



## 2022-2023 ENROLLMENT CHECKLIST

If your student is seated in the lottery, you must complete an enrollment process by the stated deadline to enroll at Drew. Additional information about the enrollment process will be included in acceptance letters emailed to all students who are seated in the lottery.

This document provides a list of all documents needed to complete the enrollment process. Documents are not submitted when completing the lottery application. You will only need to submit these items during the enrollment process if your student is seated in the lottery. If you are unable to provide the required documents by the stated deadline, your student will forfeit their seat.

**Custodial parents and legal guardians with whom a student lives should submit the following:**

### REQUIRED

- ✓ PROOF OF RESIDENCE (see section below for more detail)
- ✓ PROOF OF AGE (see section below for more detail)
- ✓ IMMUNIZATION CERTIFICATE [DPH Form 3231](#) (or religious exemption [DHP Form 2208](#))
- ✓ CERTIFICATE OF VISION, HEARING AND DENTAL EXAM ([DPH Form 3300](#)). Note that dental portion must be completed.
- ✓ SOCIAL SECURITY CARD

### IF APPLICABLE

- ✓ PROOF OF LEGAL GUARDIANSHIP OR CUSTODY
- ✓ PROOF OF ECONOMICALLY DISADVANTAGED STATUS (see section below for more detail)

### OPTIONAL

- ✓ TRANSCRIPTS/REPORT CARD FROM PREVIOUS SCHOOL
- ✓ DISCIPLINE REPORT

## PROOF OF RESIDENCE

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Please carefully read the scenarios listed below and provide the documentation that applies to you and your student's living situation. Documents denoted with an asterisk (\*) must be dated within the last 30 days.

**If you own and live in your own home, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. A deed or a mortgage statement\* in your name showing residence property address.
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see list of acceptable supporting documents listed on the following page).

**If you rent and live in the rental property, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice). **All enrolling children's name(s) must be included on the lease.**
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see list of acceptable supporting documents on the following page).



### Additional Supporting Proof of Residence Documents

All supporting documents must show the residence property address. Documents denoted with an asterisk (\*) must be dated within the last 30 days. At least one of the supporting documents must be dated within the last 30 days.

- Current Georgia driver's license or identification card
- Bank statement\*, loan documents\*, credit card statement\* or monthly activity statement\*
- Voided check
- Current pay stub\*
- Fulton or DeKalb County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton or DeKalb County
- A current motor vehicle registration (tag receipt)
- Cable\*, telephone\*, cell phone\* or gas bill\*
- Receipt to have utilities connected\*
- Federal or state award letter for SNAP, TANF, WIC, Medicaid, Section 8 or PINS

### NOTE THE FOLLOWING ABOUT PROOF-OF-RESIDENCY DOCUMENTS:

- The parent/guardian with whom the student lives must submit the proof-of-residence documents.
- Documents must show the parent or guardian's legal name and address.
- A P.O. Box is not acceptable as a residence address.
- All proof-of-residence documents denoted with an asterisk (\*) must be dated within the last 30 days. **At least one of the additional supporting proof of residence documents must be dated within the last 30 days.**
- Drew reserves the right to request original copies of any required document at any point in time.

### PROOF OF AGE

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A certified copy of a birth certificate is required at the time of enrollment. If needed, parent/guardians can order Georgia birth certificates online directly from the State of Georgia through their [Request Official Vital Event Records \(ROVER\)](#) service.

### PROOF OF ECONOMICALLY DISADVANTAGED STATUS

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If your student received additional weight in the lottery because you indicated that you qualify as economically disadvantaged on your application, you will need to provide one of the following. **If you are unable to provide this documentation your student will forfeit their seat and be placed at the bottom their priority within the waitlist.**

- Current and original (no copies) federal or state award letter for SNAP, TANF, WIC, Medicaid, Section 8 or PINS
- Most recent IRS tax return (with dependents listed)

### PROOF OF LEGAL GUARDIANSHIP OR CUSTODY

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Court documents showing proof of legal guardianship are required if the enrolling adult is not listed on the student's birth certificate. If legal custody of a child is split between two parents, you must also include a certified copy of the most recent court order identifying each parent's respective award of physical custody. You are responsible for immediately informing the school of any changes to the court order.

### CURRENT COX PRE-K STUDENTS ENROLLING IN KINDERGARTEN

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New kindergarten enrollees who were enrolled in the Cox Pre-K Program at Drew for the 2021-2022 school year are not required to resubmit a Social Security card, birth certificate, or ear/eye/dental exam if they were previously submitted and remain on file from the student's initial enrollment. If the immunization record on file has expired, a current immunization record is required. **Drew does require up-to-date proof of residency documents.**

Please contact the Enrollment Team at [enrollment@drewcharterschool.org](mailto:enrollment@drewcharterschool.org) or 404-450-0567 with any questions.