



Rockdale County Public Schools

Student Registration

Required Documents

1. **Current proof of residency** (REGISTRATION PROCESS CANNOT BEGIN WITHOUT THIS)
 - 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)
requires owner/landlord's signature and notary*PLUS** one of the following:
 - a. Automobile registration with the same address
 - b. 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 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)** (obtain at doctor's office or Rockdale County Health Department)
5. **Form 3300 (Certificate of Ear, Eye, and Dental Examination)** (obtain at doctor's office or Rockdale County Health Department)
6. **Photo ID of parent**
7. **Certified copy of your child's transcript** (grades 9-12) *Georgia Statute O.C.G.A. 20-2-670.*
8. **Certified copy of your child's discipline record** (grades 6-12). We will also need a copy of the withdrawal form. *Georgia Statute O.C.G.A. 20-2-670*

Additional information:

- 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, including **report card** (grades K-8) or **transcript** (grades 9-12) and **discipline records**.
- If you are transferring within the county, please bring a copy of the **withdrawal form** (available at the school you are withdrawing from) **AND current proof of residency** (2 items, see above).

All documents containing the child's name must match the name on the birth certificate.

Bring these documents to the **RCPS Student Registration Office, 1143 West Avenue, Conyers, GA, 30012**
Monday-Friday, 7:30 a.m. – 3 p.m., 770-761-1457, stureg@rockdale.k12.ga.us
OR save time and register online: www.rockdaleschools.org/OLR