

## NEW STUDENT ENROLLMENT INFORMATION

Welcome to Leesville Road High School, Home of the Pride! Below are the procedures for new student enrollment in the Wake County Public School System (WCPSS)

### SCHOOL YEAR 2011-2012

1. Call the WCPSS Student Assignment Office at (919) 431-7333 or go to <http://assignment.wcpss.net/enroll/newcomer/#1> to confirm your residence status in Leesville Road High School's district.
2. If you and your student(s) are living with a relative/friend, **both parties** must come to the Student Services Office with proof of residence and complete a notarized statement before enrollment can occur.
3. If the student is living with anyone other than parents/guardian, please contact Student Assignment at (919) 431-7333 in order to be assigned to any Wake County Public School.
4. If the student is 18 years or older and wishes to enroll on their own, they must first contact Student Assignment at (919) 431-7333.
5. **If the above issues do not apply to you or have been addressed, please call the Leesville Road High School Student Services Office at (919) 870-4260 to schedule an appointment to enroll your student. You must have an appointment to enroll your student.**
6. Bring the following documents when enrolling:
  - Proof of residence: in the form of a current electric, gas, or water bill that shows your service address or a current signed lease agreement, or a house contract.  
**Telephone, Cable bills and Driver's Licenses DO NOT qualify as proof of residence.**
  - A certified copy of the student's birth certificate
  - Immunization Records
  - Student's last report card, transcript and withdrawal form from their previous school
  - If applicable, any other documents related to the student (IEP, 504, Testing etc.)

### SCHOOL YEAR 2012-2013

1. Go to <http://assignment.wcpss.net/choice-selection/> to learn about the school choice plan and procedures for enrolling your student into the Wake County Public School System.
2. The documents listed above in #6, will be needed to enroll in the Wake County System in order for your student to receive an Student ID number.
3. If you have questions, please call Student Assignment at (919)431-7333