

# **Chattooga County Schools Enrollment & Withdrawal Handbook**



# Chattooga County School District School Enrollment and Withdrawal Handbook

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# SECTION I

## General Enrollment Information



## **Chattooga County School District Materials Needed for School Registration**

### **Proofs of residency** (See State Guidance Rule Page 6. E)

To obtain enrollment in the Chattooga County School District, students must reside in the county with their natural parent(s), or court-approved legal guardian(s). Students and their parent(s)/guardian(s) must remain residents of the county for the entire period of enrollment in the School District. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a dwelling located within the county and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.

**For Parents that own their Residency----One Item:** a current residential property tax statement (if there is no tax bill, then the purchase/closing information for the residence can be used). The record must include the name of the parent/guardian.

**For Parents that are Renting a Residence or Occupying Another Person's Home----Two Items:** a current utility bill and any one of the following items:

1. Current lease/rental agreement;
2. Most recent income tax return;
3. Current paycheck stub;
4. Current Medicaid card;
5. Current residential property tax statement or bill;
6. Current warranty or quick claim deed;
7. Current home purchase agreement;
8. Third-person affidavit of residency (notarized affidavit shall be completed and signed by parent, guardian or other person, as well as the legal owner or lesser of the property where the student and the parent, guardian, or other person reside); or
9. Current homeowner's insurance policy.

### **Satisfactory Evidence of Proper Age** (See State Guidance Rule Page 5. IV. A)

A certified copy of the student's birth certificate, certified hospital issued birth record or birth certificate, a military ID; a valid driver's license; a passport; an adoption record; a religious record signed by an authorized religious official; an official school transcript; or,

If none of these evidences can be produced, an affidavit of age sworn to by the parent/legal guardian accompanied by a certificate of age signed by a licensed, practicing physician. The certificate completed by the physician must verify that a physical examination has occurred, and that the physician believes the age indicated on the affidavit is substantially correct.

### **Immunization Certification** (See State Guidance Rule Page 5. IV. C)

#### **Pre-kindergarten Programs**

All children attending pre-kindergarten programs must have a Certificate of Immunization (DHR Form 3231). Children who have not completed all immunizations due to age may submit School/Child Care Certificate of Immunization (DHR Form 3231) until immunizations are complete. Children may register prior to completion of this examination and certificate.

### Grades K-12

All students must have a Certificate of Immunization (DHR Form 3231) on file in accordance with Georgia Department of Human Resources regulations. Students entering public schools for the first time must present this form upon enrollment. Students who are transferring from any other public school system have 30 calendar days to meet this requirement.

### **Certificate of Eye, Ear, and Dental Examination (EED) P-12** (See State Guidance Rule Page 5. IV. D)

A Certificate of EED Examination (DHR Form 3300) in accordance with Georgia Department of Human Resources regulations must be presented the first time a child enrolls at any grade level. Students transferring from another Georgia public school system are exempt from this requirement.

### **Official Transcript (Cumulative Record)**

Enrolling students shall present an official transcript of work or credit at the time of entrance. If a transcript should not be presented, the student shall be enrolled on a tentative basis from information available at the time of enrollment. Discipline records for students in grades 6-12 should also be presented to the school.

Students coming from accredited private schools, home school programs, other countries, or states are to be accepted provisionally in the grade to which they indicate membership.

### **Social Security Card** (See State Guidance Rule Page 5. IV. B)

An official copy of the child's social security card (the original card) shall be provided and be incorporated into the official school records pertaining to the child. While this card cannot be mandated according to current State law, it is strongly recommended by the School District because of its impact on accurate student records.

### **Verification of Parents/Guardians** (See State Guidance Rule Page 1. I)

All parents/guardians enrolling students in the system will be asked to provide a picture ID at the time of enrollment. The name on the ID should match the name on the documentation being providing for enrollment.

**Chattooga County School District  
Frequently Asked Questions (FAQs)**

Student Enrollment, Residency Affidavits, Student Information and Student Withdrawals

