

# 2023-24 DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION



## Proof of Student's Age

Present **one** of the following:

- A certified copy of a birth certificate; or
- A federal, state, county, or school document **with date of birth**.  
*Examples include a certified, hospital-issued birth record or birth certificate; military ID; valid driver's license; passport; adoption record; religious record, signed by an authorized religious official; official school transcript; official immigration documentation; or affidavit of age sworn by parent/guardian or other authorized person accompanied by a certificate of age signed by a licensed, practicing physician which states the physician has examined the child and believes the age, as stated in the affidavit, is substantially correct.*

For a fee, parents can order a birth certificate for a child born in Georgia through the state's ROVER service.

<http://gta.georgia.gov/rover>

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## Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- Parent (natural or adoptive)
- Legal guardian
- Grandparent with a properly executed power of attorney for the care of a minor child
- Kinship caregiver with a properly executed Kinship Caregiver Affidavit
- Foster parent appointed by a state agency
- Sponsor for approved International Exchange Program

The person authorized to enroll should present **one** of the following:

- Driver's license
- State identification card
- Passport
- Other official photo identification

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## 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:

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| <ul style="list-style-type: none"><li>• Non-contingent sales contract</li><li>• Current lease/rental agreement</li><li>• Current residential property tax statement or bill</li><li>• Current warranty or quit claim deed</li><li>• Current home purchase agreement</li><li>• Current homeowner's insurance policy</li></ul> | <ul style="list-style-type: none"><li>• Current gas bill</li><li>• Current water bill</li><li>• Current electric bill</li></ul> |
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### 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. If the bill does not have the enrolling guardian's name, 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 is permitted.
- 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.

(continued)

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

1. **The individual with whom the student's parents/guardian is residing must accompany the parent to the school to provide identification, and proof of residency.**
  2. **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.
  3. **Two forms of Proof of Residency for person with whom family is living**  
(See Proof of Residency section. Present **one from each column.**)
  4. **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.)
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### **Immunization/ Health Certificates**

- **Valid certificate of immunization (Ga. Health Dept. Form #3231), or a notarized Affidavit of Religious Exemption (Department of Health Form #2208 – available from the local school) is required for enrollment.** The certificate of immunization must be completed by the health department or your health care provider. A valid Form #3231 must be marked with either "Date of Expiration" or as "Complete for School Attendance." (A certificate marked with a "Date of Expiration" expires on the date indicated. A current certificate must be submitted within 30 days of expiration.) A medical exemption, if applicable, should be noted on Form #3231 with a current date of expiration.
  - **Vision, Hearing, Dental and Nutrition Screening (Ga. Health Dept. Form #3300, rev. 2013),** available from the health department or your doctor/dentist. Letters from appropriate healthcare professionals and out-of-state certificates are acceptable, if completed within the last 12 months and stapled to the state form.
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### **Previous School Records**

- Report cards or official school transcript
- Withdrawal form from previous school
- Discipline records for students enrolling in grades 7-12