



New Student Registration Instructions

All registration for enrollment in Arab City Schools is done in the ACS District Registrar's office at Arab High School. Office hours are 7:30 a.m.-3:30 p.m. Monday through Friday. Summer hours are 8 a.m.-3 p.m. Monday through Thursday.

The following items are needed for enrollment:

- Picture ID of the parent/legal guardian enrolling the student
- Proof of residence (signed lease, deed, mortgage, most recent utility bill addressed to the parent/guardian at the residence, or the order to turn on utilities)
- Original State of Alabama Certificate of Immunization form. Please ensure the immunization form is current and not expired. Immunization forms with handwritten dates will not be accepted.
- Copy of the student's birth certificate
- Copy of the student's Social Security card (optional)
- Complete address of the previous school attended
- Last report card and official withdrawal form from the previous school, if applicable
- Special education records or 504 paperwork, if applicable
- Legal documentation establishing custody or guardianship, if applicable

Arab City Schools System forms to be completed:

- Registration form
- Home Language Survey
- Free/reduced lunch application (updated yearly; available in late July)
- McKinney-Vento Act form
- ALSDE Employment Survey
- Health form

These forms are available on the Arab City Schools website (www.arabcityschools.org) under the Parents tab.

Residency

If the student resides with anyone other than the legal parent/guardian, additional paperwork may be required. Out-of-district students will be accepted on a space available basis and in compliance with Arab City Schools Board Policy JBCB.

Out-Of-District Fee

All new students who reside outside the Arab City Schools attendance zone will be charged an annual out-of-district fee. The first child will be charged \$500/year. The second child will be \$300/year. The third child will be \$200/year. There will be no additional out-of-district fees for any subsequent children beyond the third child from the same nonresident family.

Homeless Students

Enrollment of students who are considered homeless will comply with the McKinney-Vento Act.

Home School or Private School Transfers

Students who enroll from home school or private school may be assessed to make a grade placement determination.