#### **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