

## REGISTRATION PROCEDURES FOR ENROLLMENT

In order to adhere to Bedford County School Board enrollment policy, you must have all required paperwork **BEFORE** an appointment can be made to enroll a new student. Once you complete the paperwork, please call the School Counseling Dept to schedule an appointment with the Registrar, Ms. Veronica Northrup, at (540) 586-2541, ext 15659.

Student must be accompanied by an adult (parent or legal guardian).

### PARENT/GUARDIAN MUST HAVE THE FOLLOWING RECORDS BEFORE AN APPOINTMENT CAN BE MADE TO ENROLL:

- **Original** birth certificate
- Current immunization record signed by the doctor or nurse
- If transferring mid-year, **official withdrawal form** from previous school showing current grade placement
- Current IEP, if applicable
- Discipline and attendance records
- Complete INFO SNAP – ([www.bedford.sharpschool.net](http://www.bedford.sharpschool.net)) Online Bedford County Information form
- If student is not a child of the adult, documentation is needed to show legal relationship to the adult (This documentation must be a court ordered change of custody agreement)
- Proof of residence (mortgage, lease, or real estate tax statement of your principle residence in Bedford County OR a notarized Residency Affidavit with appropriate documents (as listed above)
- Zone transfer approval must be received prior to enrollment if appropriate

To establish guidelines and procedures concerning the physical examination of students in Bedford County Public Schools no pupil shall be admitted for the first time to any public elementary, middle or high school in Bedford County School division unless such pupil furnishes, prior to admission:

- A report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination of a scope prescribed by the State Health Commissioner performed within the 12 months prior to the date such pupil first enters such public school; or
- Records establishing that such pupil furnished such report upon prior admission to another school or school division and providing the information contained in such report.

Out of state physicals can be accepted to enroll, but if the physical is older than 12 Months, a Virginia physical is to be provided to the school within 90 days.

Sincerely,



Justin Tucker  
Principal