



Manchester Elementary School

611 Spring Avenue
Spring Lake, NC 28390
Phone: (910) 436-2151
Fax: (910) 436-6034

Web Site: www.manes.ccs.k12.nc.us

Kailey Hill, Principal
Phyllis Smith, Assistant Principal

Checklist for Incoming Military Students

Welcome to Manchester Elementary School! Please use the following checklist to ensure that you have everything needed to enroll at our school.

- Report Card and/or Transcript from the previous school
- Student Health Information
- Birth Certificate
- Immunization Record
- ScribEnroll Online application (Paper applications are available at the front desk if you prefer)

Handy Tip: *If this will be the first time that your child will be enrolled in a North Carolina public school, pursuant to North Carolina General Statute § 130A-440, a health assessment must be completed within 30 days of your child's first day of school. We have found that sometimes it is easier to have you and your child's PCM complete the state-required assessment prior to leaving your current duty station and heading to our area. Just make sure that you are using the current North Carolina health assessment form which is a part of the Cumberland County Schools online and paper application. This form can be faxed or emailed as well.*

If you have any questions during the registration process, please contact our Data Manager, Ramona Coles Shotwell at 910-436-2151.

Thank you, and we look forward to meeting you and your student(s)! Feel free to check out the military resources available in our district at <https://www.ccs.k12.nc.us/Domain/1615>.



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Checklist for Outgoing Military Students

Please use the following checklist to ensure that you have everything needed to transfer out of our school.

- Progress Report and/or Report Card
- Student Schedule
- Official Transcript
- Daily Attendance Summary Report
- Incident Report
- Birth Certificate
- Immunization Record
- Transfer Info
- Quick Lookup Student Information

We have enjoyed having your student(s) with us at Manchester Elementary School. We wish you and your family success in your future endeavors. Thank you for your service!