



# New Student Registration

**2024-2025** (8/26/24 - 5/30/25)

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 Supporting Documentation**: Have the following documents available:

- Parent/Guardian Picture ID
- Child's Birth Certificate
- Proof of Residency - Acceptable documentation includes:
  - Current Mortgage Statement or Lease Agreement
  - Current Utility Bill - Water, Gas or Electric Bill
- Immunization Records
- Custody Paperwork (if applicable)
- Copy of IEP/504/LEP Plan (if applicable)

**Step #2 Required Forms** Complete the following Required Forms:

(Click on the form name to open the link. Forms are also available at the Data Center if you are not able to print)

- **GCS Enrollment Form** - 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** - 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** - 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 New Student Online Registration** Complete and Submit!!

**The Online Registration System is currently unavailable.**

The system will reopen by the end of July.

Feel free to contact the Data Center with any questions or concerns.

# **Gates County Schools Data Center Contact Information**

Phone: 252-357-2057 or 252-357-1710

Fax: 252-357-2836

Address:

88 US HWY 158 W - Gatesville, NC 27938

(located on GCHS campus)

***Summer Enrollment Hours: Monday - Thursday  
8:30 am - 3:30 pm***

Elementary School Data Manager: Lauren Hargett  
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Central Middle School Data Manager: Kristen Ward  
([wardka@gatescountyschools.net](mailto:wardka@gatescountyschools.net))

Gates County High School Data Manager: Renaldo Windham  
([windhamrm@gatescountyschools.net](mailto:windhamrm@gatescountyschools.net))