

2011-12 DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION



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 I.D.; 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.

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 of Residency (Proof that family lives in Gwinnett County attendance zone)

Present **one** of the following (must include address): **AND**

- Non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return
- Current paycheck stub
- Current Medicaid card
- Current residential property tax statement or bill
- Current warranty or quick claim deed
- Current home purchase agreement
- Current homeowner's insurance policy
- Third-person affidavit of residency (notarized residency affidavit, *see below*)

One of the following:

- Current gas bill
- Current water bill
- Current electric bill

If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

1. **Notarized Residency Affidavit** (available at school) including:
 - Signature of person with whom the family is living,
 - Apartment manager's signature, if applicable.
2. **Proof of residency for person with whom family is living** (*see above*)

About Proof of Residency

- Documents presented for residency verification must include the same address as the accompanying utility bill.
- The bill must have the name and address of the enrolling parent/guardian.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.
- Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with same address in attendance zone.

Immunization/ Health Certificates

- Valid certificate of immunization (Ga. Health Dept. Form #3231, revised March 2007 or later), completed by the health department or your Georgia doctor. A medical exemption should be noted on Form #3231 with a current date of expiration. You may request a form from your school for religious exemption.
- Vision, Hearing, and Dental Screening (Ga. Health Dept. Form #3300), available from the health department or your doctor/dentist. Letters from appropriate healthcare professionals and out-of-state certificates are acceptable, if completed within the last 12 months and stapled to the state form.

Previous School Records

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