

MWMS Registration Checklist

Below is a list of documents you **MUST** provide to register at MWMS. Please have the registration paperwork filled out accurately and bring all the requested information with you in order to successfully complete the registration process.

- Proof of Address – You must provide that you actually reside in our school district. No one is allowed to register without the appropriate documentation. Acceptable proof is:
 - **If BUYING your Home: We need all 3 documents**
 - Deed of Trust
 - Current Monthly Utility Bill (Water, Gas, Electric)
 - Proof that you have vacated your previous residence
 - **If RENTING from a COMPANY: We need all 3 documents**
 - Rental Contract/Lease signed by the Agent, including telephone numbers and the Agent's address
 - Current monthly utility bill (Water, Gas, Electric)
 - Proof that you have vacated your previous residence
 - **If RENTING of LIVING with an INDIVIDUAL: We need all 5 documents**
 - A notarized statement with full name, address, phone number of that individual
 - The lease or Deed of Trust of the individual you are renting from proving that they live in our district
 - Current monthly utility bill (water, gas, electric)
 - Must provide one of the following: Your house bill, pay stub or social security check with the address that you are residing
 - Proof that you have vacated your previous residence

****No other form of documentation will be accepted****

- Immunization Record** – Students who enroll without proof of immunizations have 30 days to present such proof. If not, the student is dismissed from school per school board policy.
- Most Recent Report Card** – Students who have no documentation of previous schoolwork cannot complete the registration process. If you do not have such documentation, please contact your previous school and ask them to fax it to us at **(910) 483-4831**. Please be sure we know how to contact you so we can notify you when the fax has been received. We must have the report card so we can place your student(s) in the appropriate classes. Students who register during the school year must also have discipline records verified.
- Current Custody** – By Cumberland County School Board Policy, a student must reside with the custodial parent or court-appointed guardian to enroll in our system. If the parents are separated or divorced, we **MUST** have a copy of the custody agreement. Legal custody must be court-appointed and signed by a judge. Our school system does **NOT** recognize any form of Power of Attorney or notarized statements for guardianship purposes.
- Student's Social Security Card**
- Photo ID of Parent**
- Birth Certificate**