



School Enrollment and Withdrawal Checklist

This is a tool intended for use by all families to aid in the enrollment and withdrawal process by suggesting documents that should be gathered in advance. The Military Child Education Coalition has a variety of helpful resources that includes a comprehensive checklist for military families found here:

https://militarychild.org/?s=enrollment+checklist&post_type= Although intended for use by military families, they can also help other highly mobile families.

Please also consider visiting our detailed Enrollment AFHS webpage here: <https://www.wcpss.net/Page/5691>

Enrollment

- Find your base school by utilizing our [address look-up tool](#)
- Enroll online at either of the links below:
[Enroll for 2024-25](#) | [Iniciar una solicitud en español para 2024-25](#)
 - [Watch a tutorial on how to enroll online](#)
- Upload the following documents
 - A certified copy of your child's birth certificate
 - Proof of your Wake County address in the name of the birth parent or legal custodian
 - See our website for more details on qualifying proof - <https://www.wcpss.net/Page/5691>
 - A photo ID of the birth parent or legal custodian
 - Obtain and submit proof of immunizations and NC Health Assessments
 - Academic records from previous record (if available)
 - Any custody documents
- AFHS will contact the parent to set up an appointment to bring the required forms to school
 - Required forms should have also been uploaded
 - Unofficial transcripts
 - IEP/504 documentation
 - Immunization records
- Start date and class placement will be discussed with the School Counselor.

Withdrawal

- Contact Mrs. Jennapher Wall, Apex Friendship High School's registrar, at JJWall@wcpss.net.
- At the meeting, you will be provided:
 - An unofficial copy of educational records (hand carried)
- Withdrawal papers can be signed in person or via email.
- The new school **must** contact Mrs. Wall for official records and to finalize withdrawal from Wake County Public School System.