DOCS 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://gta.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 #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

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 resident property address.

* Declaration of residency

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

About Proof of Residency
• Documents presented for proof of residency must reflect the name of the parent/guardian for the enrollment address