

Enrollment Procedures

Guidelines for Enrolling at Maury River Middle School

Welcome to Maury River Middle School. We look forward to enrolling your child in our school. Before we can begin the enrollment process, we will need several things from you, and we will provide you with materials you will need to complete.

To begin this process, we must first determine that Maury River is the school your child should attend. In order to do this, **we must make copies of two documents which show proof of your residence** (gas bill, rental agreement, water bill, etc.). Once we have copies of these documents, we will request, by fax, your child's records from the former school. Please be prepared to provide the name of the former school, the phone number, and the fax number.

As soon as we have received your student's records, the school counselor will contact you to set up a time to officially enroll your student. A parent must accompany the student for this meeting. Please bring the following documents with you to expedite the process:

- ❖ All of the completed paperwork you received
- ❖ An **official certified copy of the child's birth record** (a photocopy is **not** acceptable). If a certified copy cannot be obtained, the person enrolling the child must submit a sworn statement setting forth the child's age and explaining the inability to present a certified copy of the birth record.
- ❖ Documentation indicating that the child has received the **required immunizations**. They include:
 - DPT or DTap- at least one dose of DTap or DTP after 4th birthday unless received 6 doses before 4th birthday.
 - 3 Polio- at least one dose after 4th birthday unless received 4 doses of all OPV or all IPV prior to 4th birthday.
 - 2 Measles- 1st dose on/after 12 months of age; 2nd dose prior to entering kindergarten.
 - 1 Mumps-on/after 12 months of age.
 - 1 Rubella- on/after 12 months of age. Note: Measles, Mumps, Rubella requirements also met by 2 MMR- 1st dose on/after 12 months of age; 2nd dose prior to entering kindergarten.
 - Hepatitis B- 3 doses required (2 doses if Merck adult formulation given between 11-15 years of age).
 - 1 Varicella- to susceptible children born on/after January 1, 1997, dose on/after 12 months of age.
 - Tdap-booster required for entry into 6th grade if at least 5 years since last tetanus containing vaccine.

❖ **Social Security Number**

It is also helpful if you can provide an unofficial **transcript, test scores, and a report card** from the former school.

It is important to note that we operate on a traditional seven period day for the entire year. If a student transfers to MRMS from a block schedule, he/she may have a limited selection of courses to take.

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