LEE COUNTY SCHOOL SYSTEM

REGISTRAR OFFICE INFORMATION

STUDENT REGISTRATION INFORMATION

Complete the registration form by clicking this link: ONLINE REGISTRATION FORM OR visiting our system website at www.lee.k12.ga.us and going to "*To Register Click Here*".

Once the registration form is submitted, a link will be emailed to you to set up an appointment with the System Registrar to complete the registration process.

Refer to the information detailed on the next two pages for specific documentation that will be needed as a part of registration. Please bring this information with you to your appointment.

REGISTRAR OFFICE INFORMATION

REQUIRED RESIDENCY INFORMATION

If **OWNING** a residence in Lee County AND residing in that residence:

(1) **Property Tax Bill or Mortgage Statement** in your name showing property address.
AND

(2) **Current Electricity Bill** *(GA Power/ Mitchell/ Sumter EMC)* in your name showing the property address, service address, & wattage used.
AND

(3) Residency Affidavit for One Student or Residency Affidavit for Multiple Students*
If the electricity bill is NOT in your name *(friend/ family member)*, the parent/guardian must also **Supply 1 Bill** *(cable/water/home-owner's insurance, credit card, doctor bills, bank statement, car insurance, or pay stub)* in the parent/ guardian's name with the Lee County address.

If **RENTING** a residence in Lee County AND residing at that residence:

(1) **Complete Copy of the Current Lease/Rental Agreement** that is signed and dated with ALL household members included on the lease or addendum.
AND

(2) **Current Electricity Bill** *(GA Power/Mitchell/ Sumter EMC)* in your name showing the property address, service address, & wattage used. *(If the 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

(3) Residency Affidavit for One Student or Residency Affidavit for Multiple Students*
AND

(4) **Supply 1 Bill** *(cable/water/home-owner's insurance, credit card, doctor bills, bank statement, car insurance, or pay stub)* in the parent/ guardian's name with the Lee County address.

Link provides access to the appropriate LCSS Form. If needed, the System Registrar can also provide a hard copy of the form. A Notary Public is available at the System Registrar's office for affidavits signed at the office. No affidavit will be notarized by the system's Notary Public unless the signature on the form is witnessed.

If **SHARING** a residence in Lee County with another individual/family and have no bills related to the household expense:

(1) **Property Tax Bill or Mortgage Statement or Complete Copy of the Current Lease/ Rental Agreement** signed and dated with ALL household members on the lease or addendum.
AND

(2) Homeowner Residency Affidavit*
AND

(3) Residency Affidavit for One Student or Residency Affidavit for Multiple Students*
AND

(4) Shared Housing Form*
AND

(5) **Current Electricity Bill** *(GAPower/Mitchell/ Sumter EMC)* in homeowner/authorized tenant's name showing property address, service address, & wattage used *(Electric service included in the current lease agreement? Provide satisfactory evidence - notarized statement from landlord)*
AND

(6) **Supply 2 Bills** *(cable/water/home-owner's insurance, credit card, doctor bills, bank statement, car insurance, or pay stub)* in the parent/ guardian's name with the Lee County address.

REGISTRAR OFFICE INFORMATION

REQUIRED/REQUESTED ADDITIONAL INFORMATION

REQUIRED ADDITIONAL INFORMATION	REQUESTED ADDITIONAL INFORMATION
Copy of Picture ID* *(Driver's License showing current address of person enrolling student)*	**Copy of Report Card** *(most recent for the current school year)*
Copy of Student's Birth Certificate	**Copy of Standardized Test Scores**
Copy of Student's Social Security Card	**Copy of Documents for Additional Required Services** *(if applicable - Gifted eligibility, IEP, MTSS/SST, 504 plan, ESOL, etc.)*
GA Immunizations Form (Form 3231)	
EEDN Form (Form 3300)	
Copy of Final Decree of Divorce** *(if applicable - custody portion only)*	
Withdrawal Form *(from previous school including name, address, phone number, and fax number of previous school)*	
FOR STUDENTS IN GRADES 6-12: Student's School Disciplinary Report *(from previous school)*	
FOR STUDENTS IN GRADES 6-12: Student's Transcript	
FOR STUDENTS IN GRADES 6-12: Student's Attendance Report	

**The person enrolling the student must have guardianship of the student if the person is not the student's biological/adoptive parents, and proof of guardianship through the Superior Court of Lee County must be provided (guardianships must be approved by the System Social Worker). If the biological father is enrolling the student, and was not married to nor divorced from the mother of the child, court papers must be submitted showing the father as the legal custodial parent of the child.*

***Each person's respective award of physical custody must be identified in the decree. The school system must be informed of any changes to the court order immediately. Students must be enrolled in the school in the county/zone where the custodial parent resides.*