

# Registration Requirements

## What do I need to enroll my child in school?

Parents should be prepared to provide the following records when enrolling their child in school:

### **Valid Identification**

Parents and/or legal guardians must provide a valid proof of identification with a current picture.

### **State-issued birth certificate or legal proof of birth**

The parents names on the birth certificate **MUST** match the parent identification.

Hospital certificates are not acceptable. Official copies of birth certificates may be obtained from the Georgia Department of Human Resources Vital Records (404-679-4701).

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

### **Student's Social Security Card or Waiver**

### **Georgia Department of Human Resources Certificates of Ear, Eye and Dental Screening\***

A current and complete ear, eye, and dental examination on the Georgia Department of Human Resources form (form 3300) is required by state law. This exam must be within one year of the school entry date. Clayton County Board of Health Department located at 1117 Battle Creek Road, Jonesboro, GA 30236 (678-610- 7199).

### **Georgia Department of Human Resources Certificate of Immunization\***

A current and completed Georgia Department of Human Resources form (form 3231) is required by state law showing immunizations for polio, whooping cough, tetanus, diphtheria, 3 doses of hepatitis B, 2 doses of MMR (measles, mumps, rubella) and 2 doses of varicella. This form can be completed through the Clayton County Health Department or a Georgia physician.

Clayton County Board of Health Department  
1117 Battle Creek Road  
Jonesboro, GA 30236  
678-610- 7199

\*These Georgia certificates may be obtained from the Clayton County Health Department or private physician.

### **Two Proofs of Residency**

\*Mortgage Statement \*Lease/Rental Agreement \* Property Tax Bill \*Current Utility (gas, telephone, water and sewer) monthly statement \*Current bank statement, credit union or other financial institution documentation \* Employment Documentation (health insurance, W-2, 1099) \* Voter Registration Card \*Motor Vehicle Registration (tag receipt)

**All proof of residency must be in the parent/guardian's name and dated within the past two months.** When an Affidavit of Residency is used, the proofs of residency must be in the homeowner's name.