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2016 - 2017

Promise Academy Enrollment Documents

- Enrollment is accepted Monday through Friday, between 8:30 a.m. – 2:00 p.m.
- Scholars must be at least 16 years old and no older than 21 years old.
- Scholars must have either previously been in the 9th grade or have recently been socially promoted to the 9th grade.
- If a scholar was expelled from a previous school, the scholar can not enroll until their expulsion has ended. The expulsion letter must be brought in and the parent/guardian will need to meet with Administration prior to enrolling.

Documents needed to enroll 16 or 17 year old scholars:

- ⇒ State ID from Parent and/or Scholar
- ⇒ Court-ordered custody papers, if applicable
- ⇒ Birth Certificate
- ⇒ Social Security Card
- ⇒ Complete shot (immunization) records from birth to present
- ⇒ Official transcripts from last and previous schools attended
- ⇒ Proof of Withdrawal from most recent school
- ⇒ Current month UTILITY bill (NO disconnection notices)
Scholars living with parent(s)/guardian **MUST PROVIDE** proof of residence (POR) in the parent/guardian's name and address of where parent resides.

Documents needed to enroll Independent Scholars who are 18 to 21 year old:

- ⇒ Everything listed above, including:
- ⇒ Scholar **MUST HAVE STATE ID or DRIVER'S LICENSE**
- ⇒ Current month UTILITY bill (*in Scholar's name, NO disconnection notices*)
- ⇒ Scholar **MUST HAVE PROOF OF INCOME**
Scholars declaring they are independent (NOT living with a parent/guardian) **MUST PROVIDE BOTH** proof of residence (POR) AND proof of income (POI) (i.e. paystub from current job or government assistance).

A **COMPLETED APPLICATION** and **ALL DOCUMENTS** must be turned in prior to scholar attending

Acceptable Forms for Proof of Residence

1. Monthly Utility Bill (Electric, Water, Gas, Sewage)

- ◇ Cell phone bills are **NOT** accepted
- ◇ Must be within 30 days of enrollment date

2. Signed Lease/Rental Agreement

- ◇ Must contain street address (a P.O. Box address cannot be used)
- ◇ Must be dated and include leaser and leasee names and signatures and the length of lease

3. Monthly Mortgage Statement

- ◇ Must contain street address (a P.O. Box address cannot be used)

4. Rent Receipt

- ◇ Must contain street address (a P.O. Box address cannot be used)
- ◇ Must be dated within 30 days of enrollment date

5. Monthly Bank statement

- ◇ Must contain street address (a P.O. Box address cannot be used)
- ◇ Must be dated within 30 days of enrollment date

6. Voter Registration Card

7. Change of Address Confirmation Letter from the US Post Office, showing old and new