Questions? Contact student registrar, Lynn Miller, 919-967-8211, ext. 268.

What to bring:

☐ Proof of Residency in the School District, one of the following is required
  ☐ Current lease
  ☐ **Unseparated** Duke Energy, OWASA or Public Service Gas bill
    ☐ Piedmont Electric and telephone bills **are not** acceptable
  ☐ Current real estate property tax notice
  ☐ Final sales contract
  ☐ Settlement statement on the purchase of a home
  ☐ Deed
  ☐ Contract to purchase

☐ A birth certificate - certified or **original** copy for the student or passport
  **Note:** Kindergartners must be 5 years on or before October 16 of that school year

☐ Immunization record for the student
☐ Social Security Number for the student (if applicable)
☐ Name and complete mailing address of school attended previously
☐ Most recent report card and/or official withdrawal form
☐ **For High School only:** to ensure proper grade placement, a transcript is required when selecting courses with the high school counselor.

Forms to complete:

☐ Registration form
☐ Acknowledgment of required immunization
☐ Home Language Survey
☐ **For Kindergarten only:** Health Assessment form must be completed and returned to the student’s school **by the first day of attendance**

For your convenience, we have listed the required documents and forms in a check list style. When you have completed all of the required items on the check list, you may bring them to the Registration Office at Lincoln Center as soon as possible.

Parents should enroll their students at Lincoln Center as early as possible. The registrar’s office hours are weekdays, 8 a.m. to 5 p.m.

Parents are required to come to Lincoln Center to enroll their students.

Only parents or legal guardians can register new students. Legal guardians must present court ordered legal documentation. Students do not need to accompany their parents or guardians to be enrolled. Forms may be downloaded from the district website at www.chccs.k12.nc.us.