Step 1 Compile the documents needed for enrollment:

- Student’s Birth Certificate
- Student’s Immunization Records on SC DHEC form (see Registration flyer for more information)
- 2 Proof of Residency Documents (see POR form for information) in parent/guardian’s name
- Copy of parent/guardian photo ID or passport
- If applicable: Custody and/or Legal Guardianship paperwork signed by a judge or DSS official

Step 2 Email the below information to initiate enrollment to the Hilton Head Island High School Counseling Admin Assistant: Katie.Benton@beaufort.k12.sc.us

- Photo or PDF of ALL Required Documents (see Step 1)
- Student’s legal name (as it appears on birth certificate)
- Date of Birth
- Registering parent/guardian name, phone, and email information
- Home address
- 2020-21 Grade Level
- Name, address, and any contact information for the last school of attendance
- Please let us know if your child has a current: 504, IEP, or ESOL/ELL plan

Step 3 After ALL initial paperwork is received the HHIHS Data Specialist will provide by email a unique 16-digit code to complete the PowerSchool Online Registration. The online registration should be completed within 5 days of receiving the email.

- If you cannot locate the online registration email check your Spam folder
- With questions about the PowerSchool Online system or to reset your username/password email the school Data Specialist at Teresa.Youmans@beaufort.k12.sc.us

Step 4 Enrollment meetings are scheduled in order of receipt of completed enrollment paperwork and the PowerSchool Online Registration. The enrollment window will open when the School Counselors return from summer break (August) and official transcripts will be evaluated at that time. Class placement will occur at the time of the enrollment meeting with a school counselor, parent, and student. Classes are selected using parent recommendation, academic history, and test scores (if available). Scheduling core classes at the appropriate rigor level (Honors, AP, IB) is the priority and elective choices are based on availability. A link to the Beaufort County School District’s digital course catalog is included here: https://beaufortschools.net/cms/one.aspx?pageId=16930096

Athletic Paperwork is located on our athletics website https://hhihsathletics.org/. Paperwork and questions can be directed to our Athletic Director at Joseph.Monmonier@beaufort.k12.sc.us. Please note that enrollment at HHIHS does not make a student automatically eligible for athletics. Transfer students are considered ineligible until the transfer is approved by the South Carolina High School League.

Summer “Outside” Reading can be found on the school website at http://hhihs.beaufortschools.net/. If it is required, your teachers will give you additional time to read the book at the start of the year.

Dress Code: Pants/Shorts/Skirts: Black, Navy Blue, or Khaki, no cargo pockets, no holes, length must be within two inches of the knee. Tops: Solid color Pink, Gray, White or Blue or any Seahawk or HHIHS T-shirt or sweatshirt.

Student Parking Pass: Juniors and Seniors must complete a defensive driving course and visit the HHIHS website (under student’s tab) to upload all necessary information to be eligible receive a parking pass.
Immunizations
New student’s registration immunization records must be on the South Carolina Department of Health and Environmental Control (SCDHEC) Form 2740. This form may be obtained from your pediatrician’s office or the Beaufort County Health Department located at 4819 Bluffton Parkway, Bluffton, SC 29910, (843) 757-2251, or in the main office at 601 Wilmington Street, Beaufort, SC 29902, (843) 525-7615.

Specific grade level requirements for the 2019-2020 are listed on the SC DHEC Childcare & School Vaccine Requirements website (www.scdhec.gov/health/vaccinations.)

You can schedule an appointment to get a vaccination at your local health department by calling the toll-free appointment line at (855) 472-3432. Please read the SC DHEC Clinics - Notice of Privacy Practices. Additional clinics participating in the vaccine for children program and offering free vaccines are:

- Volunteers in Medicine (two locations): 15 Northridge Drive, Hilton Head, SC, (843) 681-6612 OR 29 Plantation Park Drive, Building 600, Bluffton, SC, (843) 706-7090
- Port Royal Medical Center, 1320 Ribaut Road, Port Royal, SC, (843) 986-0900
- Beaufort Jasper Hampton Comprehensive Health Clinic, 720 Okatie Highway, Highway 170, Ridgeland, SC, (843) 987-7400

Please note: These offices may charge a minimal administration fee and/or office visit charge.

Birth Certificate
Parents/Guardians will need to provide a copy of the child’s legal birth certificate. For children born in Beaufort County, birth certificates may be obtained from the Health Department/Vital Records office located in the Health Department at 601 Wilmington St., Beaufort, SC, (843) 525-7637.

