



# WELCOME LETTER AND REGISTRATION CHECKLIST

## WELCOME TO THE PICKENS COUNTY SCHOOL DISTRICT

To ensure a smooth transition for students and their families, the following requirements must be met for a new student to enter the Pickens County School District.

### 1. Proof of Residency

Students **MUST** reside in Pickens County (within our school district) with their parents or legal guardians and **MUST** notify the school any time there is a change in residency.

**Two (2) pieces of evidence MUST be submitted at time of registration to show "Proof of Residence". See the following list for accepted items:**

#### From "Home Owners"

- Current utility bill (showing street address in the name of the person registering the child). Example: water bill, telephone bill, electric bill , gas bill **OR**
- Current residential property tax statement from the Pickens County Tax Assessors Office or Homestead exemption in the name of the person registering the child. If there is no tax bill, then the purchase/closing information can be used.

#### From "Renters"

- A signed lease or rental agreement, consisting of the written evidence that the agreement is valid AND
- The Pickens County School District Affidavit of Residency Form signed by the property owner and the home's occupants, which will allow for appropriate verification of residence, OR
- Current utility bill (showing street address in the name of the person registering the child). Example: water bill, telephone bill, electric bill, gas bill

#### From Parents/Guardians considered as "Non-Renters" or "Occupants of another person's home/residence"

- The Pickens County School District Affidavit of Residency Form signed by the property owner and the home's occupants, which will allow for appropriate verification of residence  
The Attendance Officer may visit the address given by any parent/guardian to verify residence. Extra verification will be required for a P.O. Box address.

### 2. Birth Certificate

Students **MUST** have a certified copy of their birth certificate, with raised seal.

### 3. Georgia Certificate of Immunization Form (GA Department of Health Form 3231)

Can be obtained from student's physician or any public Health Department. **When entering a public school for the first time, the Department of Health Form 3232 must be provided.**

### 4. Georgia Certificate of Eye, Ear, Dental and Nutrition Examination Form (GA DHR 3300)

Can be obtained from student's physician or public Health Department. **When entering a public school for the first time, the Department of Health Form 3300 must be provided.**

### 5. Child's Social Security Card

An official copy of the student's Social Security Card (original copy) **MAY** be provided, which will be placed in the child's confidential records. If you do not wish to provide a social security number, you must sign an objection form and a student number will be assigned to your child. Please inform the registration office you need to complete this form.

## SIGNATURE

<b>I acknowledge that I have been informed of the requirements for entering the Pickens County School District.</b>		
X _____	X _____	_____
<b>Print Name of Parent/Guardian</b>	<b>Signature of Parent/Guardian</b>	<b>Date</b>

### REGISTRATION CHECKLIST

This document is a checklist of all the required information needed to register a student in the Pickens County School District.

Documents to Bring to Registration	Complete
<p><b>1. Birth Certificate</b></p> <p>Georgia law requires that all parents or legal guardians present the school with the new student’s original birth certificate, or provide a notarized (embossed stamp only) copy thereof.</p>	<input type="checkbox"/>
<p><b>2. Social Security Card</b></p> <p>Parent or legal guardians of a new student MAY provide a copy of the new student’s social security card. If you do not wish to provide a social security number you must sign an objection form and a student number will be assigned to your child. Please inform the office if you need to complete this form.</p>	<input type="checkbox"/>
<p><b>3. Georgia Certificate of Immunization Form (GA Department of Health Form 3231)</b></p> <p>All parents or legal guardians of a new student must provide an adequate certificate of immunization from either their child’s physician or a Georgia County Health Department. Students coming from out-of-state or out-of-country MUST obtain their certificate from a Georgia-based physician or County Health Department. The Pickens County Health Department can be reached at (706) 253-2821.</p>	<input type="checkbox"/>
<p><b>4. Vision, hearing, dental, and nutrition screenings (GA Department of Health Form 3300)</b></p> <p>You may obtain these screenings from any Georgia County Health Department or your child’s physician. You may also obtain these screenings from an optometrist, audiologist, dentist, and registered dietician. You must provide Georgia Department of Public Health Form 3300 to the schools. The Pickens County Health Department can be reached at (706) 253-2821.</p>	<input type="checkbox"/>
<p><b>5. Proof of Residency and Custody</b></p> <p>Parents or legal guardians of students must present the following documents, or provide a notarized (embossed stamp only) copy thereof, upon registering:</p> <ul style="list-style-type: none"> <li>• Parent Identification – a GA Driver’s License or GA State ID</li> <li>• Legal Custody Papers (if child does not live with both birth parents)</li> </ul>	<input type="checkbox"/>
<p><b>6. Affidavit of Residency</b></p>	<input type="checkbox"/>
<p><b>7. Proof of Residency (2 items). Examples:</b></p> <ul style="list-style-type: none"> <li style="width: 50%;">• GA Driver’s License</li> <li style="width: 50%;">• Bank Statement</li> <li style="width: 50%;">• Signed Lease</li> <li style="width: 50%;">• GA Public Aid Card</li> <li style="width: 50%;">• Home/Apartment Insurance Papers</li> <li style="width: 50%;">• Real Estate Tax Bill</li> </ul>	<input type="checkbox"/>
<p><b>8. New Student Transportation Form</b></p>	<input type="checkbox"/>
<p><b>9. Nurse Form</b></p>	<input type="checkbox"/>
<p><b>10. Student Enrollment Form</b></p>	<input type="checkbox"/>
<p><b>11. Parent Occupational Survey</b></p>	<input type="checkbox"/>
<p><b>12. New Student Free/Reduced Program Form</b></p>	<input type="checkbox"/>