



ALLEN MIDDLE SCHOOL REGISTRATION INFORMATION

STEP 1: Complete Schoolmint Application

Parents/guardians must register their child(ren) using the [Schoolmint](#) online registration system using the following steps:

1. CREATE AN ACCOUNT

1. Already have a [Schoolmint](#) account? Go to gcsnc.schoolmint.net to login.
2. Need a [Schoolmint](#) account? [Click here for a video tutorial](#) on creating an account to get started.

2. COMPLETE REGISTRATION

3. Follow the steps in Schoolmint to complete your registration.
4. You will also be able to upload registration documents in the system.

If you need assistance with [Schoolmint](#), please contact the Student Assignment Office at 336-370-8303.



Step 2: Proof of Address and Identity Required Documents

Parents and/or Guardians of students new to the district will need to upload the following documents in [Schoolmint](#) or bring them to their school's registration office, regardless of the student's grade level (including kindergarten):

_____ **Copy of Parent Photo ID**

(Or Guardian ID, accompanied by proper government ordered, "CUSTODIAL" documents)

_____ **Proof of Address**

(in the name of the parent/guardian in one of the following forms)

- *Utility Bill*
- *Official Lease Agreement*
- *Driver's License (or NC State ID card) **AND** voter registration card*
- *Driver's License (or NC State ID card) **AND** car registration*
- *Driver's License (or NC State ID card) **AND** letter from employer on company letterhead verifying address of parent/guardian*
- *Driver's License (or NC State ID card) **AND** Medicaid card (card must show names of BOTH parent and student)*

_____ **Immunization Records**

7th grader **MUST** have received Tdap and Meningococcal (Meningo or Menectra) within 30 days of first day of enrollment in a Guilford County School. This date does not change with a school transfer.

_____ **Birth Certificate**

_____ **Enrollment Supplement** (IEP/504); *if applicable*

_____ **NC Health Assessment**

& FAQ Sheet (*Only for students NEW to NC public schools*)



SUPPORTING DOCUMENTS

Step 3: Helpful, but Optional Documents:

- _____ **Withdrawal Form**
- _____ **Current Class Schedule**
- _____ **Final Report Card** (or most recent)
- _____ **Copy of 504** (if applicable)
- _____ **Copy of IEP** (if applicable)
- _____ **Affidavit of Student in Good Standing Form**
- _____ **Court Documents**
- _____ **Custody/ Guardianship documents**

Note:

GCS will request ALL cumulative records from previous school

MORE INFO

Non-Routine Enrollment

In the following instances, persons wishing to enroll students in Guilford County Schools should contact the Student Assignment Office at 336-370-8303 for instructions:

1. ***Student lives with individual other than the parent(s) or court-appointed guardian/custodian***
2. ***Student lives with one parent but wishes to attend school in the attendance zone of the other parent***
3. ***Parent(s) or court-appointed guardian/custodian lives outside Guilford County and wishes the student to attend Guilford County Schools***
4. ***Parent(s) or court-appointed guardian/custodian is homeless or unable to obtain appropriate proof of address***
5. ***Student is at least 18 years of age and is financially independent***

If you have any additional questions or concerns, please feel free to contact our Data Manager, Ms. Pace, at 336-294-7325 ext. 1250 or by email pacen@gcsnc.com. Thanks!!