Rockdale County Public Schools

Student Registration

Required Documents

1. **Current proof of residency** *(REGISTRATION PROCESS CANNOT BEGIN WITHOUT THIS)*
   a. Current signed lease agreement OR
   b. Current mortgage statement or property tax receipt OR
   c. Statement of Legal Residence Form (Affidavit) *(available at www.rockdaleschools.org/registration)*
      *requires owner/landlord's signature and notary*

   **PLUS** one of the following:
   a. Automobile registration with the same address OR
   b. Current gas, electricity, or water bill with the same address

2. **Certified Birth Certificate** showing the registering parent(s) name(s)
   OR *Court-ordered proof of custody/guardianship* if you are not the birth parent. If you need information about obtaining legal guardianship, please contact the Rockdale County Probate Court at *(770) 278-7700.*

3. **Social Security Card** *(or waiver)*

4. **Form 3231** *(Certificate of Immunization - Georgia Dept. of Human Resources)* *(obtain at doctor's office or Rockdale County Health Department)*

5. **Form 3300** *(Certificate of Ear, Eye, and Dental Examination)* *(obtain at doctor's office or Rockdale County Health Department)*

6. **Photo ID of parent/guardian** *(Government/State issued)*

7. **Certified copy of your child’s transcript** *(grades 9-12)* *Georgia Statute O.C.G.A. 20-2-670.*
   *We can request transcript from the previous school system if parent does not have this.*

8. **Certified copy of your child’s discipline record** *(grades 6-12).* We will also need a copy of the withdrawal form. *Georgia Statute O.C.G.A. 20-2-670.*
   *We can request discipline record from the previous school system if parent does not have this.*

**Additional information:**
- If your child has a disability which requires special education, please bring a copy of your child’s IEP.
- If you are coming to Rockdale from another school system, please bring a copy of your child’s records from the previous school, including *report card* *(grades K-8)* or *transcript* *(grades 9-12)* and *discipline records*.
- If you are transferring within the county, please bring a copy of the withdrawal form *(available at the school you are withdrawing from)* AND **current proof of residency** *(2 items, see above).*
- All documents containing the child’s name must match the name on the birth certificate.

**Register online:** [www.rockdaleschools.org/registration](http://www.rockdaleschools.org/registration)

For more information, email register@rockdale.k12.ga.us