

Registration for New Students



Required Documents

1. **Ear, Eye and Dental Screening**

No child entering a Georgia school for the first time shall be admitted unless the child has a certificate of eye, ear and dental screening. This Georgia Department of Human Resources certificate (Form 3300) must be signed by the Health Department or a licensed Georgia physician.

2. **Immunization Certificate**

Georgia requires students to be immunized against measles, mumps, polio, rubella, whooping cough, tetanus, diphtheria, hepatitis B, haemophilus influenza, and varicella. Immunization information must be on the proper Georgia Department of Human Resources form; these are available through the Fulton County Department of Health and Wellness or local physicians (Form 3231).

3. **Birth Certificate**

Must be government issued; hospital certificates are not acceptable. Birth certificates for children born in Georgia may be requested from:

Georgia Department of Human Resources
Vital Records
2600 Skyland Drive, NE
Atlanta, Georgia 30319-3640
phone: 404-679-4701
fax: 404-524-4278

4. **Proof of Residency**

Per [Board Policy JBC, "School Admissions,"](#) two documents indicating residence in the attendance area must be provided for all students. This includes students who are 18 or older; emancipated; adult students. Enrollment of any child who meets the definition of homeless is determined by guidelines in Fulton County Board of Education [Policy JBCA](#).

Appropriate records for verification of residency must include any two of the following:

- Copy of home mortgage payment book
- Current utility bill (gas, electric, or water)
- Apartment lease showing name of legal guardian
- Homeowner's insurance registration/card
- Current paycheck stub
- Current bank statement
- Copy of sales contract for a home
- Receipt to have utilities connected

5. **Affidavit of Residence**

A notarized Affidavit of Residence must be submitted. This form is required prior to enrolling a student for the first time in a Fulton County school and also is required for all students as they enter sixth grade and ninth grade. Affidavit forms can be downloaded from the Social Work Department's [web page](#).

6. **Social Security Number**

7. **Academic Records**

Westlake High School must have most recent report card, withdrawal form from previous school and/or transcripts. **These are essential for proper placement of students.** Students in grades 7-12 also will need copies of any discipline records.