

STUDENT REGISTRATION FOR COWETA COUNTY SCHOOLS



Students new to the Coweta County School System register for classes at Coweta County School's 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
"New Student Registration"

The following items are required to enroll a new student:

1. **Birth Certificate** – State-issued, certified copy (hospital certificate not accepted).
2. **Social Security Card**
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.
4. **State ID or Drivers License** – Must be current (not expired). 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)** - If parents are divorced they must provide a copy of custody papers. Legal guardian(s) will also have to provide a copy of custody papers. Custodial parent(s)/guardian(s) must live in the appropriate school district.
6. **Last Report Card/Withdrawal/Transfer Form with Grades** – Due at registration to facilitate records requests and class placement.
7. **Immunization Certificate** – Georgia Department of Human Resources (DHR) immunization certificate form 3231 or a signed 30-day waiver.
8. **Hearing-Dental-Vision Certificate** on Georgia Form 3300 or a signed 120-day waiver.
9. **Authorization for release of IEP or records** – If a student is receiving Special Education or Gifted services. If IEP or eligibility for services is not presented at the time of registration, services will be delayed until these records are received by the school.
10. **Emergency contact information** – Students must have a contact on file by the first day of school.

*** The first eight (8) of the above requirements must be presented at the time of registration ***

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. Waivers may be requested during registration, but students may be withdrawn if certificates are not filed by the end of the waiver period.

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.

School districts: Call the school system's Transportation Department (770-254-2820) for information about which elementary, middle and high school districts serve your home address.

Go to www.cowetaschools.org/registration 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
Donna Carter – Registrar Pat Burnham – Registration Clerk To send a fax: 770-254-5568