

**NO student will be enrolled without Current Residency Proof, Birth Certificate, SS card, GA Immunizations (Form 3231), and EEDN (Form 3300) .**

**For students entering grades 6th to 12th—a transcript, discipline and attendance are required.**

**ELECTRIC BILL—Sumter EMC, Mitchell EMC or GA Power** (must be no more than 30 days old and not indicate disconnection or pending disconnection)

**PROOF OF RESIDENCY—What is required and acceptable proof:**

- A. If you **own** a residence in Lee County AND reside in that residence:
  - \_\_\_\_\_ Property tax bill or mortgage statement in your name showing property address **AND**
  - \_\_\_\_\_ Current Electricity bill in your name showing the property address/service address/wattage ; **AND**
  - \_\_\_\_\_ Residency Affidavit\*
  
- B. If you **rent** the property where you are currently residing:
  - \_\_\_\_\_ Current Copy of lease/rental agreement, signed and dated with all household members included on lease or addendum, **AND**
  - \_\_\_\_\_ Current Electricity bill in your name showing the property address/service address/wattage (If electric service is included in your current/lease agreement, you must provide satisfactory evidence that it is included, such as a notarized statement from the landlord). **AND**
  - \_\_\_\_\_ Residency Affidavit\*

If lease is a month to month lease, **YOU WILL BE REQUIRED** to furnish a receipt of payment each month to the Registrar.

- C. If you are **sharing** a home with another individual or family and have no bills related to the household expense:
  - \_\_\_\_\_ Homeowner Residency Affidavit\* , **AND**
  - \_\_\_\_\_ Residency Affidavit\* , **AND**
  - \_\_\_\_\_ Shared Housing Form\* , **AND**
  - \_\_\_\_\_ Current Copy of lease/rental agreement, signed and dated with all household members included on lease or mortgage statement, or tax bill **AND** current Electricity bill in the homeowner’s name, showing the property address/service address/wattage , **AND**
  - \_\_\_\_\_ Two bills incurred by the parent that are received at the given physical address (credit card, doctor bills, bank statement, car insurance, etc)., **OR**
  - \_\_\_\_\_ Three **NOTARIZED** statements from neighbors stating that parent(s) and students are living at the given address. These verifications must be on a Lee County School System form.

***\*Affidavits will be given to you by the Registrar. A Notary Public is available in the Registrar’s Office for affidavits signed in her presence. No Affidavit, which the Notary did not see the person sign, will be notarized .***

**REQUIRED DOCUMENTS:**

- Copy of picture ID** of person enrolling child—Driver’s License w/current address
- Birth Certificate** (must be legible and easy to read—Must be certified with seal—can be a copy)
- Immunizations** on Georgia Form 3231
- Eye, Ear , Dental & Nutrition** on Georgia Form 3300
- Copy of Social Security card** (must be able to read numbers)
- Transcript and Attendance** (for grades 6th to 12th)
- Discipline** (for grades 6th to 12th)
- Copy of Divorce Decree**— custody portion (if applicable)
- Withdrawal form** from previous school /Name, address, phone number & fax number of previous school

**NEEDED DOCUMENTS:**

- Report Card (for current year)
- Standardized test scores
- Gifted Eligibility (if applicable)
- Proof of current grade level
- IEP, SST, 504 Plan or ESOL Records

**NOTE:** *If enrolled by anyone other than biological/adoptive parents, you must have guardianship (guardianship must be from the Superior or Juvenile Court or No Probate Court guardianships without approval from system Social Worker)*

**NOTE:** *If parents are divorced, we must have a copy of custody portion of your Final Decree of Divorce identifying each person’s respective award of physical custody. You are responsible for immediately informing the school of any changes to the court order. Students must be enrolled in school in the county where the custodial parent resides.*

**NOTE:** *If a father is enrolling a child, and was not married to or divorced from the mother of the child, we must have court papers showing him as the legal custodial parent of the child. If he is divorced from mother, we must have a signed copy of the divorce decree showing the custody portion.*