Proof of Residency
A proof of residence is a document confirming where you live. It needs to have both your full name and your address printed on it. You can obtain a list of approved documents from the front office at your child’s school.
Beaufort County School District
Proof of Residency for the 2020 - 2021 School Year

Beaufort County School District (BCSD) requires proof of residency of all students every school year. Proof of residency must be provided for a student's enrollment to be complete. The intent of this process is to verify that students attend the school based on where they reside. You must provide documentation showing that you live at the address in accordance with Federal, State, and District guidelines. If your address changes, you must notify the school within 30 calendar days.

Student’s Name: ________________________ School: _______________ DOB: __/__/_____

I, ________________, am the parent/legal guardian of the students listed above.

(Parent/Guardian Name)

The student listed above resides with me at ________________________________

(Street, City & Zip)

Length of time at the address listed ________________________

(Years and months)

BCSD does not discriminate in admission to school on the basis of race, color, national origin, religion, sex, disability, immigrant status, English-speaking status, or any other characteristic protected by applicable federal and state law.

BCSD will admit all children who live in the District, provided that the child lives with his/her parent, legal guardian, or foster parent.

A residence is that place where one has established his/her home and where one is habitually present, and to which, when one departs, he/she intends to return. Merely superficial residence in the BCSD, obtained for the sole or primary purpose of taking advantage of BCSD facilities, will not entitle the child in question to school attendance privileges.

You must provide documentation for both sections 1 and 2 as well as complete section 3

### Section 1

<table>
<thead>
<tr>
<th>Document</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Tax Bill</td>
<td>Must be the most recent bill.</td>
</tr>
<tr>
<td>Signed Lease</td>
<td>Dated within 1 year of the first day of attendance.</td>
</tr>
<tr>
<td>Military Housing Letter</td>
<td></td>
</tr>
<tr>
<td>Section 8 Letter</td>
<td></td>
</tr>
</tbody>
</table>

Please check and attach copies of the documents above. You should black out account and social security numbers on the documents. **All documents must be current and show the name and address of the parent(s)/guardian(s).** Envelopes will not be accepted.

Notice: Parent/Guardians will be given 30 days to provide documentation of residency from the date of enrollment. A home visit may be conducted by the school's social worker or other school official if documentation is not provided within 30 days.

If it is found that a parent/guardian is knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district, the adult can be prosecuted for providing false information, a misdemeanor with a penalty of up to $200 or imprisonment for not more than 30 days and required to pay an amount equal to the cost of educating the child.
Section 2

You must provide one (1) of the following documents. The document must show and match the parent/guardian and address listed above. If you are unable to provide one of the following documents, request the Alternate Proof of Residency Application.

<table>
<thead>
<tr>
<th>Document</th>
<th>Details/Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Bill</td>
<td>Gas, Electric, Water/Sewer (Within last 60 days)</td>
</tr>
<tr>
<td>Phone Bill (Landline only)</td>
<td>Within last 60 days (Cell phone bills will not be accepted)</td>
</tr>
<tr>
<td>Cable Bill</td>
<td>Within last 60 days</td>
</tr>
<tr>
<td>Current Car Insurance declaration page</td>
<td>Must be an active policy</td>
</tr>
<tr>
<td>Current Home or Renters insurance declaration page</td>
<td>Must be an active policy</td>
</tr>
<tr>
<td>Vehicle Registration</td>
<td>Must be for current period</td>
</tr>
</tbody>
</table>

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Section 3

Affirmation and Warning

Please read the following statements and initial each.

_____ I understand that if I change my residence that I must inform the school within 30 calendar days.

_____ I affirm that the information presented in this verification form, in connection with any investigation of my residency or the residency and custody of the student, is true, complete and accurate.

_____ I understand that knowingly or willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school in that district, the adult can be prosecuted for providing false information, a misdemeanor with a penalty of up to $200 or imprisonment for not more than 30 days and required to pay an amount equal to the cost of educating the child.

_____ I understand that I will be liable for payment of tuition, fees and all other applicable fines if I knowingly enroll or attempt to enroll a child in the school of a school district on a tuition-free basis when I know the child to be a nonresident of the school district, unless the nonresident has a lawful right to attend.

Date / / Parent/ Guardian (Print Name) Parent/ Guardian (Signature)

FOR OFFICE USE ONLY

Was an acceptable document submitted for Section 1?  □ Yes  □ No
If no, was the Alternate Proof of Residency Application supplied to the parent/guardian?  □ Yes  □ No

Was an acceptable document submitted for Section 2?  □ Yes  □ No
If no, was the Alternate Proof of Residency Application supplied to the parent/guardian?  □ Yes  □ No

Was Section 3 completed including the parent/guardian signature?  □ Yes  □ No

Date / / Enrollment Personnel (Print Name) Enrollment Personnel (Signature)

□ Form Complete  □ Form Incomplete