



Asheville City
Schools

Enrollment Process

Based on
ACS Board Policies
4150 and 4150-P

COMPLETE A DIGITAL ACS ENROLLMENT APPLICATION

01

PARENT/GUARDIAN TURNS IN REQUIRED DOCUMENTATION

02

- Copy of Birth certificate
- Copy of Parent/Guardian ID
- Copy of Proof of Residency (mortgage or lease agreement and electric, gas, or water bill)
- Copy of Immunization Records (within 30 days of enrollment)
- NC Health Assessment (within 30 days of enrollment, New to NC public schools only)
- Student Course Request Form (HS only)
- Out of District Good Standing Verification (OoD only)

SCHOOL ASSIGNMENT DETERMINATION

03

Enrollment office assigns school placement based on capacity, priorities outlined below, and federal desegregation order.

Based on Board Policies 4150 and 4150-P, priority placement is given to the following students:

- In-District
 - Current ACS students with a sibling at the same school
 - Students of ACS employees at the employee's primary school of employment
 - Current ACS students seeking transfer or in transition grades
 - New ACS students with a sibling at the same school
 - All other new to ACS students
- Out-of-District Students
 - In the same priority order as listed above

SCHOOL NOTIFICATION

04

Enrollment office sends school assignment notification to parent or guardian via email

REQUEST FOR REASSIGNMENT

05

Parent/guardians who are unsatisfied with school placement, may complete the **Request for Reassignment** form within 10 days of initial school assignment notification.

The superintendent and/or designee will review the request, make a final determination, and send written notice to the parent/guardian within 10 days of receipt of request.

FINAL APPEAL TO SCHOOL BOARD

06

Families who are unsatisfied with the decision may make a final appeal to the school board by contacting the superintendent's office in writing