

New Student Enrollment (grades 1 – 12)

for the 2023-2024 School Year

- On-line registration completed with ParentVue
 - Registration packets will not be available
 - Online registration is the only option to register students
 - Parent/Guardian will need to create a ParentVue account, if they have not already done so
 - **Click on this link to create account:** https://nm-gmc.edupoint.com/PXP2_OEN_Login.aspx
 - School site staff will be available
 - If you have/had a child enrolled with GMCS, then school site staff can assist you with your log in credentials.
 - You MUST have a valid/accessible email address to access/setup account
 - If you already have account, then you can use your current account to access to see the “New Registration” option and add a student to your account
 - If you have forgotten your password, you can contact the school site for assistance in resetting your password or to get an access code.
 - If you encounter any issues with your password reset please contact the STARS team at studentinfo@gmcs.org
- Please make sure you have the following available to complete the registration process:
 - Parent/Guardian information and phone numbers
 - Emergency contact information and phone numbers
 - Valid email address for enrolling parent
 - Required documents – see below
- **Your registration is not complete until you report to the school to:**
 - **Show school site staff your identification**
 - **This can be in one of the following forms:**
 - **Driver’s license**
 - **Passport**
 - **ID Card**
 - **The birth certificate will also need to be provided showing the enrolling parent’s name or proof of custody showing legal guardianship.**
 - **Any documents that you were unable to upload to the application**
- NOTE: Transcripts from previous schools will aid the school site in placing students in appropriate classes. It is recommended you upload or provide a copy to the school to aid them in scheduling the student in a timely manner.

The application will be under review until all documents are received.

Students may NOT attend classes until they have an approved enrollment application – no exceptions

Required documents at time of registration (all can be uploaded at the time of registration):

- Student's Birth Certificate – must be original, not a copy
 - Acceptable substitutions until official birth certificate can be obtained:
 - Certificate of Indian Blood
 - Reliable medical, civil or religious record
 - Letter from a duly authorized agency having custody (CYFD or court appointed guardian)
- CIB (Certificate of Indian Blood) – if applicable
- Most Current Immunization record (signed by healthcare provider)
 - The school nurse can assist you with looking up your records – make appointment with school site if assistance is needed.
 - In accordance with state law, before attending school, all children must have the following immunizations:
 - Polio Series
 - DTP Series (diphtheria, tetanus, pertussis)
 - MMR 1 and 2 (measles, mumps and rubella)
 - Hepatitis B Series
 - Varicella (chicken pox)
 - If the student does not have the required immunizations after thirty days of entering school, the student may be dis-enrolled.
- Residency proof
 - To ensure students are identified with the correct attendance area school, the parent must provide proof of their physical address (not mailing)
 - Acceptable documents with the physical address listed, are:
 - NM Driver's license
 - Utility/Phone Bill, dated with 60 days of enrollment
 - Rental Agreement
 - Deed/Mortgage payment receipt, dated within 60 days of enrollment
 - Property tax bill for current year
- Custodial documents for anyone not listed as the parent on the student's birth certificate
 - Documents must be notarized and current – outdated documents will not be permitted
 - Acceptable documents
 - Power of Attorney – where the parent and temporary guardian have both signed before a notary – this document is only good for 6 months. A new document must be submitted at the beginning of the school year.
 - Care Giver's affidavit – if the parent listed on the birth certificate is unavailable and cannot be found, then this form may be put in place for the current care giver to enroll student. Must be signed before notary. This document is good for one school year. A new document must be submitted at the beginning of the school year.
 - Court document granting temporary custody – this document is only good for six months unless otherwise stated.
 - Court document granting permanent custody