

DISTANCE ENROLLMENT REQUIREMENTS

Please note: Due to the Governor's order closing Virginia's school facilities for the remainder of the 19-20 school year, these documents listed below will be accepted electronically via a scan/email or a legible photograph. Please contact the registrar at the receiving school directly using the contact information below to make arrangements. Upon our school facilities re-opening, the following original documents will need to be produced: birth certificate and parent/guardian picture identification. Additionally, full student records will be reviewed upon receipt from the previous school. PCPS administration will review the student's record, including the student's discipline file, and may require a hearing with the Disciplinary Hearing Officer prior to attending school.

The following is a list of *enrollment requirements* that must be met before enrollment in Powhatan County Schools.

1. Proof of Powhatan Residency:

- A. Deed or mortgage statement if you own, or lease if you rent **AND**
- B. A utility bill with your name and street address (electric bill, gas bill, land-line telephone bill, cable television bill, trash pick-up bill, or personal property tax statement). No cell phone bill.

OR

If your family is living with another person in Powhatan County, provide ALL of the following information:

- C. Notarized statement (form available from Registrar).
 - D. Owner/lessee deed or lease.
 - E. Owner/ lessee current utility bill at that address.
 - F. A current bill with your name at that address (within 60 days of moving in)
2. Original Birth Certificate (parent must present picture ID as well)
 3. Immunization Records and a physical examination performed within the last twelve months
 4. Most recent transcript/report card and SOL test scores (if coming from a VA school).
 5. Most recent IEP or 504 Plan if applicable.
 6. Copy of **Current Legal Custodial Documentation** if applicable.

Students in grade K, 3, 7 and 10 will be screened in vision and hearing.

I understand that if my child is enrolled and all required enrollment items have not been submitted either by me or by the previous school my child will be withdrawn until all enrollment requirements have been met.

Parent Signature _____ Date _____