

## Enrolling a new student in C.M.Eppes Middle School online registration

1. Go to the PCS Website enrollment page and click on **NEW STUDENT ENROLLMENT FORM**
2. Click download as a PDF and save it to your desktop
3. Open up the **New Student Enrollment Packet** PDF and begin typing into the document.
4. Fill out all the information and click **PRINT** once you are finished
5. In the Print menu click **save as PDF** and rename the documents :  
**New registration-your child's first initial and last name.pdf**
6. Email Donna Stanton (data manager/registrar) [stantond@pitt.k12.nc.us](mailto:stantond@pitt.k12.nc.us)  
And attach your student's enrollment packet
7. Scan or take a picture of the following documents and email these to [stantond@pitt.k12.nc.us](mailto:stantond@pitt.k12.nc.us)
  - a. Your **driver's license**
  - b. **2 current proofs of residence**
    - Current rental/owner contract
    - Utility bill
    - Pay stub
    - Property tax bill
    - Automobile insurance
    - Automobile car registration
    - Voter registration card
  - c. Immunization records
  - d. Birth certificate
  - e. If coming from out of state any other school information, attendance, last report card, AIG, 504, EC, health plans
8. Once this is complete, please call Donna Stanton at 252 757 2160 to verify that all this information was received

You may still come into the CMEppes school office to enroll. If you can download the registration form from the PCS website and complete it before you come in it will speed up the process.

THANK YOU! GO BULLDOGS!