

# REGISTRATION GUIDELINES FOR HEYWARD GIBBES MIDDLE SCHOOL

Students must reside in the Heyward Gibbes Middle School Attendance Zone with their parent(s) or legal guardian in order to be eligible for enrollment.

Parent(s)/guardian(s) must provide a state or federally issued ID for the purpose of identification only. ID'S cannot be accepted as documentation for address verification.

The following items must be produced to complete the registration process.:

## Report Card or Withdrawal Form

A Report Card from the child's previous school year and/or a Withdrawal Form from the school student last attended.

## Birth Certificate

A copy of the student's birth certificate (long form) for all out of district students must be presented. Hospital birth certificates are not acceptable. If necessary, duplicate birth certificates for South Carolina Department of Health and Environmental Control (DHEC), Vital Records and Public Health Statistics at 2600 Bull Street, Columbia, SC 29201, or a similar agency in the child's state of birth.

In the case of guardianship, a copy of the court approved document, which establishes guardian relationship must be taken to the Registrar's Office, located at 1310 Lyon Street, Columbia, SC 29204.



## Proof Of Residency

To ensure that students are eligible for enrollment at Heyward Gibbes Middle School, the district requires the parent(s) to furnish proof of residency in the Heyward Gibbes Attendance Zone.

- a. Two proofs of Address are required.
- b. All documentation presented must show the current month's date and the parent or legal guardian's name.

Acceptable Address Verification Documentation:

- Electric Bill
- Water Bill
- Land line phone, Cable/Satellite Bill
- Rental/Mortgage Agreement

## SC Certificate Of Immunization

A valid South Carolina Certificate of Immunization must be presented for all students prior to their enrollment. Certificates of Immunization can be obtained from the Richland County Health Department at 2000 Hampton Street, Columbia, SC 29204, or from your child's Health Care Provider.