

# Bulloch County Schools Registration Checklist

## Who May Attend a Public School?

All children in the United States are entitled to equal access to a basic public elementary and secondary education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. School districts that prohibit, discourage, or maintain policies that have the effect of prohibiting or discouraging children from enrolling in schools because they or their parents/guardians are not U.S. citizens or are undocumented may be in violation of Federal law.

## Who May Register to Attend a Public School in Bulloch County?

Because Bulloch County Schools is a public school system for children who reside in Bulloch County, no individual who resides outside the boundaries of Bulloch County may be registered to attend its schools. An exception applies only to children of full-time employees of Bulloch County Schools. Children who live in Bulloch County may attend a school located within the school attendance zone in which they reside or a school within another attendance zone if a *School Choice/School Transfer Form* and request is granted in accordance with Bulloch County Board of Education policy.

## Which Public School in Bulloch County May A Child Attend?

A child must be registered at the school for which he/she is zoned to attend. School attendance zones are based on the full-time residency address of the child. To register a child for classes at one of Bulloch County Schools' campuses, a parent, guardian, or other person authorized to register the student must provide the following documents:

**1. Who can register a child for school:** To register a child for school, you must live in the household with child, have primary charge and responsibility for the child, and be one of the following:

- A parent (natural or adoptive) *Step-parents may not register a child for school.*
- A legal guardian with a court-issued guardianship order
- A grandparent, step-grandparent, great-grandparent, or step great-grandparent with a properly executed Grandparent Power of Attorney which authorizes him/her to register the child
- A person with a properly executed military power of attorney which authorizes him/her to register a child
- A person with a properly executed Kinship Caregiver Affidavit which authorizes him/her to register a child. This requires approval from a school system social worker
- A foster parent with proof of student placement from the Department of Family & Children Services or a representative thereof
- A sponsor with an approved International Exchange Program enrolling a child with a J-1 visa

**NOTE:** *If a legal parent / guardian resides in the household with the child, the parent / guardian must complete the registration. In accordance with Georgia Law, the authorized person who registers the child controls the child's list of approved persons who can pick up the child and sets pick up restrictions. The registering parent must grant permission to the other parent.*

**2. Establish Parents'/Legal Guardians' Identity:** Parents and legal guardians must identify themselves by submitting one (1) form of picture identification. This is not required to be a government-issued identification.

**3. Establish Residency** – The person registering a child for school must produce **one (1)** of these acceptable proofs:

- A current, acceptable type of utility bill that is less than 60 days old and lists residence as the service address.

**Note:** *Acceptable types of utility bills are electric, gas, water, cable television or landline telephone/Internet bills. Cellular telephone bills and driver's licenses are not acceptable proofs of residency.*

- Current lease, with rent receipt or proof of deposit paid within the last 60 days
- Letter from shelter
- Letter from employer if employer provides housing
- Letter from hotel / motel / RV park

If a student's family is living with someone else, parents/guardians should provide a notarized affidavit from the property owner stating where the child's family is residing, plus a copy of the property owner's proof of residency.

- Notarized Residency Affidavit - includes signature of person with whom family lives
- Proof of residency for person with whom family lives (see items listed above)

(Continued)

**4. Establish Child's Age & Identity:** The person registering the child must provide **one (1)** proof of child's age and identity. The following are accepted as proof of age and identity:

- Certified, hospital-issued birth record or birth certificate
- Valid student driver's license (if applicable)
- Passport
- Adoption record
- Religious record that is signed by an authorized religious official
- Official school transcript
- Affidavit of age sworn by parent/guardian or other authorized person accompanied by a certificate of age signed by a licensed, practicing physician which states the physician has examined the child and believes the age, as stated in the affidavit, is substantially correct.

**5. Social Security Cards:** According to Georgia Law 20-2-150d, an official copy of a child's Social Security card is required for enrollment. However, no child may be denied enrollment for failing to provide his/her Social Security number. Any parent/legal guardian who objects to the incorporation of the Social Security number into the child's school records may have the requirement waived by signing a statement objection to the requirement. Georgia **DOES** require a Social Security Number for a student applying for the HOPE scholarship.

**6. Provide Proof of Immunization/Dental Care:** All children attending school must have a *Georgia Department of Public Health (DPH) Certificate of Vision, Hearing, Dental, and Nutrition Screening (Form 3300)* and a *DPH Certificate of Immunization (Form 3231)*. Form 3231 must have either the date of expiration or school attendance block checked. Children who attend school must be up-to-date on all immunizations required for school entry.

If transferring within the state of Georgia, Bulloch County will request these documents from your child's previous school. If a child has never been enrolled in a Georgia public school or the previous school does not have a record of the necessary forms, please make an appointment with the health department or your child's physician prior to registration. The appointment for immunizations must be scheduled to occur within 30 days of registering and the appointment for Vision, Hearing, Dental, and Nutritional screening must occur within 90 days of registration. If you do not have these forms at registration, you must supply an appointment date and time to the school at the time of registration.

- Valid Certificate of Immunization** – (GA Health Dept. Form 3231) Completed by a staff member from a Georgia Department of Public Health Department or a Georgia doctor. A medical exemption should be noted on Form #3231 with a current date of expiration. You may request a form from your school for religious exemption.
- Georgia Ear, Eye, and Dental Certificate (EED)** – (GA Health Dept. Form #3300) Forms are available from the health department or your Georgia 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.

**7. Additional Documents (if applicable)**

- Custody / guardianship orders
- Any court orders that prevent or limit access of a parent to the child or the child's educational records
- Any restraining orders or legal documents that limit the access of any individual to the child being registered.

**8. Complete the School Registration Packet**

- Complete the Family Registration Form
- Complete the Student Registration Form
- Complete the Annual Medical Information Form