

DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION



STUDENTS REGISTER WHEN NEW TO DISTRICT, KINDERGARTEN, 6TH GRADE, 9TH GRADE AND WHENEVER A CHANGE IN RESIDENCE OCCURS

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.**

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://ga.georgia.gov/rover>

Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- **Parent (natural or adoptive)**
- **Legal guardian**
- **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**

Proof that Family Lives in Atlanta Public School Attendance Zone

Possible Living Situation #1

- If you own and live in the resident property, you will need to provide:
- Photo identification;
- A deed or a mortgage statement in your name showing residence property address;
- A Georgia Power bill (current within 30 days) in your name for the current month showing the residence property

Possible Living Situation #3

- If you are living at a property with the owner or being rented by another person, you will need to provide
- Photo identification;
- A deed, mortgage statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renters name and showing residence property address;
- Georgia Power bill (current within 30 days); AND
- Three supporting documents in your name showing the residence property address.
- **AND Affidavit of Residency (Notarized)**

Possible Living Situation #2

If you rent and live in the rental property, you will need to provide:

- Photo identification;
- Copy of Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice);
- A Georgia Power bill (current within 30 days) showing the residence property address
- **AND Lease Verification Form**

About Proof of Residency

- **Documents presented for proof of residency must reflect the name of the parent/guardian for the enrollment address**

Immunization/ Health Certificates

- **Valid certificate of immunization (Ga. Health Dept. Form #3231), or a notarized Affidavit of Religious Exemption (available from school), completed by the health department or your Georgia doctor. 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.**
- **Social Security Number (or Objection to Provide Social Security Number Form)**

Previous School Records (or records release authorization form)

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