

REQUIRED DOCUMENTS GUIDE

Proof of Date of Birth

- A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;
- A military ID;
- A valid driver's license;
- A passport;
- An adoption record;
- A religious record signed by an authorized religious official;

If none of these items can be produced, an affidavit of age sworn to by the parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

For a fee, parents can order a birth certificate for a child born in Georgia through the state's ROVER service <https://gta.georgia.gov/rover> , or visit <https://www.vitalchek.com/certificate-selection> .

Proofs of Residency

Persons enrolling a student shall submit both proofs of residency outlined below;

1. Signed Lease (lease terms page and signature page) or Signed Mortgage Contract **and**
2. Current utility bill- gas/water/electric (dated within 60 days)

A notarized and signed Statement of Legal Residence must be completed if the parent/ guardian is not listed on the residence documents.

Social Security Number

- Copy of student's Social Security Card

Please note the following:

a. Social security numbers are voluntary. No student shall be denied enrollment for declining to provide a Social Security number to UAFA or for declining to apply for such number

b. At the time of enrollment, the social security number is requested. If a parent/guardian does not wish to provide the Social Security number, a waiver can be submitted. A temporary number will be assigned to the student and used in the process of identifying the student via GADOE requirements.

Parent/ Guardian Identification

State Issued ID

Records from Previous School

1. Most recent report card/ last grade placement (applicants for grades 1-8)
2. Transcript (applicants for grades 6-12)
3. Disciplinary history/ Behavioral records (applicants for grades 3-12)

Immunization Forms

1. **Ear, Eye and Dental Screening (Form 3300)** - No child entering a Georgia school for the first time shall be admitted unless the child has a certificate of eye, ear and dental screening. This Georgia Department of Human Resources certificate must be signed by the Health Department or a licensed Georgia physician.
2. **Immunization Certificate Georgia (Form 3231)** -requires students to be immunized against measles, mumps, polio, rubella, whooping cough, tetanus, diphtheria, hepatitis B, haemophilus influenza, varicella and meningitis. Immunization information must be on the proper **Georgia Department of Human Resources form**; these are available through the local Department of Health and Wellness or local physician