



## Durham Public Schools

# Inbound/Outbound Student Checklist

Required for Enrollment	
	Birth Certificate (original or certified copy)
	Legal Documents (custody, adoption, etc.)
	Proof of Residency <ul style="list-style-type: none"> <li>• Utility bill, water bill, lease, etc.</li> <li>• Proof of purchase with down payment</li> <li>• New residence can provide proof of connection and then utility with usage within 30 calendar days from 1<sup>st</sup> day of attendance</li> </ul>
	<a href="#">Immunization Records</a>
	<a href="#">Health Assessment Form</a> (30 calendar days from 1 <sup>st</sup> Day of Attendance) <ul style="list-style-type: none"> <li>• Must be signed by doctor</li> <li>• Only for students new to NC Public Schools or enrolling in Kindergarten</li> </ul>
	Previous Schools Contact Information (name, city, state, & phone number)
	Parent/Guardian Photo Identification

Documentation as Applicable	
	IEP, 504, or AIG paperwork
	Test Data (state testing, EOG testing)

Additional Helpful Information	
	Copy of Cumulative Folder
	Current Schedule
	Withdraw Grades/Progress Reports/Report Cards

Before Leaving Your Previous School	
	Notify school of upcoming move
	Complete any required withdrawal paperwork
	Request current records, report cards, etc.
	Pay outstanding fees
	Return equipment, textbooks, or library books

When Arriving to Durham Public Schools	
	Complete registration documents
	Gather required documentation



	Contact the school you plan to enroll your child in.
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<b>When Leaving Durham Public Schools</b>	
	Contact the Data Manager to schedule a meeting
	At the meeting you will be provided with an unofficial copy of educational records
	Withdrawal paperwork can be signed in person or via email

<b>For Our Military Families</b>
<p>We are proud to serve military families.</p> <p>Our school social workers serve as our point of contact for military families. Please feel free to reach out to them if you have questions or need assistance as you transition.</p> <p>We comply with the Interstate Compact on Educational Opportunity for Military Children and NC General Statute regarding school assignment. Active Duty Military families relocating to Durham Public Schools are allowed to enroll remotely after providing a copy of orders to their new schools. This also provides families with the opportunity to communicate with counselors and administration to discuss scheduling and any extra-curricular activities or programs prior to arrival.</p>

### **District Contact Information**

Phone: (919) 560-2032

**Senior Director of Student Support Services:**

**Dr. Laverne Mattocks-Perry**