

ENROLLMENT PROCEDURES

If you are interested in enrolling at JL Mann Academy and you have never made a Parent Backpack account for your child in Greenville County School District, please create an account at the link below. All enrollments are on the GCS Parent Backpack Portal and documents should be uploaded.

[GCS Parent Backpack](#)

You should have withdrawal paperwork from your child's previous school to enroll at JL Mann Academy. Please review the information below for required documents and to see if any supplemental forms may apply to your child.

REQUIRED DOCUMENTATION TO ENROLL:

Parent/Legal Guardian Verification

- Government Issued Photo ID
- Divorce/Separation Documents, if parents have divorced
- Court Ordered Guardianship Papers, if applicable (A notarized statement from parent or legal guardian is not sufficient.)

Proof of Residency - (At least 2 documents from the following list are required)

- Current electric and/or gas bill displaying service address and a billing date within the past 30 days.
- Closing statement or current mortgage statement for primary residence showing property address.
- Current signed lease agreement with name and phone of landlord.

- Most recent state or federal income tax return.
- Current statement from DSS or other government agency which provides residency of parent/legal guardian.
- Current paycheck stub with address of residence.

Student Information

- State/County issued certified birth certificate
- Immunization Certificate or 30-Day Waiver (available at school)
- Withdrawal/Transfer form from last school attended to include: grades & attendance
- High School Transcript
- Enrollment Forms (available at school)
- Copy of student's IEP or 504 plan, if applicable

Additional Information - Submitted at parent's discretion

- Court Order or legal binding document restricting parent(s) access to education records.
- Written consent by parent (legal guardian) that stepparent/other caregiver be granted access to educational records
- Request to restrict release of Student Directory Information (available from school)

Certain circumstances may necessitate additional enrollment documentation. Your child's school will advise if these are needed:

- Notarized Educational Affidavit
- Notarized Residency Affidavit and 2 proof of address (from above list)
- Notarized Custodial Parent Affidavit