<b>I</b>	<b>ENROLLMENT</b>	<b>RESPONSES</b>
1.1	<b>What materials are needed for school enrollment/registration? (See State Guidance Rule Page 5 &amp; 6)</b> Required proofs include the following: <ul style="list-style-type: none"><li>○ Residency</li><li>○ Age</li><li>○ Immunization</li><li>○ Eye/Ear/Dental Screening</li><li>○ Transcripts (and Discipline Records for MS/HS Students)</li><li>○ Social Security Number (optional, but strongly recommended)</li></ul>	
1.2	<b>Should a person attempting to enroll a student provide any identification? YES (See State Guidance Rule Page 1)</b> Anyone attempting to enroll a child in school should be prepared to provide the school with a picture identification card (if available).	
1.3	<b>Are there time extensions and waivers allowed on materials required for enrollment? YES (See State Guidance Rule Page 3 &amp; 4)</b> The following are extensions and waivers available for select documents: <ul style="list-style-type: none"><li>• Residency: 30-Day Extension</li><li>• Age: 30-Day Extension</li><li>• Immunization Records:<ul style="list-style-type: none"><li>○ Transferring students have a 30-day extension. Those students coming in from out-of-state, private school or home study may be granted up to a 90-day extension from the principal if a shot series needs to be completed.</li><li>○ Exemptions from providing immunization records can only be granted for documented medical reasons or sworn statements related to religious beliefs.</li></ul></li><li>• Eye/Ear/Dental Screening:<ul style="list-style-type: none"><li>○ Students enrolling for the first time (PreK-12) must have the E/E/D exam. <i>Children may be registered before completion, but must have completed exam before school begins.</i></li><li>○ Transferring students have a 30-day waiver.</li></ul></li><li>• Transcripts:<ul style="list-style-type: none"><li>○ Transferring students have a 30-day waiver.</li></ul></li></ul>	
1.4	<b>For the purposes of enrollment, can a parent/guardian use one of the small cards that hospitals/jurisdictions give as a record of a birth certificate? YES</b> The State’s list of possible documents that can be used as proofs of age has been expanded significantly.	
1.5	<b>Can a “non-custodial” adult (non-parent/guardian) enroll a student in school? CONDITIONAL (See State Guidance Rule Page 1 &amp; 3)</b> Only a parent or legal guardian may enroll a child in the Chattooga County School District unless specifically addressed in Policy.	
1.6	<b>How should schools deal with adults/students involved in the guardianship process? (See State Guidance Rule Page 1 &amp; 3)</b> The CCSD requires a non-custodial adult to be in the process of obtaining “Temporary Legal Guardianship” (or other similar court order from a court of competent jurisdiction) before they are eligible to enroll a child in school. Adults who have filed guardianship papers with the Probate Court are considered “in process,” and can enroll the child with documentation of that status (provided by the Probate Court).	

- 1.7 How late in the year should schools enroll a student when the student has not previously been in school anywhere? (See State Guidance Rule Page 4)**  
Georgia compulsory attendance laws require students between the ages of six and sixteen to be enrolled in school. Students beyond that age should be dealt with on a case-by-case basis by the principal, with consideration given to the student's age, proximity to graduation and the ability of that student to earn credits.
- 1.8 Can students who are eighteen years of age or older enroll themselves in school? YES (See State Guidance Rule Page 4)**  
Because students who are 18-years-old are considered legal adults, they may enroll in school within the normal school enrollment process. These students are considered "emancipated" and would have to establish residency according to policy.
- 1.9 Is there a maximum age for students to be enrolled in high school? YES (See State Guidance Rule Page 4)**  
Board policy states that students are eligible to maintain enrollment in the "regular" secondary program unless they attain the age of 20 on or before September 1. Special Education students are eligible to maintain enrollment until they reach their 22<sup>nd</sup> birthday. Neither of these cases allow students to extend their enrollment beyond receiving a diploma or the equivalent.
- 1.10 Are there exceptions to the maximum age for students in regard to the Academy? YES**  
Those principals are empowered to make decisions on a case-by-case basis regarding amending the maximum enrollment age.
- 1.11 Can a biological parent, considered to be the "non-custodial parent," enroll their child that has now come to live with them? YES**  
The "non-custodial parent" must (a) obtain legal custody (through the courts) for the child OR (b) have the custodial parent complete a "Power of Attorney" (POA) document, which provides the non-custodial parent with enrollment/signature privileges. Document on page 26.
- 1.12 When should schools accept a "Power of Attorney" for guardianship?**  
(1) Through the situation described in the above case; and,  
(2) When the parent has been called to active duty or deployed by the military.
- 1.13 What is the difference between the terms, "joint legal custody" and "joint physical custody?"**  
**Legal Custody:** This simply means that both parents retain their parental rights in regard to their minor-age children. Almost every divorce decree declares there to be "Joint Legal Custody."\*\*
- Physical Custody:** This refers to the biological parent with whom the minor-age children will live. It is very RARE for divorce decrees to declare there is "Joint Physical Custody." Almost every divorce decree will, instead, declare one parent as the "primary physical custodian" of the children. \*\*
- \*\* Divorced parents will often confuse the two terms, and if both live within the School District, will attempt to have the "non-custodial parent" enroll the child into the school serving their residence rather than the residence of the "custodial parent" (the one with "primary physical custody").
- 1.14 Can schools enroll a student based on a faxed/mailed letter from the enrolling parent/guardian? YES**  
While this clearly is not considered the "best practice", this may be done in the rarest of situations in which the parent has someone act as a "courier" and relays forms between themselves and the school. Ultimately, the parent would need to fax a signed written request for enrollment along with a copy of his/her picture ID. Sometimes, DFACS will ask for these privileges because foster parents may have missed work due to court dates/times, and they are attempting to avoid work-related pressure due to additional time missed at work.
- 1.15 What should a school require in the way of student immunization records, etc, of a state/local agency (i.e., DFACS) upon their request for enrollment of a student? (See State Guidance Rule Page 8. VI)**  
Schools should work with state/local agencies in their efforts to enroll students. These students may/may not have been removed from their homes in a "hasty manner," so many of their records

