

Enrollment of New Students into the Jefferson County School District and Corner Middle School

New Students

1. Parents must complete the **Corner Middle School New Student Enrollment Form** electronically. The link to this form is:

<https://forms.gle/rffW8NQzpQDbj5S2A>

If a family needs access to a computer or needs assistance to complete the enrollment process, please call us at 205-379-3230, and we will make an appointment for you to come to the school where we will make a device available and help to you.

2. Once the online enrollment form is complete, we will review the information and call you to set up an appointment to bring your enrollment documents and residence verification materials and meet with our registrar, Lindy Hallmark. The required documents are below.

Enrollment Documents	Residence Verification Materials
<ol style="list-style-type: none"> 1. Current immunization card for the student 2. Student's birth certificate 3. Student's Social Security Card 4. Withdrawal papers from the previous school 5. Any custody papers that may be applicable 	<ol style="list-style-type: none"> 1. A complete current lease (must include the custodial parent's name as tenant or occupant OR current mortgage in the name of the custodial parent OR deed OR current year tax card in the name of the custodial parent 2. TWO other proofs. One must be current gas, electric, or water bill. 3. A copy of the custodial parent's driver's license (or valid legal picture ID)

If the lease or mortgage does not have the custodial parent's name on it, you must complete the Second Party Residence Verification process. For Second Party Residence Verification, **BOTH PARTIES MUST BE PRESENT TO COMPLETE THE VERIFICATION.**

3. Please note . . . once you have completed the enrollment process, you will still have to complete the online registration process for **RETURNING STUDENTS** in Power School. You will be issued a "snapcode" that will allow you to do this beginning July 6, 2020.
4. Corner Middle School's office hours during the summer are Monday through Thursday, 7:30 AM – 4:45 PM except for the week of Independence Day. The office hours that week will be Monday through Thursday 8:00 AM – 3:00 PM. Appointments with the registrar, Lindy Hallmark will be made each Wednesday during the summer between 8:00 AM and 3:00 PM.