

REGISTRATION INFORMATION

The registration office is open from 8:00-4:00 daily. Please arrive by 3:30 to complete process before the office closes.

To register on line:

- www.gcssk12.net
- Under Parents
- Powerschool Parent Portal
- Choose Language
- Create Account (An e-mail address is required to create an account)

Note: To complete and finalize registration you will need to come to the School Board Office located at 508 Oak Street, Gainesville, GA by 3:30 pm.

TO REGISTER, YOU MUST HAVE THE FOLLOWING DOCUMENTATION:

1. **BIRTHDATE VERIFICATION**– Birth certificate or Passport.
2. **TWO (2) PROOFS OF RESIDENCE – Proof of Residency** - 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 the last 30 days)
Most recent income tax return or IRS 1099 form	Current electric bill (within last 30 days)
Current paycheck stub	Cable/Internet bill (with service address)
Current warranty or quit claim deed	
Current home purchase agreement	
Current Homeowner's Insurance Policy	

3. **IF PROOF OF RESIDENCE**- is in a name other than the parent or legal guardian, a notarized school residency affidavit form must be completed and signed by both parties at the Registration Center. The homeowner will need to also bring a copy of a recent bill in the homeowner's name.
4. **GEORGIA CERTIFICATE OF IMMUNIZATION FORM #3231**- Students must have immunization records from other countries or states transferred to Georgia form #3231. Forms must be marked complete for school attendance.
5. **GEORGIA VISION, HEARING, DENTAL AND NUTRITION SCREENING FORM #3300** – Services for both forms (#3231 and #3300) are available from the Hall County Health Department, 1290 Athens Street, 770-531-5600.
6. **PARENT OR GUARDIAN** – must be present to enroll a student(s) and must present photo identification.
7. **GUARDIAN must present a LEGAL GUARDIANSHIP DOCUMENT.**
8. **SOCIAL SECURITY CARD OR SIGNED SCHOOL WAIVER FORM.**
9. **WITHDRAWAL FORM, LAST REPORT CARD or RECORDS FROM PREVIOUS SCHOOL** –Official high school transcript must be provided for high school students (grade 9-12) if he/she wants to transfer credits.