

New WCPSS Enrollment

REGISTRATION

Register your new WCPSS student on-line using the enrollment portal. You will register at your base school. To complete the registration process these documents are required:

- **Certified Student Birth Certificate**
- **Student Immunization Records**
- **Photo ID for Parent or legal custodian**
- **Proof of Wake County Residence**
 - ◇ Current water, gas, or electric bill no more than 30 days old
 - ◇ A signed lease no more than 30 days old
 - ◇ A settlement statement We cannot accept an offer to purchase agreement, past due bills, other bills, or unsigned documents.

The application will remain in “pending status” until all required documents are received and correct.



ENROLLMENT

Salem staff will review your submission and contact you with next steps. Please wait for information regarding the completion of the enrollment process. The expected response time is 2 weeks for the enrollment process.

Existing WCPSS Student

ADDRESS CHANGE

Notify your current Wake County school that you are moving or plan to move into the Salem Elementary School base area.

You will tell your current school if you want to:

- finish out the current school year at the current school
- OR**
- transfer to the new base school

If you plan to transfer to Salem Elementary School, you will need to provide a new proof of address to the new school to request the transfer.

Salem's Data Manager will work with the current school to request student records be sent to Salem.