic items you will need to bring to the school to enroll your child**
 - **Photo identification of parent/legal guardian**
 - **Student's birth certificate**
 - **Proof of guardianship (necessary only if you are not listed as a parent on the student's birth certificate)**
 - **Copy of up-to-date immunization records**
 - By law, immunization proof must be received within 30 calendar days of enrollment
 - **Health assessment form**
 - For all students that are new to North Carolina Public Schools. You must use the NC Health Assessment transmittal form provided by your doctor's office. By law, this must be received with 30 calendar days after enrollment
 - **Two proofs of residency**
 - Commonly accepted proofs are: voter registration card, pay stub, utility bill, rental/owner contract, property tax bill, or automobile insurance policy, just to name a few. Bills should be dated within the last 30 days
 - **Most recent report card and test scores (if available)**

2. Complete pages 1-7 of New Student Enrollment Packet

<https://www.pitt.k12.nc.us/cms/lib/NC01001178/Centricity/Domain/57/New%20Student%20Enrollment%20Packet.pdf>

3. Remember to inform school staff or any special needs your student may have.

- 504 Plan, IEP (individualized Education Plan), AIG (Academically or Intellectually Gifted), special health care needs, etc. Please provide the school with copies of this information.