



NORTHWEST GUILFORD HIGH SCHOOL

Student Services

5240 Northwest School Rd.

Greensboro, NC 27409

Phone: 336-605-3302

www.gcsnc.com/northwest_guilford_high

www.gcsnc.com

Student Services FAX: 336-605-3320

We are excited to have you join our Viking Nation!



Guilford County Schools has moved to an online enrollment application through an Online Enrollment System called SchoolMint.

A parent guide and video tutorials can be found under “How-To Enroll New Students” on the GCS website at www.gcsnc.com

For the 2023-2024 school year, the online enrollment forms can be submitted beginning late April-May 2023. Enrollment appointments will be conducted beginning mid July 2023 **after the school year has ended and all final grades have been calculated from your school.**

Please note: We do not request records for enrollment.

We do request official records when your student has been enrolled in the system.

First step of the process: This system can only be accessed through the GCS website at www.gcsnc.com under the quick links section. To begin the enrollment process, click on “SchoolMint Registration” and create a SchoolMint account using an email address or mobile number.

The online enrollment system is going to ask a series of questions and ask for documents (see below 1-6) to be uploaded. Please make sure all documentation is uploaded and all questions are answered. Missing documents or unanswered questions slows the enrollment process. Scanned documents work the best, but pictures are acceptable.

1. **Certified Birth Certificate-** This is an original/certified birth certificate with the seal on it.
2. **Proof of Address-**(ONE of the following forms):
A current gas, water, oil, electric bill or lease on an apartment or home.
Please do not send a copy of the envelope, we must have the entire utility bill.
Click on link to see other forms of acceptable proof of address:
[Items for Proof of Address Used to Enroll a Student in Guilford County Schools.docx](#)
If you do not have any of the approved documentation for proof of address, please contact the Student Assignment office at 336-370-8303 or email studentassignment@gcsnc.com

A student assignment locator link is provided below to find your student(s)' attendance zone <http://schoolassignmentlocator.gcsnc.com/>

3. **Immunization Record-** In addition to DTAP, Polio, MMR, HIB, Hep B, and Varicella. North Carolina Law requires the following immunizations

1 TDAP Booster – student(s) entering 7th grade or 12 years of age

1 or 2 MCV (Meningococcal Conjugate Vaccine) – 1st dose required for student(s) entering 7th-11th grade.

Booster dose required for student(s) entering 12th grade or 17 years of age.

Booster not required if student(s) received 1st dose after 16th birthday.

Proof of these immunizations, with the dates received and a doctor or clinic signature must be presented to the school within 30 CALENDAR DAYS after the first day of attendance. If the proof of immunization is not presented within 30 CALENDAR DAYS, it is the responsibility of the principal to exclude the child from school until that proof is received.

4. **Custody Papers (if applicable)-** COURT ORDERED custodial parent/guardian with additional papers must show the Judge's signature (stamp/seal if applicable). Notarized forms are NOT acceptable at the school level and must be approved at the student assignment office.
5. **Affidavit in Good Standing-** NC General Statutes require that an [Affidavit of Student in Good Standing](#) be completed by the parent or court-appointed guardian/custodian for any new student transferring from another school outside our district (includes private and charter schools). Form must be notarized.
6. **NC Health Transmittal Form-** Required for student(s) enrolling in a NC public school for the first time or a student(s) enrolling from a NC private or charter school and had not been previously enrolled in GCS.
This form is available in the SchoolMint application to print, have completed by a physician, and upload on to the application.

NC Health Transmittal Form is due to the school within 30 CALENDAR DAYS after the first day of attendance. If the NC Health form is not presented within 30 CALENDAR DAYS, it is the responsibility of the principal to exclude the child from school until that proof is received.

The online portal does not have a place to upload the following documentation. Please email bobetit@gcsnc.com or fax to 336-605-3320 or drop a copy to the school the following:

1. **Enrolling parent driver's license (or picture ID) for ID purposes.**
2. **Final 8th grade report card for a 9th grader. If student(s) has/have earned any high school credits in middle school, please submit additional report card.**
Unofficial/official transcript for student(s) entering 10th, 11th or 12th grade.
If enrolling after the school year has started, we will need current schedule and grades.

****We do not request transcripts/records for enrollment purposes since we will accept an unofficial transcript/report card. We request final records including an official transcript/report cards ****

3. Transferring from Homeschool/Non-Accredited Private School- Must provide the following information:

Attendance Record

Homeschool License from the NC Dept. of Non-Public Education

Course Titles and Materials Used

Contact Hours Completed

Standardized Test Results

Credits will be assigned after GCS Curriculum Specialist reviews the materials.

Complete the GCS Homeschool Credit Forms

The information will be under review and an email will be sent with the next steps of the process. Please read all the instructions, if any documentation is missing this will slow down the enrollment process.

