Step One:
- The parent/legal guardian will need to contact/call the Early Childhood Program Department at 678-301-7244, to initiate the parent referral contact for the student.

Step Two:
- Return all the necessary documents listed in the Documents Required for School Registration Packet.
  - Detailed document list click on link: “Documents Required for School Registration”
    - Certified copy of a birth certificate or a federal, state, or county document with date of birth.
    - Proof of Authorized Person to Enroll: Parent/Legal Guardian (Driver’s license/State ID/Passport)
    - Proof of Residency: (In the name of the parent/guardian)
    - Current utility bill: (Gas bill, water bill or electric bill)
    - Vision, Hearing, and Dental on GA Form #3300
    - Georgia Certificate of Immunization Form #3231
    - Copy of the child’s Social Security Card
    - Parent Referral Questionnaire
  - Click on Link: “Parent Questionnaire”
- If your child attends a Daycare/Preschool have his/her teacher fill out the following form.
  - Click on Link: “General Education Teacher Questionnaire”

- IF YOUR CHILD HAS HAD ANY PRIVATE EVALUATIONS, IT IS HELPFUL THAT YOU SEND COPIES OF THE EVALUATIONS ALONG WITH ALL YOUR PAPERWORK.

Step Three:
- Submit your paperwork in either of the following ways:
  - **Mail:**
    - Gwinnett County Public Schools
    - Instructional Support Center - Building 200
    - Department of Special Education / Early Childhood Program
    - 437 Old Peachtree Road, NW
    - Suwanee, GA 30024-2978
  - **Fax:**
    - 678-301-6663
  - **Email:**
    - ECP@GCPSK12.ORG

For additional questions call: 678-301-7244