



Social Circle City Schools

CARING COMMUNITY. PREMIER ACHIEVEMENT.

Social Circle City Schools
Centralized Registration K-12
Board of Education Central Office
147 Alcova Drive, Social Circle
770-464-2731

Hours during the School Year: 8:00 - 11 and 1 - 4:00, Monday – Friday

Hours during the Summer: 8:30 - 11 and 1 - 3:30, Monday – Thursday

Items 1-3 below are documents you should bring when enrolling students, if you have items 4-8 bring them with you, if not Social Circle City Schools will request them from the previous school. However, if items 4-8 are not available from the previous school it is the parent's responsibility to provide the information within 30 days of enrollment.

1. Proof of Residency: Parents/Guardians wishing to register their child(ren) in Social Circle City Schools must submit **any two(2)** of the following proofs of residency in the city of Social Circle:

Property tax bill

Current Utility bill with service address

Rental agreement with landlord's name and phone number provided

Settlement statement, signed and notarized (If the family is living in a home with someone else, both the parent/guardian and the person the family is living with must come to the Board of Education Central Office to submit an affidavit and provide two(2) valid forms of residency.)

2. Guardianship/Custody: Guardians who are not the birth parent must provide legal documentation of custody/guardianship. If the biological parents are divorced the custodial parent must live in the city of Social Circle. To prevent or limit access of a parent to the child or the child's educational records, court orders are required. Restraining Orders or other Legal Documents specifically limiting the access of any individual to the student(s) being enrolled must be submitted.

3. Proof of Identification of Parent: photo identification including driver's license or passport

4. Age Verification: The school system requires evidence of the student's date of birth and accepts as evidence a birth certificate, hospital issued record of birth, military ID, valid driver's license, passport, adoption record, religious record signed by an authorized religious official, official school transcript

5. Hearing, vision, dental and nutrition screening: by a qualified member of the Health Department or a private physician, on the official State of Georgia form, #3300

6. Certificate of Immunization on State of Georgia: form #3231, or an Affidavit of Religious Conflict With Immunization Requirements(form available at time of enrollment), or a Certificate of Physical Disability issued by the local health board or licensed physician

7. Social Security number: is requested, but not required for enrollment, as per O.C.G.A. §20-2-150 (d); § 20-2-240. If the Social Security Card is not provided, parents/guardians must complete a Social Security Waiver Form.

8. Transcript/report card from previous school: Social Circle City Schools will utilize an electronic records transfer when it is available from the prior school, otherwise parents/guardians will sign a records release request for us to fax or email to the prior school. It will greatly decrease your wait time between the enrollment appointment at the BOE Central Office and scheduling a meeting with the counselors at the Middle and High school to develop a schedule for your child(ren) if you are able to provide a paper copy of these documents during your appointment at the BOE Central office.

Documentation for Homeless Students – Homeless students, as defined by the McKinney-Vento Act, shall be enrolled immediately with full participation in school activities, regardless of whether required documentation can be provided at the time of enrollment. The designated employee responsible for care of homeless students shall assist the person enrolling the homeless student or the unaccompanied youth in acquiring the necessary documents for enrollment in accordance with the requirements of the state enrollment rule and the Act.

“The School District, in its enrollment procedures, requirements and process does not and will not discriminate based on race, color, national origin, or immigration status.”