

PARENT CHECKLIST

For each child you will be registering, you may want to have the following documents or information available as a quick reference:

1. **Mailing Address**-- if different from your home address
2. **Alternate Address**-- if the student will be riding the bus to or from an address other than your home address
3. **Emergency Contact Name and Phone Number**-- you can add up to 4 contacts
4. **Parent/ Guardian Phone Numbers**-- home, cell, work
5. **Parent Email Address**-- also, student email address if available
6. **Parent Employer**-- name, address, phone number (optional)
7. **Student Birth Certificate** -- for full legal name
8. **Student Social Security Card**-- for SS#
9. **Gwinnett County Public School Student ID** (if your student was **ever** enrolled or ever attended a Gwinnett County school, he or she has a GCPS student ID)
10. **Year Student Entered 9th Grade**-- for high school only
11. **Student Discipline History**-- only needed if this student is brand new to Gwinnett County Public Schools
12. **Previous School Information for the last 2 years**-- ***if the school(s) were outside Gwinnett County***—you will need school name, address, and phone number
13. **Doctor Name** and phone number (optional)
14. **Dentist Name** and phone number (optional)
15. **Health Conditions**-- allergies, asthma, etc.
16. **Medicine Taken At School**-- including dose, frequency, and reason taken