

## **ENROLLMENT/ADMISSION IN COLUMBUS MUNICIPAL SCHOOLS CMSD School Board Policy JBC, JBCA**

An adult parent or guardian must accompany students seeking to enroll in one of the schools operated by the Columbus Municipal School District. Students not accompanied by a parent or guardian may be refused admission until such time as a parent or guardian accompanies the student. Parents seeking to enroll their child in one of the Columbus Municipal School District schools must have the following documents:

1. **Birth Certificates:** To be eligible for the kindergarten program, a student must be five years old on or before September 1<sup>st</sup> of the current year. To be eligible for the first grade, a student must be six years old on or before September 1<sup>st</sup> of the current school year. A certified copy of the birth certificate is required for permanent enrollment of all students. Applications for Mississippi certified birth certificates are available in the school office or at the local health department. New students in other grades may be asked to provide a birth certificate if their records are incomplete. The full legal name must be used to enroll students.
2. **Certificates of Immunization:** All students, regardless of grade level, must present a Mississippi Certificate of Compliance concerning immunizations. Immunization certificates may be obtained from the Lowndes County Health Department or a doctor.
3. **Social Security Numbers:** Parents must furnish each student's Social Security number, which may be used as a computer identification number throughout the child's school career. A space for the Social Security number is provided on the student information sheet.
4. **Verification of Residence:** In the Columbus Municipal School District, parents, legal guardians, or other adults seeking to enroll students must provide documentation, which will verify that each student resides in the school district and in the proper attendance zone at the beginning of the current school year. All new students will be required to provide the required documentation to verify residence. However, students approved for legal transfer from another school district are exempt from this residency process. Detailed information regarding this is available in the principal's office.