

**DOUGLAS COUNTY SCHOOL SYSTEM  
CENTRAL REGISTRATION**

New Student Registration

Phone: 770-651-2050  
4841 Highway 5

Fax: 770-651-2012  
Douglasville, Ga 30135

Hours of Operation: 8:00 a.m. – 3:30 p.m.

NOTE: Individual schools do not register new students

*To enroll a student, you need to have the following items. Please be sure we have a copy of these and check them off the list.*

- \_\_\_\_\_ BIRTH CERTIFICATE
- \_\_\_\_\_ STATE REQUIRED IMMUNIZATION –Georgia FORM 3231
- \_\_\_\_\_ STATE REQUIRED EAR, EYE, DENTAL–Georgia FORM 3300
- \_\_\_\_\_ COPY SOCIAL SECURITY CARD – WAIVER IF OBJECTION
- \_\_\_\_\_ PARENT/GUARDIAN PHOTO I.D.
- \_\_\_\_\_ AUTOMOBILE TAG RECEIPT
- \_\_\_\_\_ PROOF OF RESIDENCY (one of the following)
  - \_\_\_\_\_ Copy of **CURRENT** lease agreement signed by landlord
  - \_\_\_\_\_ Copy of *home settlement statement* or **CURRENT mortgage statement**
  - \_\_\_\_\_ **CURRENT** property tax receipt
- \_\_\_\_\_ **\*\*\* AND \*\*\***
- \_\_\_\_\_ BILL/ RECEIPT FOR SERVICE CONNECTION FOR UTILITIES  
WITH NAME AND ADDRESS  
  
*Bill or Receipt must be CURRENT*
- \_\_\_\_\_ MULTI-RESIDENCE (if yes, our form signed by both owner and renter)  
(Notarized document)
- \_\_\_\_\_ CUSTODY PAPERS (GUARDIANSHIP PAPERS/DIVORCE)
- \_\_\_\_\_ LATEST REPORT CARD and WITHDRAWAL FORM  
  
*MIDDLE SCHOOL / HIGH SCHOOL USE ONLY:*
- \_\_\_\_\_ DISCIPLINE HISTORY
- \_\_\_\_\_ HIGH SCHOOL TRANSCRIPTS