

OCEAN SPRINGS SCHOOL DISTRICT

REGISTRATION DOCUMENTS REQUIRED FOR NEW STUDENTS

THE ITEMS LISTED BELOW ARE NEEDED TO COMPLETE REGISTRATION FOR SCHOOL:

CERTIFIED BIRTH CERTIFICATE

According to state law, a certified birth certificate from the Bureau of Vital Statistics is required upon registration. The long form is required to complete the registration process. A copy will be made and kept in the student's permanent record and the original will be returned to the parent.

MISSISSIPPI HEALTH COMPLIANCE FORM

The Mississippi Health Compliance Form (121) must be provided by the parent for each student being enrolled. This form can be obtained by taking your child's immunization record to a health official (Health Department or a family physician). The original form will be kept in the student's permanent record.

STUDENT'S SOCIAL SECURITY CARD

A copy of the student's original Social Security card will be made and kept in the student's permanent record. The original will be returned to the parent.

VERIFICATION OF RESIDENCY

According to state law, the parent or legal guardian of a student seeking to enroll must provide the school district with at least TWO (2) of the items below as verification of address.

Any document showing an address with a Post Office Box will not be accepted as proof of residency.

1. Filed Homestead Exemption Application form
2. Mortgage documents or property deed
3. Apartment or home lease
4. Utility bills (Gas, Electric, Water or Cable) No phone bills accepted. Must be current within 30 days of verification date.
5. Homeowners or Flood Insurance dated within 12 months
6. Government Documents to include: Medicaid/Medicare, SNAP/TANF, WIC, Social Security or CPS documents. Document Must have the address of student and dated within 12 months.
7. Driver's license. Must have the address of student.
8. Notarized Affidavit of Residency. (Parent/Guardian is required to prove residency with documents 1-7 above within 30 days.)

*** In the case of a student living with a legal guardian who is a bona fide resident of the school district
A Certified copy of filed petition for guardianship

CUSTODY/GUARDIANSHIP PAPERS (IF APPLICABLE)

The parent/legal guardian of a student seeking to enroll must provide the school with the most recent custody/guardianship papers. A copy must be kept in the student file. The child must be living with the custodial parent/guardian per school board policy JBC (School Admission).

REPORT CARD AND/OR OTHER DOCUMENTATION FROM LAST SCHOOL ATTENDED

Both sides of the last report card will be copied.

WITHDRAWAL FORM AND HIGH SCHOOL TRANSCRIPT

In order for a student to be placed in the appropriate classes, we must have an Official Withdrawal form from the student's former school and an up to date unofficial copy of his/her transcript and grade report with all completed classes and credits. Failure to produce documents may delay placement until confirmation can be obtained.

FEES Your student may have fees for Agenda, Workbooks, Locker, Art, Music, PE, Science, Choir, Band and/or other specific courses or activities. Elementary students please see Supply List for the required items for your child's grade level.