Second step of the enrollment process is an appointment with the enrolling counselor to create a schedule request. We will email or call to schedule either an in person or phone appointment with the counselor when the SchoolMint application is in a "Registration Complete" status and all documentation has been submitted to us.

Final step of the enrollment process is the enrollment information is entered in PowerSchool and your student(s) is enrolled at NWHS

Any questions? **Counselors:**

Stacy Garner

Last Names: A-B

garners@gcsnc.com

Elizabeth Lucas

Last Names: C-Ge

lucase@gcsnc.com

Emilea Gross

Last Names: Gi-Ki

grosse@gcsnc.com

Morgan Kaplan

Last Names: Kl-N

kaplanm@gcsnc.com

John Devonmille

Last Names: O-Sm

devonmj@gcsnc.com

Aaron Murphy

Last Names: Sn-Z

murphya@gcsnc.com

Counseling Secretary

Lindsay Marshall

marshal4@gcsnc.com

Data Manager

Randy Kohn

kohnr@gcsnc.com

Registrar

Theresa Bobetich

bobetit@gcsnc.com

Student Assignment Office

Studentassignment@gcsnc.com

120 Franklin Boulevard, GSO

(336) 370-8303

FAQs

How do I upload my documents into SchoolMint ?

SchoolMint can be accessed from a desktop, laptop, iPad, or a smartphone. Scanning the documents is preferred, but pictures of the documents are acceptable. If the document is not clear this can slow down the enrollment process.

SchoolMint says my “Registration is Completed” after I have clicked on “Submit Forms”

This is an auto response. The student’s registration and enrollment to our school is not complete until all the documentation has been uploaded into the system and the additional documentation (unofficial transcript/report card and parent ID) is emailed to the school.

My student is in 8th grade at NW Middle School or Kernodle, what do I need to do for the new school year for NWHS?

If you currently reside in the NW school zone, your student(s)’ records, schedule and PowerSchool information will automatically transfer to NWHS.

If you reside outside of the NW school zone, your student(s)’ records, schedule and PowerSchool information will automatically transfer to the high school attendance zone you reside in and not to NWHS. At this point you will need to contact the Student Assignment office to request reassignment to NWHS.

How can I find my student’s attendance zone?

A student assignment locator link is provided below to find your student(s)’ attendance zone

<http://schoolassignmentlocator.gcsnc.com/>

Only enter the name of the street and no other information

Can I use a contract on a home as proof of address?

A contract/purchase agreement on a home can be temporarily accepted. You will need to submit one of the following acceptable documentation in step 2 above regarding proof of address 30 days from your closing date. A list of acceptable forms of proof of address are listed on the application forms.

We have moved here from out of state, what information should we obtain before we leave the state?

In addition to the birth certificate , we require an unofficial/official transcript for any student entering 10th-12th grade or 8th grade final report card for students entering 9th grade including any additional report cards to show high school credits, immunization records you may need to obtain from your physician’s office or school, and if you choose to have the NC health Assessment completed by the physician in your state. You can find the form at www.gcsnc.com and type in the search “NC Health Transmittal Form”

If you are enrolling after school has started, we will need a current schedule and withdrawal grades.

Does the health assessment need to be signed by a NC physician?

No, the health assessment can be signed by an out of state physician, but the health assessment must be completed on the NC Health Transmittal form. You can find the form at www.gcsnc.com and type in the search “NC Health Transmittal Form”

My student is coming from a private school or charter school, do we need to provide a health assessment?

If your student has always been in a private or charter school and does not have one on file, then a NC Health Transmittal Form is required. You can find the form at www.gcsnc.com and type in the search “NC Health Transmittal Form”

If your student had been in a NC public school anytime in their previous school years, then a NC Health Transmittal Form is not required.

Who completed the Affidavit in Good Standing Form?

The enrolling parent completes the form and must be notarized

My student is coming from a GCS school, do we still need to upload all the documents for enrollment?

Birth certificate and proof of address are the only items required to be uploaded onto the online enrollment system. Since we do not have access to student information outside of NWHS. We will need an unofficial/official transcript for 10th -12th graders or final 8th grade report card for enrolling 9th graders to help create a schedule. If your student enrolls at NWHS after the school year has started, we will need a current schedule and withdrawal grades.

My student’s school will not give me an official transcript without a record request from NWHS?

It is unlawful for a school to deny a parent to a copy of your student’s records. This is a Family Education Rights and Privacy Act (FERPA) violation.

Your school may have a process that you must follow but you should be able to obtain the records needed for enrollment.

We will request final records once your student(s)’ information has been entered in PowerSchool.

We do not request records for enrollment and will accept an unofficial transcript/report card.

Still have questions?

Please contact Theresa Bobetich, Registrar at bobetit@gcsnc.com