



## PUTNAM COUNTY MIDDLE SCHOOL

140 SPARTA HIGHWAY  
EATONTON, GEORGIA 31024  
(PHONE) 706.485.8547 (FAX) 706.485.7090  
[PCMS.PUTNAM.K12.GA.US](http://PCMS.PUTNAM.K12.GA.US)

Monica Macklin | Principal  
Vicky Bivins | Assistant Principal  
T. Rhodes & M. Smith | Instructional Coaches  
Tasha Jones | Special Education Specialist  
Dr. M. Browner & Ms. R. Bryant | Counselors  
Jan Mullis | Media Specialist

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### Student Registration Checklist for Putnam County Schools

- Withdrawal Form with Last Report Cards and/or Final Report Card
- Birth Certificate
- State-issued, certified copy (hospital certificates are not accepted)
- Social Security Card
- Immunization Certificate<sup>1</sup> (DHR form 3231)
- Hearing, Dental, & Vision Certificate<sup>1</sup> (GA form 3300)
- 2 - Proofs of Residence
  - The following items are accepted, each item must indicate physical address:
  - Mortgage documents
  - Apartment or home lease and/or Rent receipt (receipt must show address)
  - Current month utility bill (please bring entire bill and/or new service agreement)
  - Utility bill must be within 30 days of current bill
  - State ID and/or Drivers License (must be current, not expired)
  - If relevant, Custody Papers
  - Divorce parents and/or legal guardian(s) must provide custody papers and live in the appropriate school district.

The above documents are requirements and must be presented at the time of registration. Screenshots and pictures of required documents are not accepted. Documentation must be presented in the original form.

#### **Authorization for release of IEP and/or Records**

If student is receiving Special Education or Gifted services, if IEP and/or eligibility for services is not presented at the time of registration, services will be delayed until records are received by the school.

Emergency Contact Information must be on file by student's first day of school.

Immunization and Hearing, Dental, & Vision Certificates can be obtained from the Putnam County Health Department 706.485.8591 or your family physician. If the enrolling student is transferring from another Georgia School System, certificates transfer. Waivers should be requested during registration, but student may be withdrawn if certificates are not filed by the end of the waiver period.