



Putnam County High School

300 War Eagle Drive, Eatonton, GA 31024

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Dr. Andrew Cooper

Principal

Dr. Dexter Dawson

Assistant Principal

Mr. Brian Patrick

Assistant Principal

Student Registration Checklist for Putnam County High School

1. **Withdrawal Form**

- Must include **High School Transcript** and **Final Report Card** that shows promotion.

2. **Birth Certificate**

- A state-issued, certified copy is required (hospital certificates are not accepted).

3. **Social Security Card**

4. **Immunization Certificate** ~ Must be on **DHR form 3231**.

5. **Hearing, Dental, & Vision Certificate** ~ Must be on **GA form 3300**.

6. **Proofs of Residence (2 required)**

- The following items are accepted, and each must indicate a physical address:
 - Mortgage documents
 - Apartment or home lease and/or Rent receipt (receipt must show address)
 - Current month utility bill (must bring entire bill and/or new service agreement)
 - **Note:** The utility bill must be within 30 days of the current date.

7. **State ID and/or Driver's License** ~ Must be current (not expired).

8. **Custody Papers (if applicable)**

- Divorced parents and/or legal guardians must provide custody papers and must live in the appropriate school district.

Additional Documents:

9. **Authorization for Release of IEP and/or Records**

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

10. **Emergency Contact Information**

- Emergency contact information, along with the school nurse information, must be on file by the 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.