

# Enrollment Requirements

The following items are required at the time of enrollment.

- ✓ **IMMUNIZATION RECORDS** - No student shall be admitted by a school in the Commonwealth unless at the time of admission the student or his parent or guardian submits documentary proof of immunization to the admitting official of the school. (Section 22.1-271.2 of the Code of Virginia)
- ✓ **CERTIFIED BIRTH CERTIFICATE** - No pupil shall be admitted for the first time to any public school in any school division in this Commonwealth unless the person enrolling the pupil shall present, upon admission, a certified copy of the pupil's birth record. (Section 22.1-3.1 of the Code of Virginia)
- ✓ **PROOF OF LEGAL RESIDENCE** - Students will be admitted to school based on their legal residence. (Section 22.1-4.1 & 22.1-264.1 of the Code of Virginia)

## Items accepted as proof of residence:

- Lease/Contract/Mortgage on legal residence
- Current utility bill - Must show enrolling parent name/address dated within the last 30 days (Ex. -Electric/Gas/Water/Sanitation)
- Military Housing Acceptance Letter

**Documentation Not Accepted** - (Ex. - Driver License, Personal Check, Telephone, Cell Phone or Cable Bill)

.....  
*A minor child of a legal resident of the city of Newport News is a resident student, eligible to attend a school tuition free in the designated zone if the child is living with his/her natural parent(s), or a parent by legal adoption or an individual who is defined as a parent (not solely for school purposes), pursuant to a Special Power of Attorney executed under Title 10, U.S.C., §1044b, by the custodial parent while such custodial parent is deployed within and outside the United States as a member of the Virginia National Guard or as a member of the US Armed Forces.*

*When a child is living with an adult other than his/her natural parent(s) in those cases, the enrolling adult must be*

- *the court appointed legal guardian or has legal custody of the child*
- *acting in loco parentis pursuant to placement of the child for adoption by an entity authorized to do so*
- *an adult relative (a person connected to the child biologically or by marriage) providing temporary kinship care which consist of full-time care, nurturing, and protection of the child(ren) by the adult relative*

(Section 22.1-3 of the Code of Virginia)

- ✓ **PHYSICAL EXAMINATION** - Students admitted for the first time to any NNPS (Pre K through grade 5), are required to provide a comprehensive physical examination, signed by a licensed physician or nurse practitioner, and performed within twelve months of the initial enrollment date when they first attended any school K - 5.  
Students transferring into NNPS K-5, a copy of a physical examination in their cumulative record, which meets the above requirements, will be accepted.

- ✓ **PROOF OF ACADEMIC ACHIEVEMENT** -

Last report card/transcript or withdrawal grades. (If applicable)

- ✓ **IF APPLICABLE - Individual Educational Plan** - Most recent IEP.