**New Student Registration**

** 2022-2023**

(8/29/2022 - 6/9/2023)

Please read and complete the following **3** steps to enroll your child in Gates County Schools. Once you have collected your Supporting Documentation, filled out the Required Forms and completed the New Student Online Registration, call the Data Center @ 252-357-2057 to set up a time to complete the enrollment process. Please bring all supporting documentation and required forms to your appointment with the Data Center.

**Step #1** Please have available the following **Supporting Documentation**:

* Parent/Guardian Picture ID
* Child's Birth Certificate
* Proof of Residency (lease agreement, water bill, electric bill or internet bill)
* Immunization Records
* Child's SS Card (if available)
* Custody Paperwork (if applicable)
* Copy of IEP/504 Plan (if applicable)

**Step #2** Complete the following Required Forms: (forms are available at the data center if you are not able to print)

● [**GCS Enrollment Form**](https://coserver.gates.k12.nc.us/cms/lib/NC01000863/Centricity/Domain/17/Gates%20County%20Schools%20Notarized%20Enrollment%20Form.pdf)- Must be completed prior to enrollment. This enrollment form will need to be notarized. Please do not sign the form unless you are in front of a notary.

● [**NC Health Assessment Transmittal Form**](https://coserver.gates.k12.nc.us/cms/lib/NC01000863/Centricity/Domain/17/Health%20Assessment.pdf)- All Kindergarten students as well as any new enrollments that have never been enrolled in a NC school. This form needs to be completed within 30 days of the date of enrollment. Please contact your child’s physician to complete this form.

* [**Residency Affidavit**](https://coserver.gates.k12.nc.us/cms/lib/NC01000863/Centricity/Domain/17/Residency%20Affidavit.pdf)- Must be completed **ONLY** if the Parent/Guardian does not own or lease their own home but is living in the house of a Gates County resident. *Proof of residency must be provided prior to enrollment.*

**Step #3** Complete and Submit the New Student Online Registration

● If you are a first time user you will need to create an account before you begin the online registration process. You will need an email address to create your account.

● If you already have an account due to a child currently enrolled in Gates County Schools you will login to your existing account and add a new student.

● Once you have completed and submitted your online registration, contact the

 Data Center @ 252-357-2057 to set up an appointment to complete the process.

[**Click Here to Complete The New Student Online Registration Form**](https://registration.powerschool.com/family/gosnap.aspx?action=32694&culture=en)