

The following items are needed for Enrollment in Cartersville City Schools ...

1. Proof of Residency (2 Items):

- Lease, rental agreement, or rent receipt consisting of written evidence that the agreement is valid and current AND a current **Utility Bill** (gas, electric, water). Records must include the name and street address of the parent/guardian.
- A current residential property tax statement or deed, AND a current **Utility Bill** (gas, electric, water). Records must include the name and street address of the parent/guardian.
- A third person affidavit of residency signed, completed, and notarized (good for 30 days, if temporary) AND a current **Utility Bill** (gas, electric, water). Records must include the name and street address of the third person signee. **OR B)** current residential property tax statement or deed AND a current **Utility Bill** (gas, electric, water). Records must include the name and street address of the third person signee.

2. Custody Documentation: Upon registering in Cartersville City Schools, a parent must provide satisfactory documentation of a relationship with the student to be registered. Satisfactory documentation includes:

- Natural Parent – Birth Certificate
- Adoptive Parent – Official adoption decree
- Foster Parent – Official foster parent letter.
- Guardian – Official guardianship decree. *If the person enrolling a student is not the legal guardian, they must complete a non-parental affidavit.*
- Kinship Caregiver - must complete the Kinship Caregiver affidavit. (includes Grandparent)
All Parents/Guardians/Caregivers registering must provide a Valid Driver's License, State ID or Passport.

3. Birth Certificate or Passport

4. Child's Social Security Card – The school system asks parents to provide a copy of the student's Social Security Card, although providing it is voluntary. If the parent chooses not to provide, the Waiver of Social Security card shall be completed. *Parents should understand that providing the Social Security Card is necessary to be qualified for the HOPE Scholarship for college.*

5. Hearing, Dental, Vision & Nutrition Screening Certificate as required by Georgia Law 20-2-770 (**Georgia Form 3300**) for 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 student is enrolling from another Georgia public school, a completed 3300 Form will be accepted.

6. Certificate of Immunization as required by Georgia Law 20-2-771 (**Georgia Form 3231**) for all students. Students enrolling from another state may provide immunization records from another state and have 30 days to get records transferred to the Georgia form. 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.

7. Report Card (Grades K-8) – A copy of the student's most recent report card from the previous school is necessary to enroll a child at the beginning of the school year. The report card must indicate whether the student has been promoted or retained during the previous school year. A copy of the report card can be obtained when withdrawing the student from the previous school.

Transcript (HS Only) – Students CANNOT be enrolled in the proper classes without a transcript. A copy of the transcript should be obtained when withdrawing the student from the previous school.

Withdrawal Form/Grades – When students withdraw from their previous school during the course of the year, they should be provided with a withdrawal from that lists their current courses and grades. This withdrawal form should be submitted when enrolling the student.

8. Discipline Record (Mandatory Grades 7-12) – 10-day grace period or sign record release form. Suspensions and expulsions from other school districts will be honored.

Proof of Residencies Accepted

Column A

- Non-Contingent Sales Contract (Contingency is **NOT** Accepted)
- Current Lease/Rental Agreement (with Start/End Dates)
- Current Residential Property Tax Statement/Bill
- Current Warranty or Quit Claim Deed (Only with Address)
- Current Home Purchase Agreement
- Approved Homestead Exemption

*All Must Include Address

Column B

- Current Gas Bill
- Current Water Bill
- Current Electric Bill

*Within the last 30 days

*Service address must be clearly marked with homeowner name listed.