

## **Toombs County School System Enrollment Requirements**

Parents or guardians can register \*eligible students any day during the regular school year. During the months of June and July, specific days and hours are designated for new student registration.

### ***\*Compulsory Attendance***

*Georgia law requires that students attend a public or private school or a home study program from their sixth to their 16th birthdays. Public Kindergarten is available in every school system, but it is not mandatory.*

### ***Entry Age for Public Kindergarten and First Grade***

*A child must be five years old on or before September 1 to enter a public Kindergarten. The child must be six years old on or before September 1 to enter first grade. The Toombs County School System must verify age before enrollment.*

*A child who was a legal resident of one or more states for a period of two years immediately prior to moving to Georgia and who was legally enrolled in either a public Kindergarten or first grade, or a private Kindergarten or first grade accredited by a state or regional association, would be eligible to enroll in Georgia schools, provided that the Kindergarten is five years old by December 31 or the first grader is six by that date.*

### ***Pre-K***

*Georgia also provides a public Pre-Kindergarten Program for students who are four years old on or before September 1. This program is administered by Bright from the Start: Georgia Department of Early Care and Learning and in the Toombs County School System, students are served on first come, first serve basis.*

The following procedures will be utilized by all schools to assist parents or guardians in registering students.

### **Who must register to attend a school within the Toombs County School System?**

- all students new to Toombs County

### **Who is authorized to register a child in a Toombs County School System?**

A child may be registered by his or her

- parent; or
- legal guardian, including an agent grandparent, as provided by the Power of Attorney for the Care of a Minor Child Act ( [OCGA] § 19-9-120 *et seq*); or
- guardian with military power of attorney (10 United States Code [USC] § 1044b); or
- immigrant status

## **What documents are required for registration in a Toombs County School System?**

- parents or guardians must present an original or state-certified copy of the child's birth certificate
- social security card or waiver as per OCGA § 20-2-150(d)
- Certificate of Eye, Ear, and Dental Examination (Georgia Department of Human Services form 3300)
- Certificate of Immunization (Georgia Department of Human Services form 3231) or waiver as per OCGA § 20-2-771
- photo identification of the parent or guardian enrolling the child- exceptions will be made when appropriate
- proof of residency documents (e.g. current utility bill [gas, electric, or water only—no phone bills], signed lease, or mortgage contract)
- proof of custody or guardianship if not the birth parent; in the case of grandparent agents, as per OCGA § 19-9-120 *et seq.*, a copy of the power of attorney document that is in the substantially same form as provided in OCGA § 19-9-129(b)–(c) and proof of the parent's stated hardship
- withdrawal records from previous school including last grade placement.

### **Immigrant Status**

Schools shall enroll immigrants/non–visa holders meeting age and residency requirements and shall not inquire about their legal status.

## **How can a homeless child register for school?**

Children who meet the definition of homeless or unaccompanied youth as set forth in Section 103 of the McKinney-Vento Homeless Assistance Act (42 USC § 11434a *et seq.*), and who are located within the Toombs County School System may be eligible to register as homeless. Homelessness may be characterized by the following:

- live in a shelter or motel
- share housing with relatives or others because the parents or guardians lost their housing or cannot afford housing
- live in a campground, car, abandoned building, or other inadequate shelter
- live on the street
- live in a temporary foster care residence
- has been abandoned in a hospital

Homeless parents have the right to

- enroll their child in school with or without health and school records;
- enroll their child either in the school where the parent is located or the school attended when permanently housed if in the best interest of the child;
- receive transportation to and from school, if requested by the parent/guardian, where required by federal law; and
- participate in school related activities and receive other needed services.

**Is there a means for provisional enrollment?**

The compulsory attendance law of Georgia requires parents or guardians residing within Georgia and having control or charge of a child between the sixth (6th) birthday and the sixteenth (16th) birthday to send such child to a public, private, or home study program. A student shall be enrolled on a provisional basis and allowed to attend school for thirty (30) days while awaiting evidence of residence, guardianship, or other local requirements. A student shall not receive provisional enrollment while awaiting evidence of immunization requirements.

**Georgia law, specifically OCGA § 20-2-771(b), requires a Certificate of Immunization prior to enrollment.** The law permits a principal to grant a thirty (30) day waiver of this requirement for a justified reason.

If the parent does not produce the appropriate paperwork, the school shall notify the parent, in writing, ten (10) days before withdrawing a student from the school. If appropriate documentation is not produced during the ten-day notification period, the student shall be considered withdrawn at the end of the thirtieth (30th) day.

- Provisional enrollment does not apply to students in grades 7–12 who are subject to disciplinary actions or felony convictions.
- Students pre-registering shall not be eligible for provisional enrollment.