

**WAKE COUNTY PUBLIC SCHOOL SYSTEM  
Raleigh, North Carolina**

**MEMORANDUM**

**DATE:** \_\_\_\_\_

**TO:** **Parents of** \_\_\_\_\_

**FROM:** \_\_\_\_\_, **Principal**

**SUBJECT: CERTIFIED COPY OF BIRTH CERTIFICATE**

Your child, who is named above, is seeking his/her initial enrollment in a Wake County Public School. In accordance with North Carolina General Statute 115C-364, the school system requires that you present a certified copy of your child's birth certificate to the local school principal as a part of the initial enrollment procedure. The certificate will be used to verify the birthday of your child.

Generally, the certified copies of birth certificates are available from a registrar in the county of one's birth. In the case of births in Wake County, North Carolina, certified copies of birth certificates for school enrollment purposes must be obtained from the Wake County Register of Deeds, 421 Fayetteville Street, Bank of America Building, 3<sup>rd</sup> Floor, Raleigh, NC 27601 (Phone 919-856-5218, 8:30 am – 5:00 pm Monday - Friday). G.S. 115C-364 also provides that a free certified copy be furnished for this purpose. You may obtain a copy without charge by presenting this letter to the Wake County Register of Deeds along with your request.

It is the responsibility of the parent to obtain a certified copy of each child's birth certificate and present same to the school principal in order to complete his/her child's initial enrollment in a Wake County Public School.

Thank you for your cooperation.