

## Student Registration Checklist

### REGISTRATION IS ONLY NECESSARY AT THE PUBLIC EDUCATION CENTER IF:

1. You are someone other than the child's parent or legal guardian & you have guardianship paperwork.
2. Your child is entering from a home school environment.
3. Your child is entering from an out of county alternative school or any youth detention center.
4. You are a non-resident living outside Muscogee County.
5. Your child **needs ESOL or Special Education Services** AND you are new to Muscogee County.
6. You are in a homeless situation.

(If you already have an affidavit of residence, you may visit the school of assignment to renew...see renewal information below)

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### New to Muscogee County School District OR Current MCSD Students Who Have Moved

Parents/legal guardians may register their children at the school of assignment designated by their residential address. To determine the school of assignment, visit the [MapNetWEB School Locator](#) website.

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### Documents Needed To Register/Change an Address

#### TWO (2) PROOFS OF ADDRESS

- **1st Proof** - One of the following documents (must be current & indicate "service address" & parent name):
  - Current utility bill, home phone bill (no cell phone bills & no "FINAL bills")
  - Proof of government benefits (Medicare, food stamps, Department of Families and Children (DFACS) correspondence)
  - Occupancy permit if moving into a newly constructed home
- **2nd Proof** - One of the following documents (must be valid & indicate address & parent name):
  - A residential lease or rental agreement
  - A current property tax statement, property deed, or settlement statement for the home

### NEW STUDENTS TO MCSD MUST ALSO HAVE:

1. A withdraw form from pervious school or most recent report card (summer months)
2. Proof of student legal name and age (one of the following documents in this order):
  - A certified copy of a birth certificate, certified hospital issued birth record or birth certificate
  - A military ID, A valid driver's license or passport
  - An adoption record
  - A religious record signed by an authorized religious official
  - An official school transcript
3. Student's social security card or wavier
4. Georgia Certificate of Immunization
5. Eye Ear and Dental Exam Form

\*\*\* Any person who is not the parent/legal guardian of the child must report to Central Registration for approval by the Director of Student Services before enrollment into school.