



# 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=](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 2025-26](#) | [Iniciar una solicitud en español para 2025-26.](#)
  - ☐ [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](mailto: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.