

# PAUL D. WEST MIDDLE SCHOOL

2376 HEADLAND DRIVE

EAST POINT, GA 30344

470-254-8130 PHONE

470-254-8121 FAX



Where Students Come First

DR. DARRELL STEPHENS, PRINCIPAL  
[STEPHENS12@FULTONSCHOOLS.ORG](mailto:STEPHENS12@FULTONSCHOOLS.ORG)

MARISSA WILSON, ASSISTANT PRINCIPAL  
[WILSONM2@FULTONSCHOOLS.ORG](mailto:WILSONM2@FULTONSCHOOLS.ORG)

ALISHA TORRES, ASSISTANT PRINCIPAL  
[JONESA4@FULTONSCHOOLS.ORG](mailto:JONESA4@FULTONSCHOOLS.ORG)

SHATALA CAIN, ASSISTANT ADMINISTRATOR  
[CAINS1@FULTONSCHOOLS.ORG](mailto:CAINS1@FULTONSCHOOLS.ORG)

MCKENZIE SMITH, ASSISTANT ADMINISTRATOR  
[SMITHM3@FULTONSCHOOLS.ORG](mailto:SMITHM3@FULTONSCHOOLS.ORG)

Needing to Enroll?

**Apply** Online!

Go to:

[www.fultonschools.org](http://www.fultonschools.org)

click on the Parent Tab >Resources>Student Registration>Online Enrollment>

Click to Enroll!



Once, you have completed the online student application, you will need to come to the school to complete the enrollment process. You must bring with you the following items:

1. Certified Birth Certificate
2. Social Security Card
3. Previous school records to include the following:

Withdrawal Form  
Report Card showing grade placement  
Attendance Record  
Discipline Record  
Test Scores  
Immunization  
Ear, Eye & Dental

4. Two Proofs of Residence

One current Utility Bill **REQUIRED** (Water or Electric) **AND**

One of the following:

- Valid/Current Lease Agreement in parent/guardian name
- Current Mortgage Statement
- Copy of home sale contract
- Section Eight/HUD Housing Document
- Homeowner's/Renter's insurance registration card
- Current bank statement
- Current paycheck
- Current HOA Bill



Each document **must** contain parent or guardian's name and current address

5. Valid Driver's License **OR** Valid State ID with current address

**NOTE:**

**The enrollment process may be delayed if the requested documents are not available. To ease the enrollment process, complete the enrollment application on-line prior to coming to the school. However, if you do not have internet access, you can enroll online at the school. We will try to make the process as smooth as possible; however be prepared for any possible delays.**

**REGISTRATION DATES:**

**Fridays: 9AM-1PM-** July 20<sup>th</sup> & 27<sup>th</sup>

**Wednesdays: 10AM-2PM-** July 18<sup>th</sup> & July 25<sup>th</sup>

**Tuesdays and Thursdays: 2PM-7PM-** July 17<sup>th</sup>, 19<sup>th</sup>, 24<sup>th</sup>, & 26<sup>th</sup>

