

Required Documents List

Admissions Process:

- Online or Paper Application
- Student Interview w/ Admissions Team and Corporate Work Study Department
(Required documents to be provided at this step)
- Placement Test, is applicable (Last day to submit required documents) (Circle one: MAP or ESL)
- Admissions Decision Provided (Circle One: Conditional Acceptance, Accepted, Denied)
- Mandatory Parent Meeting w/ Principal and Completion of Enrollment Forms.

Required Documents (All documents listed below must be recent, unexpired, and provided in-person at the time of the student interview):

- Birth certificate and social security card (for corporate work study interview)
 - Unexpired Immunization Record
 - 6th, 7th, and 8th-grade report cards (can be requested on your behalf by HFCR admissions team staff. Records request form will need to be signed to do so)
 - Most recent report card received *Final report cards or official transcripts (for transfer students) will be required to be provided to us by the first day of school in August*
 - Standardized Test Scores from your child's current school (MAP, i-ready, or ACAP) (If no testing has been provided, your child will be required to take a MAP test with HFCR admissions team)
 - Copy of current, unexpired Individualized Education Plan (IEP), if applicable
 - If you are a guardian not listed on the child's birth certificate, you **MUST** provide proof of guardianship even if the court documents state "temporary guardian".
 - **Proof of Alabama Residency** - Includes documentation that matches the physical address listed on the application. (Examples: include a state driver's license, state issued ID, utility bill, voter registration card, mortgage statement, rental or lease agreement)

If you file taxes, please provide:

- Copy of most recent - 1040 Tax Form (first two pages OR the full 1040 transcript)
- Copy of most recent W2(s) for all jobs held by contributing adults in the household

If you DO NOT file taxes, please provide one of the following:

- Copy of Social Security (1099 Form)

- **Copy of Disability Form**
- **Copy of your Child Support or Alimony**
- **Copy of Worker's Compensation**
- **Copy of Unemployment**
- **Statement of income signed by current employer in an official statement on company letterhead or notarized document.**
- **Financial assistance from family or friends in an official statement or notarized document.**

***Please note: all households must submit the most recent financial documentation once it is available. This is essential to determining your out-of-pocket tuition rate.**

**** If no documentation is provided, your admissions decision will be postponed until received.****