



Student Enrollment Center is located at:

**Advancing Education Center
925 Osburn Rd.
Chickamauga, GA 30707**

Enrollment Center Hours

Monday – Friday

7:30 am to 3:30 pm

Summer Hours – Closed on Fridays

Step 1. Complete the Enrollment Form - You will need to submit the main enrollment form for each child in your family. Additional information is also required (see below).

Step 2. Identify the school that your child will attend – Students are assigned to schools in an attendance area according to the student's physical address (where they live). If you wish for your child to attend a school outside his/her zone you must make application with the school principal. Space availability is generally not a problem, but periodically students may need to attend the school for which they are zoned if all classrooms are full.

Step 3. Additional Required Information – In addition to completing the main registration form, please provide the following materials:

Your ID – Personal identification of parent/guardian (driver's license, picture identification, etc.) bearing your name.

Your Child's ID – A copy of your child's birth certificate and social security card.

Form 3231 (immunization) and **Form 3300** (eye, ear, dental and nutrition) if student is Kindergarten, 1st grade or moving from another state.

Proof of address - (some examples are)

Electricity

Cable

Water

Lease - signed

Gas

Mortgage

Phone

Bank Statement

Georgia Voter registration card at current address

First page of Georgia Income Tax Return

Receipt from car tag registration

VISUAL VERIFICATION through a home visit by a School Social Worker may be warranted to fulfill proof of address requirements.

If you are living with a friend or relative because of economic hardship you will need to bring them to the Central Enrollment Center to sign an **Sworn Affidavit** stating that their address is your place of residence. They will also need to bring a current photo ID with them.

If you do not have documentation because you are living in a temporary or homeless situation, call Title I Homeless Outreach Program for Education at 706-638-1240.

Step 4. School Visit – the enrollment application for each student will be forwarded to the school that the student will be attending. Please understand that school staff may ask parents who submit enrollment to visit the school at a convenient time to sign documents and/or provide additional information.

Questions – Please call Student Services at 706-375-7947