

New Student Online Enrollment Hillcrest High School

1. Visit <http://hillcresthigh.tcsc.net> (computer or mobile device will work).
 2. Look for STUDENT REGISTRATION (INFOSNAP) in the middle of the page, under the photo banner and quick links. Click the link to register your student for the current or upcoming school year.
 3. Select New Student Registration. There is a link available for enrollment in Spanish as well.
 4. Click create an account.
 5. You will be asked to create a password. It is the permanent password while your students are in school. Please write it down, take a photo of it, or record it in a permanent manner. School officials do not have access to your password.
 6. Complete each field of required information. The program will not allow you to continue until all fields with a red (*) asterisk have been filled.
 7. Read carefully and complete the form to the best of your ability. Your electronic signature and submission acknowledge that you have provided accurate information.
 8. Follow up the electronic registration by bringing all enrollment materials to your student's school.
 - Birth certificate
 - Social security card/number
 - Transcript from previous school (needed for appropriate course placement and showing good standing)
 - Current Alabama immunization record (blue card)
 - Proof of Residency (two proofs - lease, mortgage or deed, AND current utility bill)
 - Parent/guardian with valid ID (driver's license)
- (More detailed information about these requirements attached)
9. Bus Information: Visit <https://www.tcsc.net/Page/30196> to locate bus routes and register student for bus transportation

Enrolling in a Tuscaloosa County School

GENERAL REQUIREMENTS

- The Alabama compulsory attendance law requires all children between the ages of 6 - 17 to attend school.
- Enrollment to PRE-KINDERGARTEN is open to all children four (4) years of age on or before September 2nd* who are residents of the school zone in which they reside.
- Enrollment to KINDERGARTEN is open to all children five (5) years of age on or before September 2nd* who are residents of the school zone in which they reside.
- Enrollment to FIRST GRADE is open to all children six (6) years of age on or before December 31st who are residents of the school zone in which they reside.

**While the Code of Alabama states that the enrollment birthdate is September 1st, an Attorney General's opinion states in effect that under the common law one's age is computed by including the day of birth so that a given age is attained the day before the birthday anniversary. [Ala. Code 16-28-4 (1975)] Interpretatin based on Attorney General of Alabama October - December 1963, Volume 113, page 20.*

ALL STUDENTS WHO SEEK TO ENROLL IN A SCHOOL OF THE SCHOOL SYSTEM FOR THE FIRST TIME MUST PRESENT TO THE PRINCIPAL THE FOLLOWING DOCUMENTS (Policy 5.10):

- an official birth certificate or other document for age verification purposes in kindergarten and 1st grade (examples: U.S. or foreign birth certificate; religious, hospital, or physician's statement; baptismal certificate; adoption record; previously verified school records; or other record acceptable to the school Principal). Failure of the parent/legal guardian to provide a birth certificate will not deny, nor delay, a student's enrollment.
- proof of residence (see ESTABLISHING RESIDENCY section below) of the parent(s), legal custodian(s), and/or legal guardian(s) to show residency in the school zone. Falsification of residency is prohibited by Alabama Law [Section 13A-10-109]).
- recent report card or release from last school attended
- copy of current immunization form - NOTE: immunization certificates, required by Alabama law, must be presented to the Principal before a child can enroll in public school unless the child is determined to be McKinney-Vento or qualifies for ESL. Certificates are available from local physicians or local health departments. Only students presenting a Certificate of Medical Exemption or a Certificate of Religious Exemption are excused from this requirement.
- valid social security number - NOTE: providing a social security number for school enrollment purposes is completely voluntary and failure to do so will not deny, nor delay, a student's enrollment.
- proof of custody or guardianship when warranted (see ESTABLISHING RESIDENCY section below)
- verification from Principal of transferring school that the student is not currently suspended or expelled
- complete enrollment/transfer form
- exceptions may be granted as provided in Alabama statutes and federal law

STUDENTS OVER SEVENTEEN YEARS OF AGE

- Beginning with the 2019-2020 school year, students up to age 19 who are on track to graduate can no longer be denied enrollment in county school systems solely based on their age. School personnel will complete a transcript audit with the student to determine the student's standing with credits and needs to meet graduation requirements.
- Based on the IEP team's decision, students with disabilities may return to the school district up to the age of 21 to address transition services (only applies to students working towards essential and alternate achievement pathways).

PRE-KINDERGARTEN (Pre-K)

- In Alabama, students are not required to attend Pre-K and funding is not provided as it is on a comprehensive basis for kindergarten through twelfth grade. The Tuscaloosa County School System places a high value on Pre-K programs and will continually strive to provide and expand Pre-K services as possible. As such, opportunity for enrollment into Pre-K classes in the Tuscaloosa County School System is on a limited basis.
- A child whose fourth birthday is on or before September 2nd* shall be eligible to apply for admission to the Pre-K Program.
- Completion of a Pre-K application does not guarantee that a child will be enrolled, but instead places the child on a list for the school's random selection drawing, per Office of School Readiness (OSR) guidelines.
- Priority will be given to students who live within the school's attendance zone. Should there not be sufficient interest to fill open Pre-K class(es) within the school's attendance zone, students within the entire Tuscaloosa County School System may be considered.
- Eligible special education students (ages 3 - 5) will be served according to their Individual Education Program (IEP).

