

STUDENT REGISTRATION FOR COWETA COUNTY SCHOOLS

Students who are new to the Coweta County School System should register at our Central Registration Center, located at 167 Werz Industrial Drive, Newnan, Georgia 30263. Call 770-254-5551 for an appointment or visit our website at www.cowetaschools.org.

Please have the following available to assist in expediting the registration process.

1. Student's Birth Certificate, Passport or other document which establishes the age of the student.
2. Social Security Card, Income Tax Return showing social security number of student, or Social Security Number Waiver Form (*Waiver form may be completed during the registration process*)
3. Proof of Residence – two items from the following list are required for address verification:
 - a. property tax records which indicate the location of the residence;
 - b. mortgage documents or a security deed which indicates the location of the residence;
 - c. apartment or home lease or rent receipt indicating the current address;
 - d. current electrical bill or application for electrical service showing the current address (please bring the entire bill, to show electrical service and address);
 - e. voter precinct identification card or other voter documentation indicating the current address.*If the parent/guardian resides in the home or apartment of another person, that person will need to be present with photo ID and two of the items listed above to complete a Two Party Affidavit of Residency.*
4. State ID, Government ID, Drivers License, Passport or other document reflecting proof of identity – Must be current. Students may only be registered by biological parent(s) or legal guardian(s). Proof of custody/guardianship is required if registering adult is not the birth parent.
5. Custody papers (if relevant) – Custodial parent(s)/guardian(s) must live in the appropriate school district.
6. Last Report Card/Withdrawal/Transfer Form with Grades if available – Due at registration to facilitate records requests and class placement.
7. Immunization Certificate or Immunization Waiver – Georgia Department of Human Resources (DHR) immunization certificate form 3231 or a signed 30-day waiver. (*Immunization waiver may be completed during the registration process*).
8. Hearing-Dental-Vision Certificate or Waiver on Georgia Form 3300 or a signed 90 day waiver. (*Hearing, Dental, Vision waiver may be completed during the registration process*).

NOTE: Exceptions will be made for above requests where appropriate. No document will be required that would cause or result in discrimination based on race, color, national origin, or immigration status.

More Information...

Immunization and Hearing-Dental-Vision Certificates: These certificates can be obtained from the Coweta County Health Department (770-254-7400) or from a family physician. Students transferring from another Georgia school should already have the certificates available from their previous school.

Students entering Kindergarten and first grade: Georgia law requires that students must be five years old by September 1 in order to enroll in Kindergarten and six years old by September 1 to enroll in first grade.

Pre-Kindergarten classes: Four-year-old Pre-K classes are limited in enrollment. Call your district school for space availability. Coweta County elementary schools hold on-site lottery drawings each spring for Pre-K class placement. Children selected for Pre-K must then be registered for school at the Central Registration Center.

Go to www.cowetaschools.org for forms and additional registration information. Online forms can be printed and completed ahead of time to assist in the registration process.

For appointments, directions, or more information, call the Central Registration Center at 770-254-5551.
Lissa Kaplan – Central Registrar fax: 770-254-5568