

# CHECKLIST OF DOCUMENTS NEEDED FOR REGISTRATION

## 1. Proof of residency

- A.** Copy of lease agreement or closing statement **AND**
- B.** Current utility bill (gas, water, or electric)
- A verification letter on company letterhead is required if 1<sup>st</sup> bill has not been received.

**NOTE:** If you are living with another family in our cluster, you will be required to complete a **notarized residency affidavit** (provided by the school) and provide the documents listed above for the home where you are residing. Affidavits must be renewed annually.

## 2. Picture ID of parent or legal guardian

(step-parents without legal guardianship cannot enroll)

## 3. Birth certificate (and legal guardianship papers if applicable)

## 4. Immunization Record (GA Form 3231)\*

## 5. Vision, Hearing and Dental Screening (GA form 3300)\*

\*If a student is entering Mill Creek H.S. from out of state, the parent may request a 30 day extension to have the student's immunization and VHD records transferred to GA forms.

## 6. Social Security Number

(Required for HOPE scholarship eligibility, but not enrollment)

## 7. Withdrawal paperwork from previous school.

- Rising 9<sup>th</sup> graders should bring their 8<sup>th</sup> grade report card showing promotion to 9<sup>th</sup> grade.
- All other students should bring their most recent report card or transcript.
- Discipline Report.
- If enrolling after the first week of the semester, please bring current schedule and withdrawal grades.