

NEW STUDENT REGISTRATION

Hembree Springs Elementary School
815 Hembree Road
Roswell, GA 30076
770-667-2902

Required documents for registering new students:

- Certified Birth Certificate (not hospital certificate)
- Social Security Card (not a copy)
- Parent's Photo ID (Driver's License, Passport, etc)
- Health Forms
 - #3231 GA Dept. of Human Resources Certificate of Immunization
 - #3300 Hearing, Vision and Dental Screening form
- *Notarized* Affidavit of Residency
- Proof of Residency – Two of the following documents:
 - * Mortgage Statement or Sales Contract
 - * Apartment Lease in the Parent/Guardian's name
 - * Current Utility Bill (Gas, Electric or Water) or Receipt to have Utilities Connected
 - * Current Paycheck Stub
 - * Current Bank Statement
 - * ***If the above documents are not in the parent/guardian's name,*** you must complete a *Notarized* Affidavit of Residency with signatures from both the resident *and* the parent/guardian. The above proofs of residency must be in the resident's name. The Affidavit is valid for only 30 days.

The required health forms may be obtained from either a private health care provider or the North Fulton Regional Health Center (404) 332-1958.

DIRECTIONS to the Health Center:

Turn RIGHT out of Hembree Springs Elem. onto HEMBREE RD
Turn LEFT (north) onto ALPHARETTA HWY
Turn RIGHT onto OLD MILTON PKWY
Turn RIGHT onto NORTH POINT PKWY
Turn LEFT onto ROYAL DR
3155 Royal Dr will be about 2/10 of a mile
Suite 125

Health Dept. Hours:

Monday, Tuesday, Wednesday and Friday – 8:30 am to 5:00 pm
Thursday – 8:30 am to 7:00 pm
Saturday (2nd and 4th) – 9:00 am to 2:00 pm