

Student Enrollment Checklist (K-12)

The checklist below is to help you have all of the required documentation to enroll your student in Atlanta Public Schools. The documents listed below are required for students enrolling for the first time and students transferring within the system.

Identification for the enrolling adult. Acceptable forms of identification are:

- Any valid state or federal government issued photo ID, including a free Voter ID Card issued by the [county registrar's office](#) or the [Georgia Department of Driver Services](#) (DDS)
- A Georgia Driver's License, even if expired
- Valid employee photo ID from any branch, department, agency, or entity of the U.S. government, Georgia, or any county, municipality, board, authority or other entity of this state
- Valid U.S. passport ID, U.S. military photo ID or tribal photo ID

Proof of Residency:

- 1) **Notarized Affidavit of Enrollment** (if parent/guardian owns or leases the property in which they reside on a full time basis) **or** **Affidavit of Legal Residence** (if parent/guardian does not own or lease the property in which they reside on a full time basis)
- 2) Mortgage statement, warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence; **or** lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and telephone number of the lessor; **and**
- 3) Georgia Power utility bill with the address of the legal residence (current within 30 days of enrollment);

In addition to the documents above, one (1) item from at least three (3) of the below listed categories with the address of current residence:

- Current Georgia driver's license or Georgia identification card which evidences the location of the legal residence;
- Current bank, credit union, or other financial institution documentation (e.g. loan documents, credit card statement, monthly activity statement, voided check) which evidences the location of the legal residence;
- Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident;
- Employer documentation (e.g. application for employment, health insurance, previously issued W-2 or Form 1099, pay stub) which evidences the location of the legal residence;
- For the current year, a Fulton County property tax statement with evidence thereupon of payment and which shows the name and address;
- Voter registration documentation from Fulton County;
- A current motor vehicle registration (tag receipt);
- Any other document that will provide evidence of intent to remain at the location of legal residence within the geographic boundaries of the District, including the Georgia Power bill, if it is in the name of the parent/guardian.

Immunization Records & Health Screening

- 1) Current Hearing, Vision, and Dental screening (GA form 3300)
- 2) Current Certificate of Immunization (GA form 3231) or Notarized Affidavit – Religious Beliefs

Birth Certificate

Home Language Survey

Records from previous school

1. Transcript or Report Card
2. School Withdrawal Form
3. Discipline Report
4. Name & Address of Previous School

Social Security Card or Objection to Use of SSN

Proof of Legal Guardianship (if applicable) -Relatives other than the grandparents or non-relatives with whom students are residing must have legal guardianship. Persons without guardianship must complete a Non-Parental Affidavit which allows 30 days for the person to complete the guardianship process.

Non-Parental Affidavit (if applicable) – For students who are residing with a person who is not the parent, legal guardian or grandparent

Grandparent Power of Attorney (if applicable) – For grandparents with whom the child resides, who is providing daily care to said minor and have custody of the child due to one of the reasons listed in paragraph 3 of the Grandparent Power of Attorney Form.