



BARTOW COUNTY SCHOOL SYSTEM

Frequently Asked Enrollment Questions

Q: I have misplaced my child's birth certificate. How do I obtain a certified copy?

A: Each state has an agency that is responsible for vital records. Contact the agency for the state in which your child was born. Provided below are links to the Bartow County Probate Office, Georgia Department of Vital Records and VitalChek. VitalChek is a fast and convenient way to order certified vital records online from all states.

Bartow County Probate Court – 770-387-5075 (NOTE: If a student was born in Bartow County, Bartow County Probate Court may be able to provide a birth certificate. Please call the Probate Court for information.)

Georgia Department of Human Resources/Vital Records - (404) 679-4701

<http://health.state.ga.us/programs/vitalrecords/birth.asp>

VitalChek

<http://www.vitalchek.com/> (NOTE: VitalChek charges a small processing fee for use of this service.)

Q: I have misplaced my child's social security card. How do I obtain a copy?

A: An application for a social security card will need to be completed and taken to a local Social Security Administration office along with other required documents.

Social Security Administration - (800) 772-1213

<http://www.socialsecurity.gov/ssnumber/>

Q: How do I obtain a Georgia Immunization Form and / or EED (Eye, Ear, & Dental) Form?

A: Contact your child's (Georgia) medical provider or visit the Bartow County Health Department at 100 Zena Drive, Cartersville, GA (770-382-1920).

NOTE: If you have completed forms from another state, you must visit the Bartow County Health Department or another Georgia medical provider to have the information translated to the approved Georgia forms.

Q: I rented or purchased my home within the last 30 days and have not yet received a utility bill. What documentation do I need to provide?

A: Contact your local utility company to obtain documentation that service is pending. Be sure that this documentation states the physical address of the residence.

Q: I live with someone else and do not have any utilities in my name. What documentation do I need to provide?

A: Proof of residence in the name of the person with whom your family is living must be provided. The 'Affidavit of Residency' will also be required. For your convenience, Notary services are available at Central Registration for the purposes of enrolling students.

Q: Are cell phone bills accepted as proof of residence?

A: Cell phone bills are not accepted as valid proof of residence. Telephone, electric or another utility bill that includes the physical address of the residence is accepted.

Q: I do not have a copy of my utility bill. How do I obtain a copy?



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A: Contact your utility company or print a copy of your most recent e-bill.