(immunization, E/E/D, etc.) will not be available in most cases. Because the students could likely be considered as “homeless,” schools should work with the enrolling guardian or caseworker and allow enrollment w/o mandating all of the student’s records.

- 1.16 What should a school expect from DFACS in regard to that agency establishing guardianship for enrollment? (See State Guidance Rule Page 8. VI)**  
For DFACS to gain custody of a student, they must be able to provide a school with a “custody order” signed by the courts. This order would give them guardianship rights in regard to that student. DFACS does have the ability to assign guardianship to another guardian and have that guardian enroll the student in school. In cases in which DFACS attempts to have a student enrolled under a “Safety Plan”, the host family and the DFACS caseworker must sign enrollment documents.
- 1.17 What should schools expect of homeless students upon request for enrollment? (See State Guidance Rule Page 6 to 8. V)**  
Law mandates that schools enroll students classified as “homeless” w/o demanding all records at the time of registration. As always, every effort should be made to obtain these records, but the enrolling parent/guardian’s lack of documentation on the students cannot hinder enrollment. Contact the Homeless Liaison with questions.
- 1.18 Can homeless students be allowed to remain in their school of origin, even if their temporary residence is located outside of that school’s attendance zones? YES (See State Guidance Rule Page 6 to 8. V)**  
By federal law, schools must allow homeless students to remain in their school of origin. Schools can contest that placement and attempt to have the student attend their school of “temporary residence,” but the student must be allowed to stay in their school of origin until that determination is made.
- 1.19 How should schools deal with a student, who has previously dropped out of their school, but is now seeking to re-enroll?**  
If the student is beyond the mandatory age covered in the compulsory attendance law and not eligible for services through the Individuals with Disabilities Education Act (IDEA), the school is not mandated to re-enroll the student. Consideration should be given to the age of the student, his/her proximity to meeting graduation requirements and if the re-enrollment has occurred within a ten-day period of withdrawal (according to TAADRA guidelines).
- 1.20 Does the District allow students visiting the US on a tourist/student visa to enroll in school? NO**  
All foreign students must be sponsored by a CSJET-accredited foreign exchange program before they will be considered for enrollment.
- 1.21 How should the school go about verifying an enrolling student’s Social Security number if the parent is unable to produce the SS card? (See State Guidance Rule Page 5. IV. B)**  
If the parent is unable to produce the SS card, school staff may be able to verify the student’s SS number with another official document or identification card (i.e., health insurance card, etc.). *Add SS waiver if parent wishes not to provide on page 28.*
- 1.22 Can a non-custodial parent demand, and receive school-day access to their child? CONDITIONAL**  
Parental involvement, as outlined by local Board Policy, is encouraged at our schools. If a custodial parent does not feel that a non-custodial parent’s involvement is in the best interest of the student because of safety reasons or disruptions to that student’s day, he/she will need to file an affidavit or appropriate court order with the school that states that the student would be in danger as a result of that contact or involvement or the contact is a disruptive element to the child or school. This access does not necessarily include check-out privileges.
- 1.23 Can a non-custodial parent demand that their names be placed on the student’s emergency contact card? NO**  
Emergency contact information is controlled by the custodial parent(s). If there is a situation in which there is a parent disagreement/separation and custody has not been established, then the enrolling parent retains the right to establish the emergency contact information.
- 1.24 Can a parent enroll a student in any public school located in the system? CONDITIONAL**



Beginning in the school year 2009-2010, the parent of a student in this state may elect to enroll such student in a public school that is located within the school system in which the student resides other than the one to which the student has been assigned by the local board of education if such school has classroom space available after its assigned students have been enrolled. The parent shall assume the responsibility and cost of transportation of the student to and from the school. (House Bill 251)

**1.25 Can a student who transfers schools due to this subsection remain in the school for future years? YES**

At his or her election, the student may continue to attend such school until the student completes all grades of the school. (House Bill 251)

**1.26 How will parents know which schools have space?**

The local school system shall notify parent by July 1 of each year which schools have available space and to which of these schools parents may choose to request a transfer for their children. Each system shall annually notify parents by letter, electronic means, or by other reasonable means in a timely manner the options available to the parent under this article. (House Bill 251)

