

# STUDENT ENROLLMENT CHECKLIST



## **I. Student Enrollment Checklist:**

In accordance with board policy **JBC Student Admission**, documentation must be provided from each of the following subsections within *30 days of signing an Affidavit of Residency* to satisfy requirements for enrollment within the Dade County School System:

### **A) Proof of Student's Age**

Present **one** of the following:

- A certified copy of a birth certificate; or
- A federal, state, county, or school document with date of birth.  
*Examples include a certified, hospital-issued birth record or birth certificate; military ID; valid driver's license; passport; adoption record; religious record, signed by an authorized religious official; official school transcript; or official immigration documentation.*

For a fee, parents can order a birth certificate for a child born in Georgia through the state's ROVER service. Go online to <http://gta.georgia.gov/rover> for more information.

### **B) Proof of Legal Custody/Guardianship**

The following persons are authorized to enroll students:

- Parent (natural or adoptive)
- Legal guardian
- Grandparent with a properly executed Power of Attorney for the care of a minor child
- Kinship caregiver with a properly executed *Kinship Caregiver Affidavit*
- Foster parent appointed by a state agency
- Sponsor for approved International Exchange Program

Present **one** of the following proofs of Legal Custody/Guardianship:

- Custody/Guardianship Paperwork/Kinship Caregiver Affidavit or Grandparent Power of Attorney
- Current Medicaid/Private Insurance Card listing the child's name and date of birth
- Most recent income tax return showing the child as your legal dependent

The person authorized to enroll should present **one** of the following:

- Driver's license
- State identification card
- Passport
- Other official photo identification

### **C) Proof of Residency**

**\*\*Important information regarding Proof of Residency documentation**

- *The address identified on ALL documents presented for residency verification must match (address of your residence must be the same as the one identified on your driver's license and utility bill).*
- *A telephone bill is NOT an acceptable utility bill.*
- *A contingency sales contract is not acceptable.*

Present **one** of the following (*the document chosen must include address*):

- Non-contingent sales contract
- Current lease/rental agreement
- Most recent income tax return
- Current paycheck stub
- Current residential property tax statement/bill
- Current warranty or quit claim deed
- Current home purchase agreement
- Current homeowner's insurance policy

Present **one** of the following (*must include parent/legal guardian's name with the address of the residence*):

- Current gas bill
- Current water bill

- Current electric bill

**D) Residency Affidavit**

1. Must be notarized and signed by the parent/legal guardian/person authorized to enroll
2. Must include two forms of Proof of Residency previously listed  
(*See Proof of Residency section. Present one from each category*)
3. If the student's family is residing in the home or apartment of another individual (the family does not own the property/residence), the following will need to be included:
  - *Property Owner's Affidavit* must be completed and signed by the property owner and notarized
  - Property owner must include copy of photo ID and residential tax statement *or* GA Power bill in the property owner's name

**E) Immunization/Health Certificates** (*all are required for enrollment*)

- Student's Social Security Card or Objection to Use Waiver
- Valid certificate of immunization (Ga. Health Dept. Form #3231) **or** Notarized Affidavit of Religious Exemption (Department of Health Form #2208 – available from the local school)
  - *The certificate of immunization must be completed by the health department or your health care provider. A valid Form #3231 must be marked with either "Date of Expiration" or as "Complete for School Attendance." (A certificate marked with a "Date of Expiration" expires on the date indicated. A current certificate must be submitted within 30 days of expiration). A medical exemption, if applicable, should be noted on Form #3231 with a current date of expiration.*
- Vision, Hearing, Dental and Nutrition Screening (Ga. Health Dept. Form #3300, rev. 2013)
  - *This form is available from the health department or your doctor/dentist. Letters from appropriate healthcare professionals and out-of-state certificates are acceptable, if completed within the last 12 months and stapled to the state form.*

**F) Student Records** (*all are required for enrollment*)

- The child being enrolled is enrolling in a school for the first
- The child being enrolled is transferring from:
  - *In addition to providing documentation from sections A-E, enrolling parents/guardians/custodians of students previously enrolled in another school district will need to fill out a "Records Request" form and have it sent to the school in which their student was previously enrolled to obtain records relating to enrollment, attendance, transcripts, discipline, testing, Special Education, etc.*

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**\*Important Message for the Enrolling Officer:** *If all required documents have been provided, please initial on the line next to "All Requirements Have Been Met", sign and date below and ensure that this form and all required enrollment documents are filed under "Residency" If there are documents still needed, please initial on the line next to "Provisional Enrollment" and indicate which documents are still needed.*

\_\_\_\_\_ **All Requirements Have Been Met**

\_\_\_\_\_ **Provisional Enrollment**

**Still Need:** \_\_\_\_\_  
\_\_\_\_\_

**Enrolling Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

