



GAINESVILLE CITY SCHOOLS

ONE GAINESVILLE: We will inspire, nurture, challenge, and prepare our students.

STUDENT ENROLLMENT QUICK REFERENCE for PARENTS/GUARDIANS and NON-PARENTS

Georgia law 20-2-690.1, requires any person, whether or not a parent or legal guardian, who has, "control or charge of any child between their sixth and sixteenth birthdays," to enroll and send the child to a public school, private school, or home study program.

The following is a brief summary of documentation needed by any parent/legal guardian (granted through the court system), or non-parent seeking to enroll a student in the Gainesville City Schools District (District). If the person enrolling the student is not the student's parent/legal guardian, the school will require the enrolling person to fully complete Form JBC-7 (Non-Parental Affidavit) to be considered by the principal for approval.

There are SIX (6) main documents required of ALL students (exceptions are indicated below) prior to being enrolled in the District. To help ensure that the enrollment process for your child goes as smoothly as possible, please refer to the following items:

- CERTIFICATE OF IMMUNIZATION** as required by Georgia Law 20-2-771:
 - Georgia Form 3231 for all kindergarten – 12th grade students, all students new to Georgia and students coming from any private school must have the form signed by a licensed health-care provider or the county health department. To be enrolled in the District, All Certificates of Immunization must be marked "Complete for Attendance" OR have a future expiration date. Expired certificates will not be accepted for enrollment.
 - Religious waivers Form JGC-10 (Waiver of Immunization Requirements Due to Conflict of Religious Beliefs)
 - Medical Waivers/Exemptions are a part of Georgia Form 3231 and are reviewed annually.
- CERTIFICATE OF VISION, HEARING, DENTAL AND NUTRITION SCREENING** as required by Georgia Law 20-2-770 (Georgia Form 3300) for all kindergarten and new first grade students, all students new to Georgia and any child enrolling from a private school dated within 12 months prior to the first day of school. However, if a student is enrolling from another Georgia public school, a completed 3300 Form will be accepted by any District school.
- PROOF OF BIRTH DATE** for students enrolling in kindergarten (the age of five by Sept. 1) or first grade (the age of six by Sept 1), students new to Georgia or coming from a private school. The school will accept evidence in the order set forth below that show the student's date of birth. Refer to Section B of Administrative Rule JBC (School Admissions) for additional entrance age requirements.
 - Birth certificate**
 - Military ID**
 - Driver's License**
 - Passport**
 - Adoption record**
 - A religious record authorized by a religious official**
 - An official school transcript**
 - Affidavit of age**
- PROOF OF RESIDENCY:** Residency as defined by the Georgia Board of Education rule 160-5-1-.28 shall mean the place where the student lives with a parent, guardian, or other person, (refer to Form JBC-7) unless the student is an emancipated minor. The student must be an occupant of a dwelling located within the school system boundaries. Proof of residence in the attendance zone in which the school is located shall be required when a student enrolls in a school and whenever a change of residence occurs, unless the student is homeless. Individuals not legally admitted into the country cannot be denied a free public education.

Gainesville City Schools requires the parent or guardian to provide 2 proofs of residency in the district at the time a student is initially enrolled in a school. Proof of residency may be verified by presenting one from each column below (must include address)

Present one of the following AND	One of the following:
Non-contingent sales contract	Current gas bill (within last 30 days)
Current lease/rental agreement	Current water bill (within last 30 days)
Most recent income tax return	Current electric bill (within last 30 days)
Current paycheck stub/IRS Form 1099	Cable/Internet bill (with service address)
Current warranty or quit claim deed	
Current home purchase agreement	
Current homeowner's insurance policy	

If the student's family is residing in the home or apartment of another individual, the following is required for enrollment:

1. Notarized third person affidavit of residency (available at the Registration Center or school).
 - Signature of person with whom the family is living (must appear in person)
 - Signature of parent/legal guardian of student (must appear in person)
2. Two forms of Proof of Residency for person 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
- A telephone bill is not acceptable
- A contingency sales contract is not acceptable

5. **SOCIAL SECURITY NUMBER:** According to Georgia Law 20-2-150d, an official copy of the student's Social Security card/number is required for enrollment. However, no student may be denied enrollment for failing to provide his/her Social Security number. Any parent/legal guardian who objects to the incorporation of the Social Security number into the child's school records may have the requirement waived by signing a statement objecting to the requirement Form JBC-6 (Statement of Objection to the Use of Social Security Number for Student Identification). However, a Social Security Number will be required by the State for a student applying for the HOPE scholarship.

EXCEPTIONS TO THE ABOVE MENTIONED RULES:

- **Homeless children (McKinney-Vento Homeless Assistance Act):** Any parent/guardian who may be living in a homeless situation should complete Form JBC(1)-1 (Student Residency Statement) and contact the District's Homeless Liaison at 770 536-5275 for information/interview.

6. Photo ID of enrolling parent/guardian

OTHER DOCUMENTS NEEDED FOR ENROLLMENT

7. A **valid transcript** and a **withdrawal form** from the student's previous school are essential for appropriate academic placement. Parents who cannot provide a valid transcript and a withdrawal form from the previous school must fill out Form JBC-10 (Authorization to Release Records) to enroll their student on a conditional basis. For those students enrolling in the Special Education Program, the District requests that the parent/guardian/enrolling person provide a copy of the student's latest IEP and other pertinent educational information, such as evaluations;
8. **Custodial documents:** The District may request proof of custody in situations involving multiple adults claiming control of the same student.

A complete explanation of enrollment requirements and documentation may be found in District Administrative Rule JBC (School Admissions).

No habla inglés? Necesita ayuda?

Si los padres/tutores no hablan inglés y necesitan ayuda con el proceso de matriculación de sus hijos en la escuela pueden llamar al Centro de Registracion (770) 536-5275.