

Complete the ONLINE REGISTRATION FORM
at www.lee.k12.ga.us– click Registration
once submitted an appointment will need to be made to complete the registration process.

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 (GA Power/Mitchell/Sumter EMC) in your name showing the property address/
 service address/wattage ; AND

IF NOT IN YOUR NAME (landlord/friend/family member) - parent will need 1 bill in their name at that address.

- _____ Residency Affidavit*

B. If you **rent** the property where you are currently residing:

- _____ Current complete copy of lease/rental agreement, signed and dated with all household members included on lease or addendum, AND
 _____ Current Electricity bill (GA Power/Mitchell/Sumter EMC) in your name showing the property address/
 service address/wattage ; AND (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

IF NOT IN YOUR NAME (landlord/friend/family member) - parent will need 1 bill in their name at that address.

- _____ Residency Affidavit*

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 complete 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 (GA Power/Mitchell/Sumter EMC) 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, pay stub, 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)

Copy of Social Security card (must be able to read numbers)

Immunizations on Georgia Form 3231

Eye, Ear , Dental & Nutrition on Georgia Form 3300

NEEDED DOCUMENTS:

Report Card (for current year)

Standardized test scores

Gifted Eligibility (if applicable)

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

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

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 for extenuating circumstances only (guardianships must be approved by the 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. Guardianship through the Superior Court of Lee*