



UTOPIAN

ACADEMY FOR THE ARTS

ELEMENTARY SCHOOL

Required Enrollment Documents 2022– 2023

Student Last Name: _____ First Name: _____

Vital Documents Required*

- A certified copy of a birth certificate
 - The original, or a copy of, student's social security card
- Examples include : A certified, hospital-issued birth record or birth certificate; 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://gta.georgia.gov/rover>***

Proofs of Residency (2)*

- Present one from Column A **and** one from Column B to show that a family lives in the attendance zone. Documents must include home address.

Column A: **ONE** of the following:

- **CURRENT** lease/rental agreement
- **CURRENT** residential property tax statements or bill
- **CURRENT** warranty or quit claim deed
- **CURRENT** home purchase agreement

Column B: **ONE** of the following:

- **CURRENT** electric bill
- **CURRENT** water bill
- **CURRENT** gas bill

Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- Parent (natural or adoptive); Legal guardian; Grandparent with a properly executive power of attorney for the care of a minor child; Kindship 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)** This form is 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.

For items marked with * and additional information, please see back.

Proofs of Residency (2)

Important information about the 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 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

If student previously attended school, you must submit:

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

Residency Affidavit

If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

- Notarized third-person affidavit of residency (available at school or on website) including:
 - Signature of person with whom the family is living
 - Signature of parent/legal guardian of student
 - Apartment manager's signature, if applicable
- Two forms of Proof of Residency for person with whom family is living
(See Proofs of Residency section on front of form)
- 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 \$1 fee online- <https://change-mail-address.com> or no fee by visiting the Post Office.)

