

NEW STUDENT ENROLLMENT INFORMATION

Name of Student: _____

Date: _____

UPON ENROLLMENT THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLY WITH SCHOOL POLICY AND STATE LAW.

****Any special education records or ESOL testing must be provided.**

1. PROOF OF RESIDENCY

A. If you **OWN** your residence, we need 1 item from #1 **AND** 1 item from #2:

- 1) Utility Bill (most recent gas, water, or electric) or letter from utility stating service at current address.
- 2) Recorded Settlement Statement, Warranty Deed, or Property Tax Bill (**must** reflect owner's name and address). The name and address **must** agree with the utility bill.

B. If you **LEASE** your residence, we need 1 item from #1 **AND** 1 item from #2:

- 1) Utility bill (most recent gas, water, or electric) or letter from utility company stating service at current address.
- 2) Lease agreement (**must** be signed and dated by both the resident and management). The name and address **must** agree with the utility bill.

C. If you are **LIVING WITH A FRIEND OR RELATIVE**, who **OWNS** their residence, we need **ALL** of the following:

****Owner or lessee (Host) must be present at the time of enrollment.**

- 1) Utility bill (most recent gas, water, or electric) or letter from utility stating service at current address.
- 2) Recorded Settlement Statement, Warranty Deed, or Property Tax Bill (**must** reflect owner's name and address). The name and address **must** agree with the utility bill.
- 3) Driver's license or picture ID must be provided by the owner or lessee (Host) showing the same address as utility bill, and proof of residency (Recorded Settlement Statement, Warranty Deed, Property Tax Bill). Picture ID of applicant may be requested.
- 4) "Residency Affidavit" form filled out by owner or lessee (Host) and must be notarized.

D. If you are **LIVING WITH A FRIEND OR RELATIVE**, who **LEASES** their residence, we need **ALL** of the following:

****Owner or lessee (Host) must be present at the time of enrollment.**

- 1) Utility bill (most recent gas, water, or electric) or letter from utility stating service at current address.
- 2) Lease agreement (All adults are to be listed as occupants and lease **must** be signed and dated by both the resident and management). The name and address **must** agree with the utility bill.
- 3) Driver's license or picture ID must be provided by the owner or lessee (Host) showing the same address as utility bill, and proof of residency (Lease Agreement). Picture ID of applicant may be requested.
- 4) "Residency Affidavit" form filled out by owner or lessee (Host) and must be notarized.

2. WITHDRAWAL FORMS FROM PRIOR SCHOOL TO INCLUDE:

- Withdrawal form
- Official transcript of grades, or rising 9th graders, a report card reflecting promotion
- Discipline record from previous school or statement of NO discipline. PRHS Administrator's name _____
- Attendance record _____ Discipline _____ Attendance _____

3. GEORGIA STATE LAW REQUIRES ALL OF THE FOLLOWING AT THE TIME OF ENROLLMENT:

- Certificate of Immunization must be on Georgia form 3231
- Vision, hearing, and dental certificate on Georgia form 3300

****Out of state forms may be taken to Lawrenceville Health Center to be transferred to a Georgia form.**

4. PROOF OF PARENT/LEGAL GUARDIANSHIP: (Birth Certificate or proof of natural parent required)

- Birth Certificate or proof of natural parent
- Student lives with both natural parents
- "Affidavit of Parental Authority" with divorce papers stating student's custody.
- Legal guardianship papers, probated through Gwinnett County court system when not living with natural parent.

I understand and agree to provide said documents to the school.

Parent Signature Date

Student Signature Date