**DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION**

**Student’s Proof of Age**
- Certified Copy of Birth Certificate

**Proof of Authorized Person to Enroll**

The following persons are authorized to enroll students:
- Parent (Natural or Adoptive)
- Legal Guardian
- Foster Parent Appointed by a State Agency
- Sponsor for Approved International Exchange Program

The person authorized to enroll should present one of the following:
- Driver’s License
- State Identification Card
- Passport
- Other Official Photo Identification

**Proof of Residency (Proof that Family Lives in Social Circle Attendance Zone)**

Present one of the following (must include address): **AND**
- Non-contingent Sales Contract
- Current Lease/Rental Agreement
- Current Residential Property Tax Statement or Bill
- Current Warranty or Quick Claim Deed
- Current Home Purchase Agreement
- Current Homeowner’s Insurance Policy
- Third-person Affidavit of Residency (Notarized Residency Affidavit, See below)

If the student’s family is residing in the home or apartment of another individual, the following is necessary for enrollment:
- Notarized Residency Affidavit (available at school) including:
  - Signature of Person with Whom the Family is Living,
  - Apartment Manager’s Signature, if applicable
- Proof of Residency for Person with Whom Family is Living (See above)
- A piece of Business Mail (i.e. Cell Phone, Insurance Notification, etc.) Addressed to Parent/Guardian at the Address of Residence.

**Immunization/ Health Certificates**
- Valid Certificate of Immunization (Ga. Health Dept. Form #3231), or Medical or Religious Exemption
- Vision, Hearing, and Dental Screening (Ga. Health Dept. Form #3300), available from the health department or your doctor/dentist.

**Previous School Records**
- Report Cards or Official School Transcript
- Withdrawal Form from Previous School
- Discipline Records

**Social Security Number**
- Official Card (copy) or SSN Waiver

**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.
- A telephone bill is not acceptable.
- A contingency sales contract is not acceptable.