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RESIDENCY REQUIREMENTS

DEFINITION OF RESIDENCE

For school attendance purposes, definition of residence is that the student physically resides full time, weekdays/nights, and weekends, at a place of abode located within the limits of the school district or zone. All students will register at the school they are assigned to attend. The parent/legal guardian will provide evidence of residence and the school district administration will verify bona fide occupancy.

A student must attend the school(s) within the school zone in which his/her parent/legal guardian has established legal residence, except when school assignment has been approved as a part of the system-wide instructional program, under the employee transfer provision, or when a senior whose parent/legal guardian establishes residence outside the area served by the School System or outside the school zone. At the discretion of the parent/legal guardian, the student may complete his/her senior year at the

school he/she currently attends. The School System shall not be responsible for the student's transportation. Exceptions may be granted as provided in Alabama statutes and federal law.

A student enrolling or entering the school district will be required to verify his/her residence address as a part of the registration process. Students are not legally enrolled until the verification of residence has been completed. Students, their parent/legal guardian may be required to provide a Declaration of Residence on forms to be established by the Superintendent or his/her designee. When the actual residence of a student comes into question, the Director of Student Services or his/her designee may investigate and in his/her discretion, require additional proof of full-time, actual residency within the attendance zone or county, as the case may be.

ESTABLISHING RESIDENCY

A. Students Living with Parents/Legal Guardians

The parent/legal guardian of a student seeking to enroll in a school will provide the school district with a mortgage document, property deed, or an apartment or home lease AND any one of the items (1) through (4) below as verification of their address:

1. Utility bills (water, gas or electricity);
2. Personal visit by a designated school district official;
3. Filed Homestead Exemption Application form;
and/or
4. Any other documentation that will objectively and unequivocally establish that the parent/legal guardian resides within the school district. Any document with a post office box as an address will NOT be accepted. An affidavit will NOT be accepted as proof of residency. If the student has a legal guardian, a copy of the court order appointing the guardian must be provided to the district. If a petition for guardianship has been filed and the decree is pending, the student or guardian must provide a certified copy of the filed petition for guardianship. Any legal guardianship for the purpose of establishing residency for school attendance purposes shall not be recognized.

B. Homeless Child/Unaccompanied Youth

When a child is determined to be homeless as defined by the Stewart B. McKinney, Act 42 USC Sections 11431 (1), 11432 (e)(4), and 11302 (a), the school district will consider and take the enrollment action that is in the best interest of the child pursuant to 42 USC 11432 (e)(3).

C. Students Living with Adults other than Parents or Legal Guardians

The non-parent claiming district residency must meet the same criteria as that of parent/legal guardian as stated in Part A.

The adult must provide the school with legal guardianship or custodial papers and provide documentation fully explaining the reason(s) (other than school attendance zone or district preference) for this arrangement. The Superintendent or his/her designee will make the necessary factual determinations. Examples of situations where guardianship authority of an adult will be recognized to establish residency of the minor include, but are not limited to, the following:

1. death or serious illness of the child's parent/legal guardian;
2. abandonment of the child;
3. child abuse or neglect;

4. seriously unstable family relationships or undesirable conditions in the home of the child's parent/legal guardian having a documented detrimental effect on the child;
5. students enrolled in recognizing exchange programs residing with host families; and/or
6. incarceration of a parent.

Any person who has assumed responsibility for the care and custody of the child shall be expected to begin the process of seeking legal guardianship before enrollment of the child and an approximate completion date must be given. Any legal guardianship formed for the purpose of establishing residency for school attendance purposes shall not be recognized.

D. An adult student (at least 19 years-of-age) may establish a legal residence based on applicable state laws.

DISTRICT REQUIREMENTS AND NON-COMPLIANCE

The requirements as stated above are minimal and the Tuscaloosa County School System reserves the right to require additional documentation and verification at any time. The Principal of a school is responsible for ensuring that only students eligible to attend that school are in fact enrolled and attending.

Any suspicion of violation of residence requirements will be investigated. Any case that cannot be resolved by the Principal will be referred to the Director of Student Services or his/her designee for additional investigation and further action. Students enrolled in a school without proper residence verification and without an approved transfer will be withdrawn from the school in which they are illegally enrolled.

MCKINNEY-VENTO (Homeless Child/Unaccompanied Youth)

Children who are zoned to attend the Tuscaloosa County schools and who are homeless/unaccompanied youth will have access to a free, appropriate education. McKinney-Vento students and/or their parent/guardian should contact Ms. Suzette Wyatt, Homeless Liaison designee, at (205) 342-2749.

COPIES OF COURT ORDERED AGREEMENTS

Copies of court ordered agreements restricting visitation from non-custodial parent(s) must be filed in the main office.