New Student Registration
2024-2025 (8/26/24 - 5/30/25)

Please read and complete the following **3** steps to enroll your child in Gates County Schools. Once you have collected your <mark>Supporting Documentation</mark>, filled out the <mark>Required Forms</mark> and completed the <mark>New Student Online Registration</mark>, call the Data Center @ 252-357-2057 to set up a time to complete the enrollment process. Please bring all supporting documentation and required forms to your appointment with the Data Center.

Step #1 <mark>Supporting Documentation</mark>: Have the following documents available:

- Parent/Guardian Picture ID

- Child's Birth Certificate

- Proof of Residency - Acceptable documentation includes:
    - Current Mortgage Statement or Lease Agreement
    - Current Utility Bill - Water, Gas or Electric Bill

- Immunization Records

- Custody Paperwork (if applicable)

- Copy of IEP/504/LEP Plan (if applicable)

Step #2 <mark>Required Forms</mark>   Complete the following Required Forms:

(Click on the form name to open the link. Forms are also available at the Data Center if you are not able to print)

- **GCS Enrollment Form** - Must be completed prior to enrollment. This enrollment form will need to be notarized. Please do not sign the form unless you are in front of a notary.

- **NC Health Assessment Transmittal Form** - All Kindergarten students as well as any new enrollments that have never been enrolled in a NC school. This form needs to be completed within 30 days of the date of enrollment. Please contact your child's physician to complete this form.

- **Residency Affidavit** - Must be completed **ONLY** if the Parent/Guardian does not own or lease their own home but is living in the house of a Gates County resident. *Proof of residency must be provided prior to enrollment.*

Step #3 <mark>New Student Online Registration</mark> *Click the Link below to complete the New Student Online Registration.*

https://370.ncsis.gov/campus/OLRLogin/psu370gates?configGroupID=2

Gates County Schools Data Center
Contact Information

Phone: 252-357-2057 or 252-357-1710
Fax: 252-357-2836

Address:
88 US HWY 158 W - Gatesville, NC 27938
(located on GCHS campus)

Summer Enrollment Hours: (7/10 - 8/9)
Monday - Thursday
8:30 am - 3:30 pm

Regular Enrollment Hours begin 8/12/2024
Monday - Friday
8:30 - 3:30

Elementary School Data Manager: Lauren Hargett
(hargettlm@gatescountyschools.net)

Central Middle School Data Manager: Kristen Ward
(wardka@gatescountyschools.net)

Gates County High School Data Manager: Renaldo Windham
(windhamrm@gatescountyschools.net)