



CENTRAL REGISTRATION

Hours M – F 7:45 am – 4:00 pm

Phone 470-771-4259

Fax -770-228-8684

www.spalding.k12.ga.us

REQUIRED DOCUMENTS FOR ENTERING A GRIFFIN-SPALDING COUNTY SCHOOL

Certified copy of the Certificate of Birth (refer to BOE policy JBC for additional options)

Certificate of Immunization, Form No. 3231

Certificate of Eye, Ear & Dental Screening Examination, Form No. 3300

Social Security Card (refer to BOE policy JBC for additional options)

Proof of Residency – one proof from each list. **If proofs are in a Spouse's name a Marriage License is required.**

ONE OF THE FOLLOWING:

- Copy of mortgage statement/payment – dated with name, address - current within 30 days
- Copy of current property tax bill/statement of value
- Copy of rental agreement– this must include the address, names of all people living in the house, the name of the lease holder/company, expiration date, signatures

AND

ONE OF THE FOLLOWING:

- Copy of utility service contract or bill, landline telephone bill, cable TV or internet bill - date, name and address must appear on statement and must be dated within 30-45 days. The utility company will provide a written verification
- Copy of homeowner's insurance policy/receipt- must be dated and show name and address
- Income tax form with address - current year ONLY

Valid Photo ID of LEGAL parent/guardian

Proof of custody/guardianship if a person other than the natural parent is registering the child. Legal proof of guardianship is needed (i.e. court documents or DFACS papers).

Withdrawal Form (School packet provided by previous school)

Discipline report and transcript from previous school for middle and high school students.

Online Registration can be completed in advance at: tinyurl.com/gscsregistration. Kiosks are available at Central Registration for those unable to complete documents in advance. Please retain your Confirmation PIN Number or print your completed document and bring it with you.