



## DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION

### Proof of Authorized Person to Enroll

**The following persons are authorized to enroll students:**

- Parent
- Legal Guardian
- Eligible Student
- Adult with Power of Attorney
- Adult with Kinship Caregiver Affidavit

**The person authorized to enroll should present one of the following:**

- Driver's License
- State Identification Card
- Passport
- Other Official Photo Identification

### Documentation Needed for Enrollment

1. **Birth Certificate** of the student or federal, state, county, or school document with date of birth (*Examples include hospital-issued birth record; military I.D.; valid driver's license; passport; adoption record; or 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.*)
2. **Proof of Residence:** Required when a student initially enrolls and whenever a change in residence occurs. One item in both categories below is required:
  - *A current mortgage statement, lease/rental agreement, or residency affidavit. If these are not available, other options include a recent income tax return, current Medicaid card with address, current residential property tax statement or bill, current warranty or quit claim deed, current homeowner's insurance policy.*
  - *A current utility bill (dated within 30 days) that pertains to power, water, or gas. The service address must be on the utility bill. If these are not available, an address change from the post office is acceptable.*

If alternative proof is needed, the school may consult with Student Services for further guidance.

3. **GA Form 3231:** Current immunization record or medical or religious exemption
4. **GA Form 3300:** Certificate of Vision, Hearing, Dental, and Nutritional Screening
5. **GA Form 4400:** Scoliosis screening form (*required for 6<sup>th</sup> and 8<sup>th</sup> grade*)
6. **Social Security Card** for the student or signed waiver. (*Parents have the option of signing a waiver stating they do not wish to provide a copy of the social security number at the time of enrollment. The social security number is used solely for the purposes of identification and for application for the Hope Scholarship and other post-secondary applications.*)
7. **School Records:** latest report card for grades 1-8 or latest transcript for grades 9-12
8. **Proof of Custody/Guardianship (if not the parent):** A Power of Attorney to Delegate Authority or a Kinship Caregiver Affidavit may be used in some situations.