New Student Registration
2025-2026

Please read and complete the following **3** steps to enroll your child in Gates County Schools. Once you have collected your <mark>Supporting Documentation</mark>, filled out the <mark>Required Forms</mark> and completed the <mark>New Student Online Registration</mark>, 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 with you to your scheduled appointment with the Data Center.

Step #1 <mark>**Supporting Documentation**</mark>: Have the following documents available:
(Copies can be made at the Data Center if you do not have access to a copier)

- Copy of Child's Birth Certificate

- Copy of Immunization Record

- Proof of Residency - Acceptable documentation include:
    - Current Utility Bill (in your name) - Water, Gas or Electric Bill
    - Current Mortgage Statement or Lease Agreement (in your name)

- Copy of Parent/Guardian Picture ID

- Copy of Custody Paperwork (if applicable)

- Copy of IEP/504/LEP Plan (if applicable)

Step #2 <mark>Required Forms</mark> Complete the following Required Forms - **Click on the name to prin**t
(Copies are available at the Data Center if you do not have access to a printer)

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 Public 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.

Occupational Survey - Federal Program Monitoring & Support Division. The Migrant Program, through the NCDPI, provides instructional services to children and families who have moved in the past three years and who have done agricultural or fishing work.

Request for Student Records - This form will allow Gates County Schools to request all available records from the previous school. Please select the school of enrollment.

ELEMENTARY SCHOOL - MIDDLE SCHOOL - HIGH SCHOOL

Residency Affidavit - COMPLETE THIS FORM **ONLY IF** the Parent/Guardian does not have a utility bill in their name, own or lease their own home but is living in the house with a Gates County resident. *Proof of residency must be provided prior to enrollment.*

Step #3 New Student Online Registration Complete and Submit!!
(If you do not have access to a computer, computers are available at the Data Center)

Please click on the link below to complete the Online Registration

https://370.ncsis.gov/campus/OLRLogin/psu370gates?configGroupID=3

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)

Enrollment Hours: Monday - Friday
9:00 am - 3:00 pm

Elementary School Data Manager: Lauren Hargett
(hargettlm@gatescountyschools.net)

Central Middle School Data Manager: Kristen Ward
(wardka@gatescountyschools.net)

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