



## **2020-2021 Enrollment Checklist**

If you receive an Acceptance Letter for your child to enroll at i3 Academy, you will be required to complete the enrollment process by March 27, 2020 at 4:00 PM in person at the i3 Academy office at 1 55th Place South, Birmingham AL 35212 or submit materials by 11:59 PM digitally.

These documents will only need to be provided at the time of enrollment, not during the lottery process. Parents/legal guardians will need to provide the required documents once you have received an acceptance letter stating that your child has been offered a seat at i3 Academy. If you are unable to provide the required documents in the allotted enrollment period, you will lose your seat for the 2020-2021 school year.

**Custodial parents and legal guardians must provide the following documents at the time of enrollment:**

- Proof of Residence
- Birth Certificate (or alternative documentation showing age)
  - For Kindergarten admission, you must provide documentation stating that the student is five years of age on or before September 2.
  - For first grade admission, you must provide documentation stating that the student will be six years of age on or before December 31.
- Current power bill from Alabama Power or gas bill from Spire
- Alabama Certificate of Immunization (or religious exemption)
- Custody papers (if applicable) - must be certified court order showing physical custody
- Withdrawal paperwork/report card from previous school

### **PROOF OF RESIDENCE REQUIREMENTS**

Please carefully read the scenarios listed below and provide the documentation that applies to your child's living situation.

**If you own and live in your own home, you will need to provide:**

1. Photo identification
2. A deed or a mortgage statement in your name showing residence property address.
3. A current Alabama Power bill or gas bill in your name showing the residence property address.

**If you rent and live in the rental property, you will need to provide:**

1. Photo identification
2. Copy of the lease/rental agreement (or current HUD Certificate or Compliance/Annual Renew Notice)
3. A current Alabama Power bill or gas bill in your name showing the residence property address.

## **PROOF OF LEGAL GUARDIANSHIP OR CUSTODY**

Documentation of legal guardianship is required if the enrolling adult is not listed on the birth certificate.

If legal custody of a child is split between two parents, you must also include a certified copy of the most recent court order identifying each parent's respective award of physical custody. You are responsible for immediately informing the school or any changes to the court order.

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If you have any questions regarding the enrollment checklist please contact Office Manager Lori Sills at [lsills@i3academy.org](mailto:lsills@i3academy.org) or 205-403-5777.