

# Madison City Schools

## 2024-2025

### New Student Registration Requirements

State law requires students to be 5 on or before September 2<sup>nd</sup> to enroll in Kindergarten and 6 on or before December 31<sup>st</sup> to enroll in First grade.

All registration for Madison City Schools is done exclusively online by the parent/guardian. Once registration is submitted, it will be reviewed and approved as quickly as possible. During the height of registration in the summer, this could take up to two weeks. If any documents are illegible or incorrect, it will further delay the process.

<https://www.madisoncity.k12.al.us/domain/113>



### New Student Registration

#### Items needed to register your student:

1. Parent/Guardian state-issued photo ID
2. Alabama Immunization Form (OR) a Certificate of Exemption (Required by the state) We can only accept a valid Certificate of Immunization or the Certificate of Exemption issued by the Alabama Department of Public Health or a doctor's office. It must have the ImmPrint Symbol on the background of the document, is printed from ImmPrint (dates of vaccines not written in) and has a valid expiration date. An Out of State Immunization Certificate or an Out of State Certificate of Exemption can NOT be accepted in the state of Alabama for school registration.
3. Birth Certificate (Requested)
4. Report Card or Transcript
5. Legal Custody Papers (if you are divorced OR if you are not the parent listed on the birth certificate, we only need the custody portion of the agreement)
6. Proof of Residency (in parent/guardian's name) - one of the following:
  - Own- Submit current property tax receipt or deed in your name for the residence along with a current utility bill or receipt for start of service for gas, water, or electric service... NO CABLE or CELL PHONE BILLS
  - Rent – Submit current lease or a month-to-month lease that reflects your name, lease terms, address and signature page must be signed by the landlord and tenant along with a current utility bill or receipt for start of service for gas, water, or electric service... NO CABLE or CELL PHONE BILLS
  - Sales Contracts - Those who have a contract or builder's contract (with an estimated closing date) on a home are REQUIRED to complete a [Sales Contract Transfer Request form](#). This is available at the front desk. Email the completed form and contract prior to completing the registration process to [mmlayne@madisoncity.k12.al.us](mailto:mmlayne@madisoncity.k12.al.us)