

## New to Marshall County School District?

All families will need to complete Online Registration. You can obtain the link by calling Marshall County Board of Education at 270-527-8628.

Items you will need to expedite the enrollment process:

- Copy of Birth Certificate
- Copy of Social Security Card
- Immunizations on Kentucky Form
- Physical on Kentucky Form
- Bring prior school contact information
- Custodial paperwork if applicable
- Proof of Residency

Parents or guardians may prove residency by providing:

**One (1) of the following:**

1. Homestead Exemption Card – reflecting Homestead Exemption within Marshall County (considered family's primary residence)
2. Property Tax Notice (may require additional verification)
3. Home Purchase Contract in Marshall County specified closing date, with a copy of the deed to be provided within sixty (60) days of closing date
4. Copy of a Manifestation of Domicile filed by the parent (obtained at the Marshall County Courthouse/the Clerk of Courts Office)
5. A current rental or lease agreement

**AND One (1) of the following:**

1. A current statement documenting government assistance.
2. A current Kentucky driver license
3. Automobile insurance (last two (2) statements)
4. A current electric billing statement with the portion showing name and service address
5. A current water bill, cable bill, or landline phone bill (last two (2) statements)

Parents who live with someone else must provide:

1. A notarized letter from the person they are living with stating that the parent and child live there and notarized confirmation from parent(s) that they, in fact, live with such person
2. Two (2) proofs of address from person who wrote the letter to establish that they live in the school zone;
3. Two (2) proofs of address from the parent to verify that they live at the address.

Parents whose child lives with someone else must provide:

1. A notarized Power of Attorney that includes the following information must be submitted to the Director of Pupil Personnel by the school or parent for review prior to enrollment:
  1. Relationship of guardian to child;
  2. States that guardian will be responsible for the child's educational needs;
  3. Length of temporary guardianship.

2. A notarized Caregiver Affidavit.

Director of Pupil Personnel will notify the school regarding status of enrollment;

If Director of Pupil Personnel approves enrollment of the child by the guardian:

1. Guardian must sign District Code of Acceptable Behavior Form
2. Guardian must complete Online Registration.
3. Parent or guardian must provide evidence of pursuit of legal custody through the courts to the school within ninety (90) days;
4. Director of Pupil Personnel will follow-up with District letter to parent/guardian and school as needed.

The school will officially request records from the previously attended school.

***Please contact Marshall County Board of Education (270-527-8628) to receive the link for registration.***

### **Notice**

Students whose parents are found, after an appropriate, reasonable investigation, to have submitted inaccurate information in an effort to enroll a student in a school to which the student is not assigned and it is determined the place of residence, including that which is claimed as Homestead, is not the real residence, shall be immediately withdrawn and referred for enrollment in the appropriate attendance zoned school.

We are extremely proud of the learning environment that has been created at Marshall County School District and will work daily to continue to uphold the tradition of excellence of the Marshall County School System. Please browse the links for further information regarding our school. However, if additional information is needed, feel free to contact the Marshall County Board of Education at (270)527-8628 or email me directly at [patricia.greer@marshall.kyschools.us](mailto:patricia.greer@marshall.kyschools.us).