



# Want to avoid the registration lines?

We have exciting news for **Kindergarten Registration!**

Kindergarten Registration for the 2011-2012 school year will be held on **Thursday, May 5<sup>th</sup>** from **10:00 – 5:00** in the Magill Media Center. The exciting news is that we will be implementing our new on-line registration for Kindergarten. The necessary enrollment form will be on-line and can be completed anytime beginning **Friday, April 29<sup>th</sup>** through **May 5<sup>th</sup>**. You will not have to print any forms. Once the “submit” button is pressed, the school will have access to your information. You can access the form and the information regarding the necessary documentation that needs to be presented at registration through our school website. All required fields are indicated by a red dot preceding the field. Parents that do not have computer access at home will be able to complete the forms at school using our Media Center computers.

## Things you need to do:

1. Go to [www.icmagill.org](http://www.icmagill.org)
2. Go to the **Registration link** and go into **Kindergarten Registration**.
3. **Gather items necessary** and complete the on-line form. You will need your child’s social security number (or acknowledgement by waiver), all contact numbers for parents, emergency contacts and your child’s physician.
4. **Review the documents that you will need to bring to Registration on May 5<sup>th</sup>**. You will need to bring **YOUR CHILD**. Please note, pre-registering DOES NOT register your child for school. You are still responsible for coming to the school on May 5<sup>th</sup> to complete the registration process. Your child will meet with a Kindergarten teacher during their visit. A listing is included on the backside of this sheet.

If you are unable to attend Kindergarten Registration, you may still complete the on-line form; however you will have to return for Summer Registration. More information concerning the dates and times for Summer Registration will be posted to our website in late May.

**We look forward to seeing you May 5, 2011.**



# Required Documents for Registration:

## Residency Requirements:

The school requires the parent or guardian to provide proof of residency in the district and attendance zone at the time a student is initially enrolled in a school. Proof of residency must be verified by presenting one of the documents listed below in addition to the current utility bill (excluding telephone bills). **Documents presented for residency verification must include the same address.** A deed without an address is acceptable only if accompanied by two utility bills (excluding telephone bills) with the same address in the attendance zone. A contingency contract is not acceptable as proof of residency. Documents accepted (must include address):

- A 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
- Third person affidavit of residency (notarized residency affidavit)
- Current homeowner's insurance policy.
- If the parent/guardian is living with someone else, a notarized **Gwinnett County Residency Affidavit** is required and must be completed and notarized *before* we will begin registration. This form may be picked up in the office or downloaded from the school website. There are specific instructions attached to the document. The homeowner **MUST** still provide the required residency information above.

**Certified Birth Certificate:** Please bring the original certificate. The certificate should include the names of the birth parents. Please do not bring short form certificates that do not list parents.

**Georgia 3231 Immunization Certificate:** **New immunization requirements: Form dated 3/07 or later:** Out of state immunization forms must be transferred to the Georgia form. This form may be obtained from your pediatrician's office or a local Health Department.

**Georgia 3300 Hearing, Vision, and Dental Form:** If you have an out of state version that is current within the past twelve months, your pediatrician or a health department can transfer the information to a Georgia form for you as per state law. This form is required before we will register your child.

**Social Security Card:** If you do not have the card, you may sign a waiver at the school.

**A photo ID:** Birth parent or guardian registering the child must show picture ID.

**Proof of Guardianship:** If the registering adult is not a parent on the birth certificate, we must have court confirmed proof of legal custody or guardianship.

**Marriage certificate:** Will be necessary to reconcile parents on birth certificates and homes owned by step parents if residency paperwork and birth certificates do not match.