

STUDENT REGISTRATION CENTER

770-651-2050

**LOCATED AT THE DOUGLAS COUNTY BOARD OF EDUCATION
9030 HWY 5, DOUGLASVILLE, GA 30134**

**HOURS OF OPERATION: *CALL FOR SCHEDULED APPOINTMENT*
8:00 AM UNTIL 4:30 PM CLOSED DAILY 12:00-1:00 FOR LUNCH
THE DOORS ARE LOCKED AT 4:30 PM**

WELCOME TO DOUGLAS COUNTY SCHOOLS. Once you have called the Center to schedule an appointment (770-651-2050) please have the following documents already copied and ready for processing and your scheduled time frame will be minimal.

Two proofs with the homeowners name must be presented or you will be denied enrollment

Choose one of the following to bring for first proof of residency

- 1) copy of lease agreement
- 2) copy of home settlement statement
- 3) property tax receipt

Choose one of the following to bring for second proof of residency

- 1) water bill
- 2) gas bill
- 3) direct tv
- 4) electric bill etc.

Should your situation be multi-residence, the homeowner that is providing shelter must provide the above two proofs and be present with photo ID and must sign the multi residence form to be notarized. (Notary at Center)

2. **BIOLOGICAL PARENTS OR GUARDIAN WITH LEGAL GUARDIANSHIP PAPERS / DIVORCE SITUATIONS MUST HAVE CUSTODY PAPERS.**
3. **PHOTO ID OF PARENT/GUARDIAN**
4. **BIRTH CERTIFICATE**
5. **STATE REQUIRED GEORGIA EED FORM 3300**
6. **STATE REQUIRED GEORGIA IMMUNIZATION FORM 3231**
7. **SOCIAL SECURITY NUMBER (OR WAIVER ON FILE)**
8. **TAG RECEIPT SHOWING DOUGLAS COUNTY RESIDENT**
9. **AT THIS TIME YOU MUST HAVE WITHDRAWAL PAPERS FROM PREVIOUS SCHOOL WITH CURRENT GRADES AND ATTENDANCE**