



### Procedures for Student Enrollment in the Dade County School System

- I. To satisfy the requirements for residency, according to Dade County Board of Education (BOE) policy JBC, one document in each of the three following categories must be submitted to the BOE within 30 days of signing an Affidavit of Residency. All such documents must be in the name of the student's parent/legal guardian and must identify the physical property address of the residence.
  1. Current Rent/Lease Agreement  
  
or current residential property tax statement/bill or home purchase agreement  
  
or **Notarized** Property Owner's Affidavit including property owner's photo ID **and** residential property tax statement **or** GA power bill in property owner's name. The Property Owner's Affidavit form may be obtained from Dade County BOE.
  2. Child custody papers  
  
or current Medicaid card or private insurance card listing the child's(ren's) name  
  
or most recent income tax return (showing the child(ren) as your legal dependent)
  3. Current utility bill (power bill/water bill)  
  
or Driver's license (showing physical address)  
  
or Dade county tag receipt
- II. Go to the school for enrollment. You will need the following items.
  - Withdrawal form from previous school
  - Certified Birth Certificate
  - Social Security Card
  - Certificate of Immunization on Georgia Form
  - Certificate of Eye, Ear and Dental on Georgia Form