

## **DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION**

### **Proof of Authorized Person to Enroll**

*The following persons are authorized to enroll students:*

- **A parent**
- **A legal guardian**
- **An eligible student**
- **An adult with a properly executed Power of Attorney**
- **An adult with a properly executed Kinship Caregiver Affidavit**

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

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

### **Documentation Needed:**

1. Birth certificate of the student or federal, state, county, or school document with date of birth (*Examples include hospital-issued birth record; military I.D.; valid driver's license; passport; adoption record; religious record; school transcript; 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.*)
2. Proof of Residence (POR): Is required when a student initially enrolls and whenever a change in residence occurs. A current utility bill (dated within 30 days) PLUS one of the following: *current lease/rental agreement, recent income tax return, current pay check stub, current Medicaid card with address, current residential property tax statement or bill, current warranty or quit claim deed, current homeowner's insurance policy. If a residency affidavit is used by a parent/guardian who is a "non-renter", then the property owner's signature will also be required.*
3. GA Form 3231: Current Immunization Record or medical or religious exemption.
4. GA Form 3300: Certificate of Vision, Hearing, Dental, and Nutritional Screening.
5. Social security card for the student or signed waiver. (Parents have the option of signing a waiver stating they do not wish to provide a copy of the Social Security number at the time of enrollment. The social security number is used solely for the purposes of identification and for application for the Hope Scholarship and other post-secondary applications.)
6. Previous school records: (Grades 1-8 latest report card) (Grades 9-12 latest transcript).
7. Proof of custody/guardianship if not the parent. (A Power of Attorney to Delegate Authority or a Kinship Caregiver Affidavit may be used in some situations).

