

**1. Q: How do I enroll my child if I just moved to Wake County?**

A: First, find the base school assignment for your address.

- This can be done by looking on the WCPSS website under Enroll Your Child in School and following the directions there or Visiting the Student Assignment Department at 2625 Dillard Dr., Cary, NC.
- After the base school assignment is confirmed, call the school to make an appointment to register your child(ren). Refer to the student enrollment tab on our website for information that you will need to bring to register your student. You must register at your base school before you can submit an application or transfer form to Student Assignment to attend another school.

**2. Q: What do the terms base, calendar option and transfer student mean?**

- **Base student** means that your address lists West Lake Middle School (WLMS) as the school your child will attend. You are guaranteed a seat at WLMS but we cannot guarantee a track assignment. Base students are provided transportation.
- **Calendar option** means that WLMS is not your base school but is your year-round option. You must apply through Student Assignment **on-line** in February. Dates will be posted as soon as they are announced. Student Assignment will notify you with your acceptance or denial. Your acceptance does not guarantee your student a particular track. Applicant students do have bus transportation.
- **Transfer student** means that WLMS is not your base or year-round option school but you completed a transfer request with the office of Student Assignment and were accepted. There will be a transfer period in February and May. The transfer period in February is on-line and the May transfer period is paper/pencil only. The transfer form is either available at any Wake County school. Transfer students do not receive bus transportation so it is the parent's responsibility to transport the student to and from school each instructional day.

**3. Q: We have just moved into the area and have missed the period of time that we could fill out complete the transfer. What do we need to do to attend WLMS?**

- First go to your base school and register your child there. Please make them aware that you intend to request a transfer to WLMS.
- Complete a transfer form with your base school and submit the form to Student Assignment. It is a Student Assignment decision as to whether your child's transfer will be accepted or not. If WLMS is your calendar option school, transportation will be provided. If WLMS is not your calendar option school, transportation to and from school is the parent's responsibility. You will also need to be willing to accept a track that is available and that it may not be your first choice.

**4. Q: We are moving to a new address, who do we contact?**

- First bring your proof of residence for your new address to the school. If your address is still in the WLMS assignment area, we will notify transportation for your new bus route. Please note that is process might take up to a week for change in bus transportation.
- If you have questions about your change of address and your child's eligibility to remain at WLMS, please contact the school.