



HCS Student Enrollment Reference Guide

New students enrolling in Huntsville City Schools (HCS) will register online using the InfoSnap link for New Students available at huntsvillecityschools.org. Following completion of the online registration process, the parent/legal guardian should visit the school office to finalize the registration process. The following is a list of documents/records that should be delivered to the school office during this visit. No student may be denied enrollment solely because of failure to meet the documentation requirements. Enrollment is provisional, however, pending receipt of the required documentation and verification of eligibility.

Students are to attend the school in the zone in which the bona fide residence of their parents/legal guardians is located unless they have administrative approval to enroll elsewhere. A student's school attendance zone is determined by the bona fide primary residence of the custodial parent/legal guardian based on proof of residence as outlined below.

For the purpose of determining the zoned school for a residence, HCS uses the legal address for the residence as indicated by tax records. Currently, parents/legal guardians may refer to schoolzonelocator.com to determine the appropriate school zone for their student.

Documents to be Presented for Registration:

- **Proof of Residence**

The parent/guardian who owns/rents property shall provide two current, valid documents as proofs of residence. The first must be a signed lease, copy of a deed, current mortgage statement, or notarized letter from the property manager that must include the parent's/guardian's name. The parent/guardian shall also provide a utility, cable or land line telephone bill addressed to the parent or guardian at the address being established as residence not past 30 days old.

For parents/guardians living with another person or family, the owner/renter of the property shall provide two current, valid documents as proofs of residence. The first must be a signed lease, copy of a deed, current mortgage statement, or letter from the property manager that must include the owner's/renter's name. The second must be a utility, cable or land line telephone bill addressed to the owner/renter at the address being established as residence not past 30 days old. The parent/guardian must also provide an official document addressed to them at that address. In addition, both parties must sign appropriate affidavits.

Homeless students will be permitted to enroll without regard to residency status and will not be denied services offered to other students in the school system. Homeless students may also be entitled to other accommodations under federal law. Homeless students will continue in the school they attended before becoming homeless for the duration of their homelessness, or for the remainder of the academic year if the student becomes permanently housed during an academic year. Otherwise, a homeless student may be enrolled in any school in the system that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

- **Age Verification**

The parent is requested to provide one of the following documents to serve as age verification for the student; however, NO STUDENT WILL BE DENIED ENROLLMENT OR ADMISSION TO SCHOOL DUE TO A FAILURE TO PROVIDE A BIRTH CERTIFICATE OR OTHER SUPPLEMENTAL DOCUMENTATION.

- Birth certificate
- A hospital copy of the birth certificate
- A duly attested transcript of a certificate of baptism showing date of birth
- An insurance policy on the child's life which has been in force for at least two years.
- A passport/immunization documentation to certify the child's arrival in the United States, showing the age of the child
- Other documentation by a governmental agency to include but not be limited to Immigration and Naturalization Service (INS), U.S. State Department and U.S. Customs
- The student's military ID
- The student's valid driver's license
- An adoption record
- An official school transcript
- If none of these items can be produced, an affidavit of age sworn to by the parent, guardian, or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

- **Immunization Record (Blue Card)**

The parent shall provide an up-to-date Certificate of Immunization ("Blue Card") detailing proof of immunization or a Certificate of Exemption issued by the Alabama Department of Health. Immunization certificates are available from the Madison County Health Department at 301 Max Luther Drive in Huntsville (539-3711) and from local physicians or military clinics.

A valid immunization form must be marked with either "Date of Expiration" or as "Complete for School Attendance." (A certificate marked with a "Date of Expiration" expires on the date indicated. A current certificate must be submitted within 30 days of expiration.) A medical exemption should be noted on the immunization form with a current date of expiration.

- **Photo ID**

The person enrolling a student should present proper identification. This identification may include a driver's license, a state identification card, a passport, or other official photo identification, such as an ID card obtained through an official government agency or consulate.

- **Official Transcript/ Cumulative Record**

Enrolling students shall present an official transcript of work or credit at the time of enrollment. If a transcript is not presented, the student shall be accepted provisionally in the grade to which they indicate membership. If, upon receipt of an official transcript, it is found that the student has been enrolled in the wrong subject or grade, the student shall be withdrawn immediately and re-enrolled in the appropriate grade or subjects. The parent(s)/legal guardian(s) shall be informed in writing of the change.



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Students enrolling without official transcripts shall be accepted provisionally in the grade to which they indicate membership. Records of each student's previous work should be required before final placement is determined. A reasonable effort should be made to obtain such records. If the records are not forthcoming within 30 calendar days, an academic assessment shall be made by the school to determine final placement.

- **Proof of Temporary Guardianship**

Proof of Temporary Guardianship is required for enrollment if the enrolling adult is not the birth parent. If the person presenting the student for enrollment is not that student's parent, the school will require the enrolling person to fully complete a Non-Parental Affidavit.

- Neighboring County Exception

If the enrolling adult is serving as the guardian of the student, but the parent of the student resides in a **neighboring county** (Madison, Marshall, Limestone, Jackson and Lincoln County, TN) of the Huntsville City School district, the enrolling adult must possess legal documentation confirming custody of the student from a court or agency.

- **Proof of Legal Custody**

If legal custody of a child is split between two parents, a certified copy of the most recent court order identifying each parent's respective award of physical custody is required. The parent is responsible to immediately inform the school of any changes to the court order. HCS reserves the right to request proof of legal custody in situations involving multiple adults claiming control of the same student.