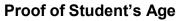
# 2024-25 DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION



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

## **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 <u>one</u> of the following:

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

### **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 <u>one</u> of the following (must include address):

- Non-contingent sales contract
- Current lease/rental agreement
- Current residential property tax statement or bill
- Current warranty or quit claim deed
- Current home purchase agreement
- Current homeowner's insurance policy

#### 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.

## Column B: <u>One</u> of the following:

• Current water bill

AND

• Current electric bill



# 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.*)

#### **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.

### **Previous School Records**

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