

# Oakbrook Middle Enrollment Requirements

## REQUIRED ENROLLMENT DOCUMENTATION

- **Completed DD2 Online Registration Forms**
  - <https://www.ddtwo.org>
- Under Find it Fast – click on New Student Registration or



- Click on icon to start registration process

- **Proof of Residence (see back)**
- **Birth Certificate**
- **Immunization Record** - The Official South Carolina DHEC form 4024 is required. You may get a copy of form 4024 from any doctor's office or county health department. **Immunization forms from other states must be transferred to a South Carolina Form by a doctor or the Health Department within 30 days of enrollment.**
- **Report card or Withdrawal Grades** - from previous school showing promotion to next grade (for summer registrants) OR withdrawal sheet and copy of student's schedule if transferring during school year.
- **Copy of Parent/Guardian ID**

The following documentation will be needed if your student receives any of the following

- **Special Education/504 plan** - A current copy of the student's IEP or 504 plan is needed to place students in the correct classes. Services cannot be provided until IEP or 504 plan is provided.
- **Gifted and Talented** - students will not be placed in GATE classes until documentation from previous school is provided stating student is currently taking gifted classes or is being considered for gifted placement for the new school year (summer only).

**Chrissy Payseur – Registrar**

[cpayseur@dorchester2.k12.sc.us](mailto:cpayseur@dorchester2.k12.sc.us)

**P: 843-873-9750 x 34003**

**F: 843-821-3931**

**Sandra Middleton – Assistant Registrar**

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**P: 843-873-9750 x 34034**

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MR. JOSEPH PYE  
Superintendent



Dorchester  
School  
District Two

115 DEVON ROAD SUMMERVILLE, SC 29483 • (843) 873-2901 • FAX (843) 873-4053

## 2022-2023 Residency Information

### Proof of Residence

Dorchester School District Two requires each parent/guardian to provide ***Proof of Residence*** each school year. Acceptable proof would be one of the following: a current utility bill which includes a service address in the parent/guardian's name, verification of application for utility service in the parent/guardian's name, a current tax bill with parent/guardian's name and address, or current mortgage/signed lease agreement with parent/guardian's name will be accepted. With mortgage/lease agreement a current utility bill which includes a service address in the parent/guardian's name must be provided within 30 days.

### Family Living with Another Family/Relative

Parent/guardian and the person who owns/rents the residence must complete the ***Affidavit of a Student's Domicile*** and have it notarized.

The **Head of Household/Owner/Lessor** must provide the school with a copy of the lease or a current Property Tax Bill/Receipt (Property Tax Bill/Receipt may be printed from the Dorchester County website) **and** a current utility bill with a matching service address.

Documentation that must be provided to the school by the **Parent/Guardian** (with matching address):

**(One of the Following)** – Driver's License/South Carolina Identification Card or Vehicle Registration  
**and**

**(One of the Following)** – Pay Stub (Must show employer's name, current pay period and the name and address of the parent/guardian), Local, State or Federal agency correspondence that reflects the name and address of the parent/guardian, (Social Security, Medicaid, DSS, IRS, Food Stamps, Court Documents, etc.)

### Family Moving Within District During School Year

If a family changes residency within Dorchester School District Two during the school year that would change the school to which the student(s) are zoned, the parent/guardian can provide acceptable ***Proof of Residence***, as defined above, to the new school to enroll the child(ren).

If a family changes residency within Dorchester School District Two during the school year and the student has attended school through the 45<sup>th</sup> day, the student may finish the year at that school with district approval. The parent/guardian is required to provide an ***In-District Transfer Request*** to the school along with a current ***Proof of Residence***. The school will then forward the information to the District Office for approval/denial. It is important to note the parent/guardian is responsible for providing transportation to and from school.

### In-District Transfer Requests

All students are expected to attend the school to which their residence is zoned. If there is a special hardship or other special situation, in-district transfer requests will be considered. All requests for in-district transfers will be handled by the District Office.

The ***In-District Transfer Request*** and the required ***Proof of Residence*** should be submitted to the school the children are zoned to attend. Please note that availability of space is a critical factor in approving or denying requests. **A student's transfer may be revoked by the superintendent's designee for reasons including, but not limited to, repeated tardiness and/or other irregularities of attendance, and/or repeated consequential violations of the discipline code.** The student's parent/guardian will be responsible for transportation to and from school.

### Guardianship/Custody

If a court order is signed by a judge giving custody/guardianship, the court order must be presented to the school. A copy of the order will be placed in the student(s) permanent record.

If a court order is not available, an appointment needs to be made with a school administrator.

