

School Enrollment/Withdrawal

This tool is intended to guide families through the enrollment and withdrawal process by providing suggested actions as well as indicating documents and other resources that should be gathered in advance of a transfer. The Military Child Education Coalition provides a comprehension checklist of documents that families should have in a portfolio <https://www.militarychild.org/resources/transitions?format=16&page=1>. Although these checklists were developed for military-connected families, they can help other highly mobile families, also.

ENROLLMENT

1. Obtain and review enrollment requirements and checklists for new district/school by visiting <https://www.wcpss.net/Page/33753>
2. Create an account to complete, save and return enrollment forms.
 - a. certified birth certificate
 - b. parent photo identification
 - c. proof of Wake County address
 - i. water/gas/electric bill in parent's name (30 days)
 - ii. newly signed lease (60 days)
 - iii. settlement statement
 - iv. office to purchase agreement
3. Millbrook High School's Student Services will contact parent/guardian to set up an appointment to bring the required forms to school:
 - a. required forms should have also been uploaded
 - b. unofficial transcript
 - c. IEP/504 documentation
 - d. immunization records
4. The alpha guidance counselor will contact the parent/guardian with start date information and gather any other pertinent information.
5. Review class placement and discuss concerns with the alpha guidance counselor

WITHDRAWAL

1. Contact Ms. Renee Patterson, Millbrook High School's registrar.
2. At the meeting, you will be provided:
 - a. unofficial copy of educational records (hand-carried)
3. Withdrawal papers can be signed in person or via email

New School must contact Ms. Renee Patterson via email.