



Dr. Anne G. Garrett, Superintendent  
Haywood County Schools  
1230 North Main Street  
Waynesville, North Carolina 28786  
828-456-2400  
Fax 828-456-2438

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Memorandum

To: Principals  
From: Bill Nolte  
Re: Student Enrollment  
Date: August 30, 2011

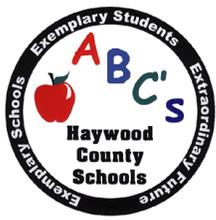
This summer and fall we experienced an increased and unexpected number of unusual enrollment requests. To put this in perspective, we have processed over four hundred fifty (450) written requests, thus far. In many instances, the students are not living with or under the supervision of a legal guardian. The legal guardian has often been a resident in another school district. In some instances, the legal guardian is even a resident of another state.

These requests are more complicated when students are simultaneously seeking enrollment in multiple schools. The purpose of this communication is to bring additional consistency to student enrollment requests across our sixteen (16) schools. This is especially important when it comes to unusual circumstances.

The following information may seem exclusive or overly regimented. However, we have actually had experiences in the past in which students were enrolled and the “real” legal guardian had no idea where the child was located. We want to avoid that, as much as reasonably possible, by following state law and local school board policy.

When faced with enrollment decisions, please consider the following information. This information is based upon NC General Statute 115C- 366, School Board Policy A:4 and School Board Policy A:14. Using these as a reference can be very helpful.

1. Students must reside (be domiciled) with a legal guardian in Haywood County. A domiciled residence is where people actually live. Residency is **not** land ownership. For example, I am lucky enough to still own the ole family farm. However, that is not where I reside (not where I live).
2. Residency should be verified (NC Drivers License with Haywood County address). Other verification may be approved by the principal if necessary.
3. Guardianship should be verified (valid birth certificate or court order).
4. Other documents that speak to childcare or guardianship, are usually not legal or valid. There are a few exceptions in NC General Statute 115C- 366. However, these are very specific and limited (documented foster care, etc.). We have an affidavit for these situations when they apply. There is also a provision in School Board Policy A:14 for guardians who reside in a neighboring school district and work in Haywood County.



## Haywood County Schools - Student Enrollment Checklist for Guardians and Schools

North Carolina General Statute 115C-366, Board Policy A:4 and Board Policy A:14 govern student enrollment in Haywood County Schools. Students must reside with a legal guardian in Haywood County. **The following items are required before enrollment may occur.**

- Birth certificates are required upon enrollment into school. N.C. General Statute 115C-364 states, "The principal of any public school shall require the parent or guardian of any child presented for admission for the first time to that school to furnish a certified copy of the child's birth certificate ..." N.C. General Statute 130A-109 states, "School authorities may accept only competent and verifiable evidence as secondary proof of age, specifically including but not limited to: (i) a certified copy of any medical record of the child's birth issued by the treating physician or the hospital in which the child was born, or (ii) a certified copy of a birth certificate issued by a church, mosque, temple, or other religious institution that maintains birth records of its members."
- Guardianship must be verified using a valid birth certificate or current court order.
- Residency must be verified using a NC Drivers License with Haywood County address. Residency is not property ownership. N.C. General Statute 115C-366 authorizes enrollment for the "domicile" where the guardian and child live.
- After guardianship and residency have been established, the specific school assignment in the district will be made. This assignment will be made at the school where the residence is located.
- If the guardian has a verifiable reassignment request authorized Board Policy A:4, that request may be made using the Pupil Reassignment Form. The following reasons are **not** authorized under school board policy: (1) school rules (2) personality conflicts (3) discipline matters (4) sports or other extra-curricular participation (5) class or course assignment (6) class or course design (7) class schedules (8) personal preferences, etc.
- If the guardian lives in a neighboring county and has a work-related childcare hardship, this is governed by Board Policy A:14 and A:4. Guardians must receive a release from the "home" district before enrollment can be considered. After students are released from the "home" district, Board Policies A:14 and A:4 will be used to determine if enrollment in Haywood County Schools is granted. The local Pupil Reassignment Form will be used to process requests.
- Student discipline and felony convictions must be verified (Admission Affidavit or other procedures as deemed appropriate). Enrollment will be denied for felony convictions, active suspensions or expulsions from other schools.
- School enrollment officials should determine if the guardian is also seeking enrollment for other dependents in other schools in the district. Schools should notify each other when there appear to be multiple enrollments. This information will help improve consistency when documenting residency and guardianship.

Questions not covered in this checklist may be addressed in G.S. 115C-366, Board Policy A:4, or Board Policy A:14. Unusual questions should also be referred to Dr. Nolte or Dr. Garrett.



STATE OF NORTH CAROLINA

COUNTY OF HAYWOOD RE: \_\_\_\_\_
(Student's Name)

HAYWOOD COUNTY SCHOOLS

ADMISSION AFFIDAVIT OF PARENT/LEGAL GUARDIAN

I state under oath that the following facts are true and correct:

- 1. My name is \_\_\_\_\_
2. My street address is \_\_\_\_\_
3. My telephone number is \_\_\_\_\_ (home) \_\_\_\_\_ (work)
4. I am the [parent/legal guardian] (circle one) of the student listed above, and request that this student be admitted to HAYWOOD COUNTY SCHOOLS.

5. Previous school (school name) enrolled \_\_\_\_\_
School address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_

- 6. This student [is/is not] (circle one) currently under a term of suspension or expulsion from attendance at a public or private school.
7. This student [has not been/has been] (circle one) convicted of a felony.
8. I understand that if the information in this admission affidavit is false, the student shall be removed from the assigned school and/or Haywood County School System.

\_\_\_\_\_  
Parent or Legal Guardian of Student

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

