

Woodland High School Registration Checklist

- **The following documents are required for school enrollment.**
- **Once you have gathered all necessary documents, please contact the Counseling Department at 770-389-2784 to schedule an appointment.**

Proof of Residency in the attendance zone.

- 1- Valid Lease or Rental agreement with parent as lease holder and signed by both parties **AND** GAS or ELECTRIC bill dated within 60 days with the enrolling parent's name and service address or a letter of utility verification

OR

- 2- Property Tax Bill or Settlement Statement in parent's name **AND** GAS or ELECTRIC bill dated within 60 days with the enrolling parent's name and service address or a letter of utility verification

OR

- 3- An affidavit of residency from the Board of Education.

- Academic transcript/Discipline record.** Prior to admission, transfer students in grade 9-12 must provide a certified copy of their academic transcript and discipline record from prior school or a parent/guardian must authorize release of all records from the previous school.

- An official document showing proof of birth date.** Examples include an original birth certificate or birth registration or an official state or federal form with date of birth.

- Proof of custody/guardianship, if you are not the birth parent.** Court ordered Guardianship is required for registration. Please contact Henry County Probate Court at 770-288-7600 to obtain guardianship information.

- A Georgia certificate of Immunization.** Georgia Form #3231 is available only from licensed Georgia physicians and Health departments. Take your child's immunization records to a Georgia Physician or health department where staff will complete the form. A fee may be charged if additional immunizations are required. Also, there may be a normal charge for transferring information to the state form. State-required shots include Hepatitis B, DPT, Polio, HIB, two MMR shots, and Chicken Pox vaccine/proof of illness. A valid Form 3231 must be marked in the appropriate box with either "Complete for School Attendance" or "date of Expiration. By state law, a valid immunization form or immunization exemption (for medical or religious reasons) is required for enrollment. Contact the Henry County Health Department at 770-288-6136 or your physician for more information.

- Evidence of vision, hearing and dental exams** obtained in the past year. This information must be on Georgia Form #3300, available only from the health department and from most Georgia physicians and dentists. Letters from appropriate healthcare professionals and out-of-state certificates are acceptable, if completed within the previous 12 months and stapled to the state form. These exams are available at Georgia health departments for a fee. There may be a nominal charge for transferring information to the state form.

*****Please note it is the parent/guardian's responsibility to gather the necessary paperwork. Registration will not occur until necessary paperwork is gathered.*****