

# Spartanburg School District Four Enrollment Information



Dear Parent/Guardian,

To start the enrollment process, a parent or legal guardian must be present and provide the following documentation:

- Government Issued Photo ID
- Applicable Custody Documentation
- Birth Certificate (long form preferred)
- Immunization Certificate
- Proof of Residency Documentation (one of the following)
  - 1) Residential property tax receipt
  - 2) Current lease/rental agreement
  - 3) Current mortgage agreement
- Student Enrollment Form (available from school)
- Withdrawal or Transfer Form from previous school attended

Once enrollment has been initiated, you will be required to complete other forms available from the school. Original documents are required at time of enrollment; photocopies and partial pages may be unacceptable.

Schools will request records from the previous school attended in order to complete the enrollment process. A school official will contact you once the enrollment process has been completed for your student. This process may take several business days.

Thank you for your cooperation in this matter.