



# PELHAM CITY SCHOOLS

## 2023-2024 REGISTRATION

### STEP 1

**If your student will be in Kindergarten through 5th grade, visit [PelhamCitySchools.org](https://PelhamCitySchools.org) to determine which elementary school your student is zoned to attend.**

For zoning information, visit [PelhamCitySchools.org](https://PelhamCitySchools.org). Click For Parents --> Enrollment & Registration --> Zoning.

### STEP 2

**Set up a PowerSchool account and complete Online Registration for your student.** You can find the details under the Enrollment & Registration tab on [PelhamCitySchools.org](https://PelhamCitySchools.org).

**Then, follow the prompts in your PowerSchool account, and enter all required information on each page to complete Online Registration.**

### STEP 3

Once you have completed Online Registration, you will be contacted by the registrar at the school your student will attend. They will instruct you on next steps to complete registration.

**In order to register your child for school, several documents are required.**

**IMPORTANT - Please bring COPIES of all documents to your registration appointment. Please do not ask school staff to print documents. We can NOT accept emails with documents attached or electronic versions of the documents.**

**If you do not have documents as required, you will be asked to come back with all the information prepared to submit at another time.**

#### **WHAT TO BRING:**

- Parent or legal guardian must enroll the student. A photo ID is required.
- Current, up-to-date Alabama Immunization Form for student
- Birth Certificate for student
- Custody Papers, if applicable. (If mother and father are listed on birth certificate but not living in the same household we need custody paperwork. Final/current order with judge's signature must be submitted.)

(More information on next page)

## STEP 3, CONTINUED

### WHAT TO BRING, CONTINUED:

- Proof of Residence – All students are required to provide TWO (2) of the following residence verification documents (must be in parent/legal guardian's name):
  - Current utility bill or utility deposit receipt (disconnect notices are not allowed).  
NOTE: Two different utility bills or receipts from the following are acceptable: Alabama Power, Pelham Water, Spire, Internet/Cable Providers (Spectrum, Dish, AT&T U-verse), Southwest Water, Shelby County Water, Huntley, Green Park, or Grand Reserve utility statements.
  - Current lease agreement (listing occupants) OR receipt for rent or house payment (must include address)
  - Current U.S. government communication (i.e. Social Security, income tax)
  - Property deed (parent/legal guardian must reside full-time at the residence)
  - Current vehicle registration (car tag)
  - Current home owner's or renter's insurance policy

For Kindergarten enrollees only – The proof of residence verification needs to be completed during your registration appointment **AND** during summer verification for proof of residence (see below).

## SUMMER VERIFICATION FOR PROOF OF RESIDENCE

**Final proof of residence must be completed for ALL students during the summer.**

Families who are able to provide Proof of Residence with utility bills (noted above) or utility statements from Huntley, Grand Reserve & Green Park may upload those documents to the Proof of Residence portal. The link to the portal will be emailed to parents in the summer.

All others need to complete Proof of Residence at one of the locations, times, and dates below.

**IMPORTANT:** You may choose any date and school to complete this step, no matter which school(s) your student(s) attend.

**July 11, 2023 at Pelham Park Middle School from 2:00 PM – 6:00 PM**

**July 13, 2023 at Pelham Ridge Elementary from 7:00 AM – 11:00 AM**

**July 18, 2023 at Pelham Park Middle School from 2:00 PM – 6:00 PM**

**July 20, 2023 at Pelham Ridge Elementary from 7:00 AM – 11:00 AM**