

NEW STUDENT ENROLLMENT INFORMATION

Name of Student: \_\_\_\_\_

Date: \_\_\_\_\_

UPON ENROLLMENT THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLY WITH SCHOOL POLICY AND STATE LAW. STUDENTS WILL NOT BE REGISTERED IF PAPERWORK IS INCOMPLETE OR OUTDATED.

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 (with physical address), 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 (with physical address), 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 (Host) showing the same address as utility bill, and proof of residency (Recorded Settlement Statement, Warranty Deed (with physical address), Property Tax Bill). Picture ID of applicant may be requested.
4) "Residency Affidavit" form filled out by owner (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 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 lessee (Host) and must be notarized.

2. WITHDRAWAL FORMS FROM PRIOR SCHOOL TO INCLUDE:

- Withdrawal form
Official transcript of grades, or for 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 (dated 2007/08)
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 is 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.

5. SPECIAL EDUCATION STUDENT: YES NO If your student is currently receiving Special Education services, you will need to provide the PRHS with a copy of the most current IEP (Individual Education Plan), current psychological report, and any pertinent medical documentation.

6. ESOL/ELL STUDENT: YES NO If your student will require or has been enrolled in ESOL services, records must be obtained from either Gwinnett County's INC or the previous school for proper placement.

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

Parent Signature Date

Student Signature Date