How to Enroll

Required Documents

Minimum age at which a child may enter. A child who is six years of age on or before December 31 or the date on

which school begins in the enrolling district shall be entitled to admission to the first grade in the public elementary

schools at the opening of such schools for that school year or as soon as practicable thereafter. A child who is

under six years of age on December 31 or the date on which school begins in the enrolling district shall not be

entitled to admission to the first grade in the public elementary schools during that school year; except, that an

underage child who transfers from the first grade of a school in another state may be admitted to school upon

approval of the board of education in authority, and an underage child who has moved into this state having

completed or graduated from a mandated kindergarten program in another state shall be entitled to admission to

the public elementary schools regardless of age. A child who becomes six years of age on or before February 1 may,

on approval of the local board of education, be admitted at the beginning of the second semester of that school

year to schools in school systems having semiannual promotions of pupils.

(b) A child who is five years of age on or before September 1 or the date on which school begins in the enrolling

district shall be entitled to admission to the local public school kindergartens at the opening of such schools for that

school year or as soon as practicable thereafter; a child who is under five years of age on September 1 or the date

on which school begins in the enrolling district shall not be entitled to admission to such schools during that school

year; except that, an underage child who transfers from the public school kindergarten in another state may be

admitted to local public kindergarten on the prior approval of the local board of education on a space available

basis. The aforementioned underage children transferring from the public school kindergartens of another state,

upon successful completion of the kindergarten in the local public schools, will then be allowed admission to the

first grade of the local public schools.

STUDENT ENROLLMENT

Documents Required for School Admission

Any student entering the Montgomery Public School System, regardless of grade

level, shall be required to submit the following:

1. Parent/Guardian Photo ID – Valid Alabama drivers or non-driver's license, Military

ID, or valid passport

2. Student's current original birth certificate- proof of age and verification of legal

guardianship- if different from birth certificate(I.e. current US Passport)-

Photocopies are not accepted unless otherwise approved by administration

3. A current State of Alabama Certificate of Immunization- Student must have an

original, valid Alabama Certification of Immunization. Out of State Immunization

records must be transferred to an Alabama Certificate prior to enrollment

Mandatory Immunization Law- Each child enrolled in day care, Head Start, and public or private

school in Alabama must have a valid Alabama Certificate of Immunization on file at the facility that

they attend. The certificate may be obtained from the physician or clinic that administers the

vaccine or may be completed by any county health department in the state if the parent presents a

vaccine record from the provider. For students who are moving to Alabama, out of state vaccine

records must be transferred to the Alabama Certificate of Immunization prior to enrollment in day

care, Head Start, or school entry. This may be accomplished by taking a vaccine record from the

provider to the local county health department, or if a physician in Alabama has been chosen by

the family, the record may be transposed by the physician.

The State of Alabama does not recognize philosophical, moral or ethical

exemption from vaccination. A medical exemption may be used by a physician or an

Alabama Certificate of Religious Exemption may be obtained from the local county health

department. Attendees of day care and Head Start must be age-appropriately vaccinated

against Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Haemophilus Influenza

Type B, Polio, and Chickenpox.

4. Proof of Residency Requirements – At least two primary proofs of residency are

required annually at registration and may be requested throughout the school

year. All documents submitted as proof of residence must contain the parent or

legal guardian's physical address in order for the school to verify that the

residence is in zone. (No Post Office Box address will be accepted)

General Residency Requirements

- **Parent/guardian must provide two (2) primary proofs of residence at the time of registration**
- **Proof of residence may be requested at any time during the school year**
- **Documents must include:**
- **Parent or legal guardian's name**
- **Physical address (P.O. Boxes are not accepted)**

- **Copies, photos, emailed documents, or screenshots will not be accepted (paperless**
- **bills can be done at the school)**

A. Primary Proofs of Residence (Acceptable Documents)

Parent/Guardian should be listed as the account holder/member

Current Utility Bills (Original Only)

- **Electric, Gas, or Water service ONLY**
- **Must be dated within 30 days**
- **Bill must not be a notice of disconnection**
- **No copies accepted - Mortgage Statement**
- **Monthly mortgage statement**
- **Must be dated within 30 days**

B. Secondary Proofs of Residence (If Needed)

- **Property tax records or property deed**
- **Must be current from the previous tax year**
- **Personal financial information must be blacked out**
- **IRS income tax records**
- **Correspondence from the Social Security Administration**
- **Correspondence from U.S. Government agencies including:**
- **Department of Human Resources**
- **Food Stamps Office**
- **Child Support Services**
- **Proof of employment:**
- **Current pay stub showing physical address**
- **Current employer letter on company letterhead**

5. Proof of Residence Options within

Parents/guardians must meet one of the following residency options

Option 1

- **Two (2) recent original utility bills**
- **Power, Water, or Gas**

Option 2

- **One recent mortgage statement**
- **One recent original utility bill**

Option 3

- **Apartment lease or lease from a property agent (must be the entire lease)**
- **Parent/legal guardian must be listed as an occupant along with each occupant residing in the home**
- **One recent original utility bill**

Option 4

- **Property deed with current tax information**
- **Parent/legal guardian must reside full-time in the residence**
- **One recent original utility bill**

6. Additional Enrollment Information

- **Enrollment Frequently Asked Questions (FAQ) page**
- **Enrollment information available in Spanish**
- **Lease agreements must be:**
- **Original**
- **Current**
- **Issued by a property agent or verified landlord**

7. Compliance

Failure to provide required documentation may result in:

- **Delayed enrollment**
- **Provisional enrollment pending document verification**
- **Withdrawal if documentation cannot be verified**

B. Parent/ Custody Issues

Due to the overwhelming number of custody issues involving students, all Montgomery

Public School System employees will follow the procedure as outlined below relating to

non-custodial parents access to student records and visitation. School system

employees should not be placed in the position of reading and attempting to interpret

divorce decrees to resolve custody issues. The student enrollment card, as completed by

enrolling parent, should govern issues related to pick up, visitation etc. of students at

school. The non-custodial parent has the right to receive copies of the child/children's

educational records including, but not limited to, a copy of report cards, unless such rights

have been specifically revoked by a court order or other legally binding document. Any

specific custody issue should be forwarded to Montgomery Public Schools' board attorney

along with a copy of the enrollment card and custody paperwork- for review and final

interpretation. The primary purpose of our schools is to provide a safe learning

environment for all students with our focus on instruction. The schools should not

become the environment for parental custody disputes.