#### **Student Enrollment Requirements**

1. Legal guardian **must** enroll the student.

2. The following records are needed from the student's previous school:

a. Completed Withdrawal Form

b. Transcript

c. Attendance & Discipline Reports

d. Special Education records (if applicable)

3. The following documents must be submitted for enrollment:

a. Certified Birth Certificate

b. Copy of Social Security Card or Signed Waiver of Release

i. No student shall be denied enrollment for not providing his/her Social Security Number

(Georgia State Board of Education Rule 160-5-1-24)

c. Georgia Form 3300: Certificate of Vision, Hearing, Dental, & Nutrition Screening

d. Georgia Form 3231: Georgia Immunization Record

i. Out of state records must be transferred to the current Georgia 3231 Form.

e. Two (2) Proofs of Residency

i. If you own your home: Only 2 of the following: property tax bill, mortgage statement, current month

utility bill with name and service address listed

ii. If you rent: Only 2 of the following: copy of lease/rental agreement, current month utility bill

with name and service address listed

iii. If you live with another family/individual/agency: An Affidavit of Residence (gotten at the school or board office)

must be completed and signed by you, the primary resident of the property, and a Notary Public

(must use the one at the school or board office); and provide one of the following items:

1. Property tax bill, mortgage statement, lease agreement of primary resident of property

2. Current month utility bill with name and service address of primary property listed