

# **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**

- ☐ **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**

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

- ☐ **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).
  - Parent of student(s) must produce one piece of official business mail with the address listed on the residency affidavit.
- ☐ **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**