



**Required Enrollment Documents**

2024– 2025

**Vital Documents Required (2)\***

- 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.)