

LEE COUNTY SCHOOL SYSTEM REGISTRATION CHECKLIST

No student will be enrolled without Birth Certificate, SS card, Immunizations (Form 3231), EED (Form 3300) and Current Residency Proof.

For students entering grades 6th to 12th—a transcript, discipline and attendance are required.
ELECTRIC BILL—Sumter EMC, Mitchell EMC or GA Power (must be no more than 30 days old and not indicate disconnection or pending disconnection)

PROOF OF RESIDENCY—What is required and acceptable proof:

A. If you **own** a residence in Lee County AND reside in that residence:

- _____ Property tax bill or mortgage statement in your name showing property address AND
- _____ Current Electricity bill in your name showing the property address/service address/wattage ; AND
- _____ Residency Affidavit*

B. If you **rent** the property where you are currently residing:

- _____ Current Copy of lease/rental agreement, signed and dated with all household members included on lease or addendum, AND
- _____ Current Electricity bill in your name showing the property address/service address/wattage (If electric service is included in your current/lease agreement, you must provide satisfactory evidence that is it included, such as a notarized statement from the landlord). AND
- _____ Residency Affidavit*

If lease is a month to month lease, **YOU WILL BE REQUIRED** to furnish a receipt of payment each month to the Registrar.

C. If you are **sharing** a home with another individual or family and have no bills related to the household expense:

- _____ Homeowner Residency Affidavit* , AND
- _____ Residency Affidavit* , AND
- _____ Shared Housing Form* , AND
- _____ Current Copy of lease/rental agreement, signed and dated with all household members included on lease or mortgage statement, or tax bill AND current Electricity bill in the homeowner's name, showing the property address/service address/wattage , AND
- _____ Two bills incurred by the parent that are received at the given physical address (credit card, doctor bills, bank statement, car insurance, etc.), OR
- _____ Three **NOTARIZED** statements from neighbors stating that parent(s) and students are living at the given address. These verifications must be on a Lee County School System form.

****Affidavits will be given to you by the Registrar. A Notary Public is available in the Registrar's Office for affidavits signed in her presence. No Affidavit, which the Notary did not see the person sign, will be notarized .***

REQUIRED DOCUMENTS:

Copy of picture ID of person enrolling child
Birth Certificate (must be legible and easy to read—Must be certified with seal—can be a copy)
Immunizations on Georgia Form 3231
Eye, Ear & Dental on Georgia Form 3300
Copy of Social Security card (must be able to read numbers)
Withdrawal form from previous school (if school has started)
Transcript and Attendance (for grades 6th to 12th)
Discipline (for grades 6th to 12th)
Copy of Divorce Decree— custody portion (if applicable)
Name, address, phone number & fax number of previous school

NEEDED DOCUMENTS:

IEP, SST, 504 Plan or ESOL Records
Report Card (for current year)
Standardized test scores
Gifted Eligibility (if applicable)
Proof of current grade level

NOTE: *If enrolled by anyone other than biological/adoptive parents, you must have guardianship (guardianship must be from the Superior or Juvenile Court—No Probate Court guardianships without approval from system Social Worker)*

NOTE: *If parents are divorced, we must have a copy of custody portion of your Final Decree of Divorce identifying each person's respective award of physical custody. You are responsible for immediately informing the school of any changes to the court order. Students must be enrolled in school in the county where the custodial parent resides.*

NOTE: *If a father is enrolling a child, and is not married to or divorced from the mother of the child, we must have court papers showing him as the legal father of the child. If he is divorced from mother, we must have a signed copy of the divorce decree showing the custody portion.*