

Procedures for Student Enrollment in the Dade County School System

- I. Obtain an Affidavit of Residency from the Board of Education. To satisfy the requirements for residency, according to Dade County Board of Education (BOE) policy JBCB, 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.
 - Completed Affidavit of Residency
 - 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