



## **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 Cobb County School 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 JF-11](#) (Non-Parental Affidavit) to be considered by the principal for approval.

There are FIVE (5) main documents required of ALL students (exceptions are indicated below) prior to being enrolled in the District. This includes transfers from one District school to another. To help ensure that the enrollment process for your child goes as smoothly as possible, please refer to the following items:

- 1. CERTIFICATE OF IMMUNIZATION** as required by Georgia Law 20-2-771:
  - Georgia Form 3231 for all kindergarten and sixth 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.  
**Click here for New State of Georgia Immunization requirements**  
-- [In English](#)  
-- [En Español](#)
  - Religious waivers [Form JLC-4](#) (Waiver of Immunization Requirements Due to Conflict of Religious Beliefs)
  - Medical Waivers/Exemptions are a part of Georgia Form 3231 and are reviewed annually.
- 2. HEARING, DENTAL AND VISION SCREENING CERTIFICATE** 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 day of enrollment. However, if a student is enrolling from another Georgia public school, a completed 3300 Form will be accepted by any District school.
- 3. 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 JF](#) (Admissions/Withdrawals) 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**
- 4. 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 JF-11](#)) 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.

**Any Two** items from the list below are required by the person(s) enrolling a child in the District.

- home ownership title;
- lease or rental agreement;
- current utility monthly statement;
- current Georgia driver's license;
- Georgia identification card;
- current bank, credit union, or other financial institution documentation;
- mail delivered by the United States Postal Service;
- employer documentation;
- a Cobb County property tax statement;
- voter registration documentation from Cobb County;
- a current motor vehicle registration (tag receipt);
- [Form JF-2](#) (Statement of Legal Residence).

- 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 JF-4](#) (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 JFABD-1](#) (Student Residency Statement) and contact the District's Homeless Education Program at 678-503-0173 for information/interview.
- **International Students (International Welcome Center):** All International Students, grades 6-12, who are planning to enroll in District should contact the IWC at 770-819-2383 for language testing and/or review of transcripts/records for appropriate placement. Elementary International Students are processed at their local schools.
- **Choice Receiving Schools (NCLB):** Regulations for students who are eligible for Choice as provided by the No Child Left Behind Act are dictated by State and Federal guidelines and differ from State and District enrollment rules.

### **OTHER DOCUMENTS NEEDED FOR ENROLLMENT**

- 6.** A **valid transcript** and a **withdrawal form** from the student's previous school are essential for appropriate academic placement. Parents who can not provide a valid transcript and a withdrawal form from the previous school must fill out [Form JF-8](#) (Authorization to Release Records) to enroll their student on a conditional basis. Any student who is enrolling in the District **for the first time** in grades seven or higher must provide a **discipline record** from the school previously attended in order to be granted full admission status. Refer to [Form JF-9](#) (Disclosures Required for Conditional Admission). [Form JF-9](#) **must** be completed at the time of enrollment.
- 7.** 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 JF](#) (Admissions/Withdrawals).

### **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 Internacional de Bienvenida al (770) 819-2383.

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