# 2022-2023 Fine Arts, Related Arts and Performing Arts Class Options

Student Name: \_\_\_\_\_

**Rank your choices 1-6, in numeric order of your interest. This is only a request sheet. There is no guarantee that students will receive all selected classes. Courses are subject to change.**

<i>6<sup>th</sup> grade</i>		<i>7<sup>th</sup> grade</i>		<i>8<sup>th</sup> grade</i>	
<i>Choice #</i>	<i>Semester Courses</i>	<i>Choice #</i>	<i>Semester Courses</i>	<i>Choice #</i>	<i>Semester Courses</i>
	Art		Art		Art
	Chorus		Chorus		Chorus
	Dance		Dance		Dance
	Introduction to Keyboarding		Digital Literacy		Financial Literacy
	Piano		Physical Education		Physical Education
	PLTW Design & Modeling		PLTW Design & Modeling		PLTW Automation & Robotics
	Spanish 6		Spanish 7		Spanish 8
	World Music (Steel Band)		World Music (Steel Band)		World Music (Steel Band)
<i>Choice #</i>	<i>Year-Long Courses</i>	<i>Choice #</i>	<i>Year-Long Courses</i>	<i>Choice #</i>	<i>Year-Long Courses</i>
	Band – List Instrument: _____		Band - List Instrument: _____ (must have taken in 6 <sup>th</sup> gr)		Band – List Instrument: _____ (must have taken in 7 <sup>th</sup> gr)
	Strings		Chorus		Chorus
			Dance		Dance
<b>PE IS A REQUIREMENT FOR ALL 6<sup>TH</sup> GRADE STUDENTS.</b>			Piano (must have taken in 6 <sup>th</sup> gr)		Piano (must have taken in 7 <sup>th</sup> gr.)
			Strings (must have taken in 6 <sup>th</sup> gr)		Strings (must have taken in 7 <sup>th</sup> gr)
			World Music (Steel Band)		World Music (Steel Band) – must have taken year long in 7 <sup>th</sup> gr

## Additional Enrollment Information

Past experience has shown that it often takes several weeks to obtain complete transcripts from former schools. In order to help us place your child as accurately as possible, we ask that you complete the following information:

Student Name:	
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Please answer the following questions	YES	NO
Is your child <u>currently</u> repeating a grade <b>THIS</b> school year?		
Has your child ever been suspended?		
Was your child referred for or scheduled to attend an expulsion hearing at the time of withdrawal?		
<b>Has your child ever been <u>expelled</u>?</b>		

<b>If yes to either, please explain:</b>
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**If your child has enrolled in multiple schools during the year please list them below. Only include schools student attended prior to previous school. Previous school should be listed on the online enrollment form.**

Name of School	
Grade at time of withdrawal	
Street Address	
City, State and Zip	
School Phone Number	
School Fax Number	

Name of School	
Grade at time of withdrawal	
Street Address	
City, State and Zip	
School Phone Number	
School Fax Number	



## Home Language Survey (HLS)

The Civil Rights Act of 1964, Title VI, Language Minority Compliance Procedures, requires school districts and charter schools to determine the language(s) spoken in each student's home in order to identify their specific language needs. This information is essential in order for schools to provide meaningful instruction for all students as outlined in Plyer v. Doe, 457 U.S. 202 (1982).

The purpose of this survey is to determine the primary or home language of the student. This survey is given to all students enrolled in the school district/charter school. The HLS is administered once, upon initial enrollment in South Carolina, and should remain in the student's permanent record.

If a language other than English is recorded for ANY of the survey questions below, the appropriate identification screening assessment will be administered to determine whether or not the student qualifies for additional English language development support.

### Please answer the following questions:

1. What is the language that the **student** first acquired? \_\_\_\_\_
2. What language(s) is spoken most often by the **student**? \_\_\_\_\_
3. What is the **primary language used in the home**, regardless of the language spoken by the student? \_\_\_\_\_
- \*4. In what language do you wish to have communication from the school? \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your signature above certifies that you understand if a language other than English has been identified, your student will be tested to determine if they qualify for English language development services, to help them become fluent in English. If entered into the English language development program, your student will be entitled to services as an English learner and will be tested annually to determine their English language proficiency.

### For School Use Only:

School personnel who administered and explained the HLS and the placement of a student into an English language development program if a language other than English was indicated

Name: \_\_\_\_\_ Date: \_\_\_\_\_



## Oakbrook Middle School

286 Old Fort Drive

Ladson, South Carolina 29456

Phone: 843-873-9750 Fax: 843-821-3931

*"Where students care to learn and learn to care"*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Receipt of this letter indicates that Oakbrook Middle school does not have complete immunization information on your child(ren). South Carolina law requires documentation of every student's immunization status on a **South Carolina Certificate of Immunization, DHEC 4024**. **This is the only form that the school can accept.**

\_\_\_\_\_*Out-of-state transfers:* Your child's immunization history must be transferred to the South Carolina Certificate of Immunization. This can be done through the Health Department or your private physician. Please allow several weeks to complete this process.

**Health Department  
500 North Main Street  
Summerville  
843-832-0041**

\_\_\_\_\_*In-state transfers:* If we do not receive records from your previous school within 25 days, we will contact you for assistance in obtaining your child's certificate.

South Carolina law requires a 30 day grace period from the date of enrollment. Your date of enrollment is: \_\_\_\_\_. In adherence with the "NO SHOTS, NO SCHOOL" policy adopted by the state, children whose records are not on a South Carolina Certificate of Immunization will be suspended after the 30 day grace period.

If you have any questions, please contact OMS nurse at 843-873-9750 x 34002.

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\_\_\_\_\_  
Parent/Legal Guardian Signature

\*\* Acknowledgement of receipt of letter.