

Greenville Middle Academy - Enrollment Instructions

Begin the online enrollment process by creating a Parent Backpack Account and uploading all required documents.

Parent Backpack Account - <https://parents.gcsbackpack.com/signin.aspx>

Once the enrollment application is completed on Backpack and approved by the school, a school official will contact student's family to discuss course recommendations.

Step 1 – Find Your School Assignment

Click here to Find Your School Assignment by Address -

<https://public.greenville.k12.sc.us/GeoAddress.aspx>

Families can look up school assignments based on address.

- Students who live in the Greenville Middle Academy attendance zone may enroll.
- Students outside the Greenville Middle Academy zone must enroll at their assigned school.

Step 2 – Create a Parent Backpack Account

If you've never created a Parent Backpack Account for Greenville County Schools, please create an account here: <https://parents.gcsbackpack.com/signin.aspx>

- All enrollment applications are submitted through the GCS Parent Backpack Portal.
- Required documents must be uploaded as part of the application process.

Instructions: **How to Create a Greenville County Parent Backpack Account -**

<https://www.greenville.k12.sc.us/Parents/main.asp?titleid=backpack>

Step 3 – Withdraw from Previous School

Before enrolling at Greenville Middle Academy:

- Withdraw your student from their previous school.
- Obtain a withdrawal form and a copy of the student's most recent transcript or report card.
- These documents are required to process your enrollment.

Step 4 – Submit a “New Enrollment” Application

Through your Parent Backpack account, submit a **New Enrollment** application.

- A separate application must be completed for each student being enrolled.

Step 5 – Upload Required Documentation

Upload all documents directly in Parent Backpack.

- Ensure copies are clear, legible, and complete.
- Cut-off or blurry documents may delay enrollment.

Required Documentation

Parent/Guardian Verification

- Government-issued Photo ID
- Divorce/Separation documents (if applicable)
- Court-ordered Guardianship Papers (if applicable) Note: A notarized statement is NOT sufficient.

Proof of Residency (Any of the two required)

Acceptable Documents Only:

- Current utility bills (electric, gas, water, cable, or internet) with name, service address, and billing date within 30 days.
- Mortgage closing statement or current mortgage statement (within 30 days)
- Signed lease agreement with landlord contacts info
- Most recent state or federal tax return
- Current DSS or other government agency statement
- Current Paycheck

Student Information/Documents

- State/County-issued birth certificate or passport/VISA
- SC Immunization Certificate or 30-Day Waiver (required by state law)
- Withdrawal/Transfer form (including grades & attendance)

- Most recent Report Card or High School Transcript
- Copy of IEP or 504 Plan (if applicable)

Additional (As Needed)

- Court Orders
- Parent consent granting access to stepparents/caregivers
- Request to restrict release of Student Directory Information

Possible Additional Documentation (If requested)

- Notarized Educational Affidavit
- Notarized Residency Affidavit with 2 proofs of address + 1 proof of occupancy
- Notarized Custodial Parent Affidavit

After Submission

 Once the Backpack application and documents are submitted:

- The school will review your application.
- If approved, you will receive a confirmation email from Backpack along with a welcome email.

Bus Transportation

Transportation is available for students living **more than 1.5 miles** from school.

Bus Transportation Information – Greenville County Schools –

<https://www.greenville.k12.sc.us/Departments/main.asp?titleid=transp>

Need Help?

Contact our **Registrar** at (864) 355-5615 with questions about the enrollment process.