

1. Proof of Student's 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>*

2. Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

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

following:

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

The person authorized to enroll should present one of the

3. Proof that Family Lives in Bryan County Attendance Zone (Present one from each column)

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

One of the following from the **past 30 days** (must include address):

- ☐ Non-contingent sales contract
- ☐ Current lease/rental agreement (if lease is monthly resident must provide proof each semester)
- ☐ Current residential property tax statement or bill
- ☐ Current home purchase agreement

- ☐ Current homeowner's insurance policy
- ☐ Current vehicle registration
- ☐ Current paycheck stub
- ☐ Most recent income tax return
- ☐ Current warranty or quit claim deed
- ☐ Mortgage or Lease Payment
- ☐ Current gas, water, or electric bill

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

- ☐ Notarized joint residency affidavit including:
 - Signature of person with whom the family is living. Both parties must sign the document in front of the school notary.
 - Signature of parent/legal guardian of student (must be present at time of enrollment to sign in front of school notary).
- ☐ Two forms of Proof of Residency for person with whom family is living (See above. Present one from each column.)

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.
- Exception: A deed without an address is acceptable if accompanied by two utility bills (excluding telephone bills) with same address in attendance zone.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.

4. Immunization/ Health Certificate/Social Security Card

- ☐ Valid certificate of immunization (Ga. Health Dept. Form #3231), or a notarized Affidavit of Religious Exemption (Department of Health Form #2208) is required for enrollment. The certificate of immunization must be completed by the health department or your health care provider. 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. A local Health Department may, in its discretion, accept written records of screenings performed by private practitioners licensed in a State other than Georgia, provided that such screenings were conducted within one year prior to the time that the child is admitted for the first time to a Georgia public school. In such a case, the Health Department shall sign and issue a Certificate based upon the information in such written records and shall keep such written records on file. (511-5-6-.07)
- ☐ Valid Social Security Card with the student's social security number must be presented or a Social Security waiver form must be completed.

5. Previous School Records

- ☐ Report cards or official school transcript
- ☐ Withdrawal form from previous school
- ☐ All grade level discipline records for students