



NORTHWEST GUILFORD HIGH SCHOOL

Student Services

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www.gcsnc.com

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We are excited to have you join our Viking Nation!



FAQ

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, all student records and PowerSchool information will automatically transfer to NWHS.

If you reside outside of the NW school zone, all student records 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/purchase agreement on a home as proof of address?

A contract/purchase agreement on a home can be temporarily accepted. You will need to submit your first gas, oil, water, or electric bill as proof of residency 30 days from your closing date.

We 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 form 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 by a notary.

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 required to be uploaded onto the online enrollment system. 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