

# WELCOME to the Rockdale County Public Schools' Student Registration Center!

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## Registering your child for school is as easy as **A-B-C!**

Rockdale County Public Schools wants to make the school registration process as easy as possible for busy parents/legal guardians. We understand that it can be confusing trying to figure out which of the district's schools your child will attend. To alleviate some of the confusion and to assist families in completing all the proper registration forms, the district operates a central Student Registration office.

Parents/legal guardians of elementary, middle, and high school students must go to the Student Registration office to register their children for school. This process includes students new to Rockdale County as well as those moving from one Rockdale County school zone to another. For those students who are transferring within the county, please bring a copy of the withdrawal form from the previous school along with proof of residency. **STUDENTS ENTERING ROCKDALE COUNTY FROM ANOTHER STATE:** If you are registering a child from out of state, please obtain his or her records BEFORE your child's former school system closes (many school systems close completely over the summer and your child may not be able to start school in Georgia without those records).

## Helping you save time

Please review the information on this webpage to learn more about what you must bring with you when you visit Student Registration. As an additional time saver we've posted a printable online checklist of the required registration items. Please note that we must have the required documents to register your child.

## How to register your child

In order to attend Rockdale County Public Schools, new students and their families must complete a **Two-Step Process:**

**Step 1 - Registration:** Parents/legal guardians must visit the Student Registration Office to complete all required forms, provide the required documentation, and submit verification of the family's address. The family will register all of their school-aged children during this one visit. Children do not need to be present.

**Step 2 - Enrollment:** Parents/guardians and students will visit the assigned school to enroll and obtain class information, schedules, and other information unique to the school. The family **MUST** present the packet of forms listed above. Otherwise, the student cannot be enrolled.

## Student Registration required documents

In order to register a child for school the **parent/ legal guardian** will need to bring the required documents listed below to the Student Registration office. Students will not be able to attend school until all the necessary forms are provided.

What student registration staff must have in order to register your child:

1. **Current proof of residency** (**THE REGISTRATION PROCESS CANNOT BEGIN WITHOUT MEETING THIS REQUIREMENT**)
  - a. Current signed lease agreement **OR**
  - b. Current mortgage statement or property tax receipt **OR**
  - c. Statement of Legal Residence Form {Affidavit} (copies available at Student Registration Office) \*this requires the owner/landlord's signature and notary
  - d. **PLUS one of the following:**
  - e. Automobile registration with the same address
  - f. Current gas, electricity, or water bill with the same address
2. **Certified Birth Certificate** showing the registering parent(s) name(s)  
**OR**  
**Court-ordered proof of custody/guardianship if you are not the birth parent.** If you need further information about obtaining legal guardianship, please contact the Rockdale County Probate Court at (770) 278-7700.
3. **Social Security Card (or waiver)**
4. **Form 3231 (Certificate of Immunization - Georgia Dept. of Human Resources)**
5. **Form 3300 (Certificate of Ear, Eye, and Dental Examination)**
6. **Photo ID for parent**
7. **Certified copy of your child's transcript** (grades 9 and higher) Georgia Statute O.C.G.A. 20-2-670.
8. **Certified copy of your child's discipline record** (grades 6 and higher). We will also need a copy of the withdrawal form. Georgia Statute O.C.G.A. 20-2-670.

**Additional information you may need:**

- If your child has a disability which requires special education, please bring a copy of your child's IEP.
- If you are coming to Rockdale from another school system, please bring a copy of your child's records from the previous school. This would include a copy of the report card (Kindergarten – 8<sup>th</sup> grade) or transcript (9<sup>th</sup> – 12<sup>th</sup> grades).
- If you are transferring from within the county, please bring a copy of the withdrawal form.

## **Change of address during the school year**

All student address changes within Rockdale County Public Schools must be validated at the Student Registration office. Please bring proof of your new residence to the Student Registration office.

## **Entry Age for Public Kindergarten and First Grade**

A child must be five years old on or before September 1 to enter a public kindergarten. The child must be six years old on or before September 1 to enter first grade. School systems must verify age before enrollment. A child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in either a public kindergarten or first grade, or a private kindergarten or first grade accredited by a state or regional association, would be eligible to enroll in Georgia schools, provided that the kindergartner is five years old by December 31 or the first grader is six by December 31.

## **Students returning from a Department of Juvenile Justice placement**

If a student is returning from a youth detention center, the student must re-register at the Student Registration Center. Pursuant to Rule 160-4-8-.17, a case management consultation team (school and

involved local agency personnel) will schedule a meeting with you to decide the best placement for your child.

### **We're here to help!**

The goal of the Student Registration Office is to enroll your child the most efficient manner possible; however, without the required information and/or documents listed above, we will not be able to register your child.