



## Enrollment Procedures for Meadow Glen Elementary School

### **Proof of Residence:**

Students must reside within the attendance area of Meadow Glen Elementary School with their parent or legal guardian in order to be eligible for enrollment. To ensure students are eligible for enrollment, the district requires the parent/legal guardian to furnish a copy of the parent/guardian's current electrical or water bill showing the correct billing name and service address along with a South Carolina Driver's License reflecting the same service address. If you are just moving into the area, and purchasing a new home or renting a home/apartment, a copy of the contract or lease with parent/guardian's name and address must be provided along with a South Carolina Driver's License reflecting the same address.

### **Student's Birth Certificate:**

The student's certificate of birth must be provided at the time of enrollment. This can not be the certificate provided by the hospital.

### **Immunization Record:**

The student's certificate of immunization must be provided at the time of enrollment.

Withdrawal form:

For a student who is transferring from another school or school district, a transfer/withdrawal form and a copy of the student's last report card should be provided to the school at the time of enrollment.

### **Legal Custody Papers:**

In cases where a student's parents are divorced, legally separated or guardianship is given to someone other than the biological parents, the Court Order granting custody must be presented to school personnel and issues addressed prior to enrollment. Students must be enrolled by the legal guardian.

For questions regarding enrollment, please call 803-821-0404 or email [mblack@lexington1.net](mailto:mblack@lexington1.net).

**If you are unable to produce any of the documents listed above, please contact the school or the Office of Student Services at 803-821-1029 to discuss alternative documentation that may be acceptable.**