

How to Enroll your Child at Indian Trail Elementary School

Step One – Fill out ITES Enrollment Packet

Page 1 – 2	Enrollment Form (Please fill out in entirety)
Page 3	Proof of Residence (See approved proof of residence documents on this page)
Page 4	Request For Records (fill out and sign in order to obtain records from previous schools)
Page 5	Home Language Survey (Please fill out in entirety)
Page 6	Bus Ridership Form (Fill out if you would like bus transportation for your child)
Page 7	Information for Teacher/Principal (Optional, info is helpful when placing child in a class)
Page 8	Elementary School Attendance Policy (Please read and sign)
Page 9	UCPS and State Immunization Law Info (Please read and sign)
Page 10-11	State Health Assessment Form (Must be completed by both Parent and Physician and include immunization records. Required of ALL Kindergarten students and any student enrolling in grades 1-5 from another state or private school.)
Page 12	Letter concerning any Chronic Health conditions your child may have
Page 13	Chronic Health conditions (Please fill out in entirety)

Step Two – Return above enrollment packet with the following required documents.

- **Birth Certificate**
- **Two proofs of residence**
(Acceptable documents to prove residence:)
 - Notarized rental/purchase agreement
 - Utility bills (electric, telephone, gas, etc.)
 - Drivers license and automobile registration
 - Car insurance and property insurance policies
 - Income tax W-2 form and property tax bill
- **Immunization Records**
- **Health Assessment-Any student new to NC Public Schools is required to submit a Health Assessment**

Children need to be 5-years-old by August 31 in order to begin kindergarten in that school year. The state mandates that children between the ages of 7 and 16 attend public or private school.

Parents will be required to contact the school in the attendance district where the parents reside or contact the Office of School Assignment at 704-296-1006 or 704-296-0825 to secure the school assignment. School assignments may also be found using the [Edulog School Assignment Finder](#).

Note: Only a parent or legal guardian can enroll a child. Parent ID may be required at time of enrollment. If you are divorced and have certain custody arrangements, those court documents MUST be provided. If you have sole custody of the child, and the other parent has no visitation or limited visitation court documents MUST be provided.