

Gwinnett County Public Schools
K - 12 STATUS CHANGE FORM

Attach required documents for proof of residency. See back of this form for details.

LOCAL SCHOOL USE ONLY	SCHOOL TO MAINTAIN A COPY IN THE PERMANENT RECORD FILE ALONG WITH THE ORIGINAL ENROLLMENT FORM	
	School Coleman Middle School-546	FTE ID #
	Student ID #	GTID #

STUDENT INFORMATION - Please print all information

Date of Change: ____/____/____ Student ID# _____
(MM) (DD) (YEAR)

Student Name: _____
(Last Name) (First Name) (Middle Name) (Suffix)

Grade ____ Preferred Name at School _____ Birthdate ____/____/____
(MM) (DD) (YEAR)

ENROLLING PARENT/GUARDIAN - enrollment form

Parent/Guardian _____

Parent/Guardian Phone Number ____/____/____
(Cell) (Work) (Home)

Home Address _____ Apt# _____

City _____ Zip Code _____

Parent Email _____

Mailing Address (If different from home address) _____

EMERGENCY CONTACT CHANGES

NAME	PHONE NUMBER	RELATIONSHIP TO STUDENT

I hereby certify that as the enrolling parent/guardian all the information provided is complete and true to the best of my knowledge.

Parent/Guardian Signature _____ Date _____

Id Attached ☐

2021-22 DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION



PRESENT ONE FROM EACH COLUMN:

Proof of Residency

(Present one from **Column A** and one from **Column B** to show that a family lives in the attendance zone.)

Column A: Present one of the following (must include address): **AND** **Column B:** One of the following:

- Non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return
- Current paycheck stub
- Current residential property tax statement or bill
- Current warranty or quit claim deed
- Current home purchase agreement
- Current homeowner's insurance policy
- Current gas bill
- Current water bill
- Current electric bill

Important information about Proof of Residency documents

- Documents presented for residency verification must include the same address as the accompanying utility bill.
- The bill must have the name and address of the enrolling parent/guardian.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.
- Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with same address in attendance zone.

Residency Affidavit: *If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:*

1. **Notarized third-person affidavit of residency** (available at school) including:
 - a. Signature of person with whom the family is living,
 - b. Signature of parent/legal guardian of student, and
 - c. Apartment manager's signature, if applicable.
2. **Two forms of Proof of Residency for person with whom family is living**
(See Proof of Residency section. Present **one from each column**.)
3. **One piece of business mail in the parent/legal guardian's name with the address of the home or apartment in which the student is residing.** (This must be provided within 30 days of enrollment.)