



# 2023-2024 New Student Enrollment Form for 5K - Grade 12

All students who are NEW to Spartanburg School District 7, including incoming kindergarten students not currently enrolled in a District 7 pre-K program, should use this form to enroll. Children who will be five years old on or before September 1 of this year must enroll in public or private kindergarten, unless the parent or legal guardian signs a waiver. Any child who will be six years old on or before September 1 of this year must enroll in first grade.

**To start the enrollment process, a parent/guardian must present this completed enrollment form AND all of the following to their zoned school:**

1. **State Birth Certificate**
2. **South Carolina Certificate of Immunization** or South Carolina Certificate of Religious Exemption obtained from the Spartanburg County Health Department
3. **Two current proof of residency documents** (all must contain property address) in the name and property address of the parent or legal guardian. This must include **ONE** of the following: A recent tax document for primary residence, or current signed rental/lease agreement with legally notarized documentation from landlord verifying current address, **AND ONE** current utility bill (i.e. electric, gas, water, cable).
4. **Valid parent/guardian photo I.D.** (such as S.C. DMV issued I.D. or driver's license)

**PLEASE PRINT CLEARLY**

Date of Application: \_\_\_\_\_

Student's Full name \_\_\_\_\_  
Last First Middle (Nickname)

Birthdate \_\_\_\_\_ Enrolling Grade \_\_\_\_\_ Gender \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_

Last School Attended \_\_\_\_\_ Does student have (Y/N): \_\_\_\_\_ IEP \_\_\_\_\_ 504

Home address \_\_\_\_\_  
Street City/Zip

Primary Parent/Guardian Email address \_\_\_\_\_

Mother/Guardian's full name \_\_\_\_\_

Father's full name \_\_\_\_\_

Mother's Mobile phone (\_\_\_\_) \_\_\_\_\_ Father's Mobile phone (\_\_\_\_) \_\_\_\_\_

## How to Complete the New Student Enrollment Process

- After submitting this completed enrollment form and required documentation, your school will give you a secure code ("Snapcode") that will allow you to **complete the remainder of the registration information online**. You will receive a separate and unique Snapcode for each child each school year. (Note: Snapcodes cannot be created until mid-April 2023 for the 2023-2024 school year, so please check the email address you provided above after that date.) Once you receive the Snapcode, please complete the online process right away in order to be assigned a teacher. Your student's enrollment is not complete until you complete the online registration process.
- When the school year begins, you are encouraged to **request a PowerSchool Parent Portal account** from your child's school (call or email the school office to request this). The portal helps parents/guardians to partner in their student's success by monitoring attendance, grades, assignments, and class schedules online. Only parents or guardians with legal rights to their child's student records may receive a Parent Portal account.