

Registration of New Student

1. Required registration documents:

- Child's state-issued birth certificate (not a hospital copy).
- Child's SC Certification of Immunization.
- Proof of Pickens County Residence: To establish proof of residence, you must have one of the following documents: electricity bill, gas bill, water bill, cable/satellite bill. The bill must be current, must be in the legal parent's/guardian's name, and must show the service address.

If none of these documents are available in the legal parent/guardian name, then an Affidavit of Residence is required.

- The child must be accompanied by the legal parent/guardian to enroll.
2. Registration Packets will be given by the registrar. The registrar will secure all necessary documents. Upon completion of the packet, the registrar will give the packet to the counselor. The counselor will complete the registration card by determining the courses to be scheduled. The registrar will check the address on the school locator site. The registrar will enter the data for the student and give the packet to the data entry clerk to schedule the classes. The pending permanent record will be stored in the appropriate place in the vault until all records have been received.
3. The registrar will request records from the previous school. When records are received the registrar will check them in and give them to the appropriate counselor. The counselor will re-check the student's schedule upon receiving official documents. The counselor will transcribe the transcript and give the folder to the guidance director for the second check before it is given to the registrar.
4. Upon completion, the permanent record will be stored in the correct grade-level file cabinet in the vault.