

## Welcome to Forsyth County Schools!

### Registration Information

All Forsyth County School student registrations are completed by appointment at the Almon C. Hill Educational Center, 136 Almon C. Hill Dr (also known as 136 Elm St), Cumming, GA 30040.

To set up an appointment and complete the pre-registration process, please visit our website at [www.forsyth.k12.ga.us/enroll](http://www.forsyth.k12.ga.us/enroll)

### Required Documentation:

- 1. **Parent/Legal Guardian Photo Identification.** The biological, foster or adoptive parent must enroll the student. If the student is not living with the biological, foster or adoptive parent, temporary guardianship must be applied for from Probate Court.
  
- 2. **Two Proofs of Residency**
  - 1 utility bill from within 60 days
  - Either mortgage statement, rental agreement or Affidavit of Residency (see back for details)
  
- 3. **Student Proof of Age**
  
- 4. **Immunization Certificate**  
GA Form 3231
  
- 5. **Certificate of Hearing, Vision, Dental and Nutrition Examination**  
GA Form 3300 – Revised 2013
  
- 6. **Social Security Card or Waiver Form**
  
- 7. **Custody Paperwork (if applicable)**  
Judge signed custody papers are needed, if parents are divorced or separated

Forsyth County Schools must have **ALL REQUIRED** documents upon registration for students to be enrolled and receive a schedule. If you are missing documents by the time of your registration appointment, please attend the appointment and a registrar will review what you have. You will be able to return the missing documents at your convenience without an appointment. For additional questions, call 678-947-0863 extension 0.

Please see the back for more details.

## Registration Information

**Who may register the student?** The biological, foster or adoptive parent must enroll the student. If the student is not living with the biological, foster or adoptive parent, temporary guardianship must be applied for from the Probate Court at 100 W Courthouse Square, Cumming, GA 30040 (770-781-2140). A copy of the receipt from the Probate Court must be presented at the time of registration. An Adult Affidavit (available at the Registration Center) must also be completed to go with the Probate Court receipt.

**Residency:** To enroll in Forsyth County Schools, the student's parent(s) or legal guardian(s) and the student must be a full time resident of Forsyth County.

**Entering Kindergarten:** According to Georgia law, children must be five years old on or before September 1 in order to enroll in kindergarten. The only exceptions are students who were legal residents in another state for a period of two years immediately prior to moving to Georgia and are age five by December 31 and who attended an accredited kindergarten in another state or regional association or the equivalent thereof, may enroll in public kindergarten.

**Temporary Grade Placement** will be assigned by proof of age (grades KK or 01) or grade appropriate age. An official request signed by the parent or guardian for prior records will be sent to the prior school for verification of grade placement by the local school.

**Forsyth County Schools must have ALL REQUIRED documents upon registration for students to be enrolled and receive a schedule for the upcoming school year. If you are missing documents by the time of your registration appointment, please attend the appointment and a registrar will review what you have. You will be able to return the missing documents at your convenience without an appointment.**

**1. Parent/Legal Guardian Photo Identification.** A valid (not expired) State Issued Driver's License, State Issued Identification Card, Military Identification Card, or Passport are acceptable.

### **2. Proof of Residency**

**A. If you own your residence please provide the following two documents.**

1. A current (within 60 days) utility (gas, electric, water, residential telephone, and cable/satellite are acceptable utilities) **and**
2. A deed, property tax statement, mortgage statement, or settlement statement.

**B. If you lease or rent your residence, please provide the following two documents.**

1. A current (within 60 days) utility (gas, electric, water, residential telephone, and cable/satellite are acceptable utilities) **and**
2. A current lease/rental agreement signed by the owner of the residence (must include start date, expiration date, and renewal term if applicable).

**C. If you are unable to provide both proofs of residency in your name please complete a Forsyth County Schools Affidavit of Residency (available at the Registration Center or on the Registration Center's website).** (Notaries are available at your child's school or the Registration Center.) The following two documents **must** be provided in addition to the Affidavit of Residency.

1. A current (within 60 days) utility (gas, electric, water, residential telephone, and cable/satellite are acceptable utilities), **and**
2. A deed, property tax statement, mortgage statement, or settlement statement of the owner of the residence or Lease/Rental Agreement of the lessee of the residence signed by the owner of the residence (must include start date, expiration date, and renewal term if applicable).

**\*\*\*If you have not received a utility bill, you may contact one of your utility companies to request proof that service has been initiated. The proof must include Parent/Legal Guardian Name, Company Name, Date, and Service Address.**

### **3. Student Proof of Age**

A certified copy of the Birth Certificate (may be requested from the Georgia Department of Human Resources Vital Records at 404-679-4701 or Forsyth County Probate Court at 770-781-2140. Birth certificates for children born in other states may be obtained by contacting the Vital Records Department within the state) **OR** Hospital issued Birth Certificate **OR** Hospital issued Birth Record **OR** Military ID (student) **OR** Passport **OR** Valid driver's license (student) **OR** Adoption Record **OR** Religious Record signed by an Authorized Religious Official **OR** Official high school transcript (**all proof of age types must have date of birth**)

### **4. Immunization Certificate**

**(Beginning Aug 2014: 7th graders and new entrants grades 8th -12th Tdap and MCV) "New Entrant" means any child entering any school in GA for the first time or entering after being absent from a GA school for more than twelve months or one school year.** A current and completed (must be marked complete for school attendance; no expiration date) Georgia Department of Human Resources Form 3231 (must be signed by a licensed Georgia Physician or Georgia Health Department) is required by state law showing immunizations. This form may be obtained from the Forsyth County Health Department located at 428 Canton Hwy, Cumming, GA 30040 (770-781-6900) or a Georgia physician. Students coming from another state or country should contact a Georgia Health Department or Georgia physician to have their immunizations transferred to GA Form 3231.

### **5. Certificate of Hearing, Vision, Dental and Nutrition Examination**

**(NEW GA Form 3300 – Revised 2013 – for any child entering a GA school for the first time or any child entering after having been absent from a GA school for more than twelve months or one school year. All students from a Georgia school must provide the 3300 on file from their Georgia school or new GA Form 3300.)** A current (must be dated August 2, 2017 or more recent for students that will be starting Special Needs Pre-K or Kindergarten for the 2018-2019 school year) and complete (hearing, vision, dental and nutrition exam) Georgia Department of Human Resources Form 3300 is required by state law. This form may be obtained and completed by a Georgia Health Department (Forsyth County Health Department is located at 428 Canton Hwy, Cumming, GA 30040 -770-781- 6900) or a Georgia Physician and Georgia Dentist.

### **6. Social Security Card or Waiver Form**

A waiver form will be provided at the time of registration. Students are not eligible for Hope Scholarship unless a copy of their social security card is received.

### **7. Please provide judge signed custody papers if parents are divorced or separated.**

The Parent that has primary physical custody will need to enroll the child based on their address. In cases of separation or divorce the student will be deemed to reside with the parent/guardian who is indicated in the legal agreement or the court's final decree to have physical custody. In cases of joint physical custody by parents/ the student will be deemed to reside with the parent/guardian with whom the student resides overnight during the majority of the school week (*Forsyth County Schools Board of Education Policy JBCAA*). If parents do not have judge signed custody documents, they may complete an Adult Affidavit (available at the Registration Center).