DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION

☐ Online Registration *(GCPS)
☐ Parent Portal ☐ Transportation Parent Authorization

**Student’s Proof of 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.

**Proof of Authorized Person to Enroll *(GCPS)**

☐ Parent (natural or adoptive) ☐ Legal Guardian

*Present one of the following:*

☐ Driver’s license ☐ State identification card or ☐ Passport

**Two (2) Proofs of Residency *(GCPS)**

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

☐ Non-contingent sales contract
☐ Current lease/rental agreement
☐ Most recent income tax return
☐ Current homeowner’s insurance policy
☐ Current paycheck stub or ☐ Current Medicaid card
☐ Current residential property tax statement or bill
☐ Current warranty or quick claim deed
☐ Current home purchase agreement
☐ Third-person affidavit of residency (notarized Residency affidavit, see below)

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

1. **NOTARIZED RESIDENCY AFFIDAVIT** including:
   - Signature of person with whom the family is living,
   - Apartment manager’s signature, if applicable
2. Proof of residency for person with whom family is living *(see above)*

**Immunization/ Health Certificates**

☐ Valid Certificate of Immunization *(Ga. Health Dept. Form #3231)*
☐ Vision, Hearing, and Dental Screening *(Ga. Health Dept. Form #3300)*

*Your child will not be placed on a class list until all documents are received in our office:*

**Previous School Records**

Report cards or official school transcript
Withdrawal form from previous school
Discipline records for students

*Student Name: ________________________________________________