

DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION

STUDENTS REGISTER WHEN NEW TO DISTRICT, KINDERGARTEN, 6TH GRADE, 9TH GRADE, AND WHENEVER A CHANGE IN RESIDENCE OCCURS

Student's Proof of Age

Present **one** of the following:

- **A certified copy of a birth certificate; or**
- **A federal, state, county, or school document with date of birth.**

Examples include a certified, hospital-issued birth record or birth certificate; military ID; valid driver's license; passport; adoption record; religious record, signed by an authorized religious official; official school transcript; official immigration documentation; 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.

For a fee, parents can order a birth certificate for a child born in Georgia through the state's ROVER service: <http://gta.georgia.gov/rover>

Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- **Parent (natural or adoptive)**
- **Legal guardian**
- **Foster parent appointed by a state agency**
- **Sponsor for approved International Exchange Program**

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

- **Driver's license**
- **State identification card**
- **Passport**
- **Other official photo identification**

Proof that Family Lives in Atlanta Public School Attendance Zone

Possible Living Situation #1

- If you own and live in the residential property, you will need to provide:
 - Photo identification;
 - A deed or a mortgage statement in your name showing residence property address;
 - A Georgia Power bill (current within 30 days) in your name for the current month showing the residence property

Possible Living Situation #2

- If you rent and live in the rental property, you will need to provide:
 - Photo identification;
 - Copy of Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice);
 - A Georgia Power bill (current within 30 days) showing the residence property address

Possible Living Situation #3

- If you are living at a property with the owner or being rented by another person, you will need to provide
 - Photo identification;
 - A deed, mortgage statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renter's name and showing the resident property address;
 - Georgia Power bill (current within 30 days); AND
 - Three supporting documents in your name showing the resident property address.

*Notarized third-person affidavit of residency (available at school)

Affidavit Of Residency



Immunization/ Health Certificates

- **Valid certificate of immunization (Ga. Health Dept. Form #3231)**, or a notarized Affidavit of Religious Exemption (available from school), completed by the health department or your Georgia doctor. A valid Form #3231 must be marked with either "Date of Expiration" or as "Complete for School Attendance." (A certificate marked with a "Date of Expiration" expires on the date indicated. A current certificate must be submitted within 30 days of expiration.) A medical exemption, if applicable, should be noted on Form #3231 with a current date of expiration.
- **Vision, Hearing, Dental and Nutrition Screening (Ga. Health Dept. Form #3300, rev. 2013)**, available from the health department or your doctor/dentist.
- **Social Security Number (or Objection to Provide Social Security Number Form)**

Previous School Records (or records release authorization form)

- Report cards or official school transcript
- Withdrawal form from previous school
- Discipline records for students enrolling in grades 7-12



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