

Enrollment Information Madison County Board of Education

To enroll in Madison County Schools, a student's custodial parent(s) must reside in Madison County and outside the city limits of Huntsville and Madison. Each student must be enrolled at the school located in the attendance zone of the custodial parents' legal residence.

We request the following documents for enrollment:

Student's Birth Certificate (to determine the child's age and the custodial parents' names)

- State law requires a student be five (5) years of age on or before September 1 to attend Kindergarten and a student be six (6) years of age on or before December 31 to attend First Grade.
- To comply with our federal desegregation order, we must determine the custodial parents' names. A photo ID of the custodial parent(s) is requested to determine identity.
- If the student is not residing with the parent(s) listed on the birth certificate, custody paperwork from the proper court signed by the judge is required.
- The schools **CANNOT** accept notarized guardianship documents for enrollment purposes.

Social Security Card

- The Social Security number is used to identify students for record-keeping and transcripts and is kept confidential. *This is strictly voluntary and is not required for enrollment.*

Proof of Legal Residence for the Custodial Parent(s)

- To comply with our federal desegregation order, we must have complete and correct residence information to ensure the student is enrolled in the proper school zone. The following items are necessary:
 - Rental or Lease Agreement, Deed, Homeowner's Insurance Declaration page or Property Tax notice for legal residence of the custodial parent
 - AND**
 - Current Huntsville Utilities bill in the name of the custodial parent(s) for the legal residence.

If the custodial parent does not have the items listed above, please contact the Student Services Department at 256.852.2557 for assistance.

State of Alabama Immunization Record (Blue Card)

- Available from a physician or the Madison County Health Department

Also acceptable are:

- A medical exemption by a physician prescribing the exemption, or
- A religious exemption issued by the Madison County Health Department

In addition to the requested items above, students transferring from other schools or systems should provide:

- Withdrawal paperwork from the previous school
- Transcripts or current (most recent) report card

NOTE: Students are not officially enrolled until all documentation has been verified by the local school registrar.

School Zones

- All residences in Madison County are zoned to a specific school. To determine the school zone for a residence, please contact the Transportation Department at 256.859.9447.