

Proof of Student's 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.

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 Residency

(Present one from Column A and one from Column B to show that a family lives in the attendance zone.)

Column A: One of the following (must include address):

- Non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return
- **Current** residential property tax statement or bill
- **Current** warranty or quit claim deed
- **Current** home purchase agreement
- **Current** homeowner's insurance policy

Column B: One of the following:

- Current electric bill
- Current water bill
- Current gas bill

Important information about Proof of Residency documents

- Documents presented for residency verification must include the same address as the accompanying utility bill.
- The bill must have the name and address of the enrolling parent/guardian.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.
- Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with same address in attendance zone.

Previous School Records

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

Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- Parent (natural or adoptive); Legal guardian; Grandparent with a properly executed power of attorney for the care of a minor child; Kinship caregiver with a properly executed Kinship Caregiver Affidavit; 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

Immunization/ Health Certificates

- **Valid certificate of immunization (Ga. Health Dept. Form 3231 is required for enrollment)** The certificate of immunization must be completed by the health department or your health care provider. 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.
- **Vision, Hearing, Dental and Nutrition Screening (Ga. Health Dept. Form 3300),** 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.

Residency Affidavit: IF the student's family is residing in in the home or apartment of another individual, the following is necessary for enrollment (a form will be provided to you):

1. **Notarized third-person affidavit of residency** (available at school or on website) including:
 - a. Signature of person with whom the family is living,
 - b. Signature of parent/legal guardian of student, and
 - c. Apartment manager's signature, if applicable.
2. **Two forms of Proof of Residency for person with whom family is living** (See Proof of Residency section. Present ONE from each column.)
3. **One** piece of business mail in the parent/legal guardian's name with the address of the home or apartment in which the student **is residing.** (This must be provided within 30 days of enrollment.) OR USPS mail forwarding confirmation (for a \$1 fee online- <https://change-mail-address.com/> or no fee by visiting the Post Office)