**Chattooga County School District  
Frequently Asked Questions (FAQs)**

Student Enrollment, Residency Affidavits, Student Information and Student Withdrawals

<b>II</b>	<b>RESIDENCY INFO</b>	<b>RESPONSES</b>
2.1	<b>What do parents/guardians that are renting a residence need to provide the school to establish residency?</b>	(See State Guidance Rule Page 6) See page 4 of this handbook.
2.2	<b>What do parents/guardians that are occupying a residence need to provide the school to establish residency?</b>	(See State Guidance Rule Page 6) See page 4 of this handbook.
2.3	<b>If the parents/guardians are either renting or occupying a residence, do they need to have the property owner produce a tax bill? NO (See State Guidance Rule Page 6)</b>	A tax bill is not required of the property owner in this case, but two of the items from the list on page 4 are a must.
2.4	<b>Are there any time waivers on the residency affidavits? YES (See State Guidance Rule Page 3 to 4 II)</b>	Principals are empowered to allow time extensions on a case-by-case basis to parents/guardians needing to submit the residency affidavit from a potential property owner. There should be no need for a time waiver regarding the affidavit that the parent/guardian submits as either a “renter” or “occupant.”
2.5	<b>Can parents/guardians get their affidavits notarized at the school? YES</b>	A parent/guardian being required to sign an affidavit can do so by utilizing either the school’s office staff or district-level staff that serves as a notary public. This will be done at no cost to the parent.
2.6	<b>What should a parent do if a property owner or manager were to refuse to get necessary affidavits notarized?</b>	The parent/guardian should notify the school and allow the school to make an enrollment determination on a case-by-case basis. The District is not necessarily in a position to demand a notarized statement.
2.7	<b>Can parents/guardians use a purchase/mortgage contract to establish residency for enrollment purposes? YES (See State Guidance Rule Page 6.E)</b>	As long as the purchase/building contract has a closing date within a 90-day window, the parent/guardian should be allowed to fill out an affidavit and utilize that contract (on a “one-time” basis) to establish residency within the appropriate school’s attendance zone.
2.8	<b>How should schools deal with parents/guardians who are building/financing their own home, yet want to establish residency for enrollment purposes?</b>	The parent/guardian, even if building, will probably have a home construction loan or some type of financial agreement with a banking institution. Documentation of these financial provisions being used to establish residency must contain a date of completion. If this in not the case, the principal should make a determination about residency on a case-by-case basis.
2.9	<b>How should parents deal with the property owner affidavit when they are renting from real estate companies or management companies, and not the actual property owners?</b>	In this situation, the real estate company or management company should be considered as the “property manager,” and should be allowed to complete the affidavit.

**2.10 How should schools handle unaccompanied youth enrolling without the parent/legal guardian?**

Schools may not condition school enrollment upon the receipt of proof of legal guardianship by caregivers of homeless, unaccompanied youth; nor may schools require caregivers to become legal guardians within a certain period of time after the child enrolls in school. The absence of an available caregiver must not impede enrollment.

The enrolling student should fill out a Caregiver Authorization form. The form is available on page 23.

The school may contact parents or legal guardians, when appropriate, to clarify their relationship with the caregiver and what authority they wish them to exercise.

**Chattooga County School District  
Frequently Asked Questions (FAQs)**

Student Enrollment, Residency Affidavits, Student Information and Student Withdrawals

<b>III</b>	<b>STUDENT RECORDS</b>	<b>RESPONSES</b>
<b>3.1</b>	<b>Who may legally request a copy of a student’s school records?</b>	Parents/guardians and eligible students may request copies of school records. This policy also contains provisions through which “other persons” may gain access to these records through subpoenas, judicial orders or with written authorization from the parent or eligible student. Schools/School systems may also request student information under current FERPA provisions.
<b>3.2</b>	<b>Can a parent, living in another area or jurisdiction, request student records? YES</b>	A parent is not required to have “physical custody” of their child to retain legal, custodial rights to information about that child.
<b>3.3</b>	<b>Can 17-year-old students file a request for their records? YES</b>	Only “eligible students” are allowed to file a request on their own behalf. “Eligible students” should be interpreted to be students designated by law as “emancipated minors.” In this case, that age would be seventeen, and these students can file a request for their records.
<b>3.4</b>	<b>Do all requests for release of student records require prior authorization from the student/family? NO</b>	Student records are protected from “all persons” except when an authorized release is submitted in writing by the parent or eligible student. Current FERPA provisions allow for other educational jurisdictions to request information on students now in their systems/institutions---this request does not require a parental release of records.
<b>3.5</b>	<b>Should schools respond to requests from the Armed Forces for a listing of students? NO</b>	Schools should refer all requests from the Armed Forces to the Chattooga High School. Chattooga High School will make arrangements for the transfer of “directory information” (name/address/phone number) to representatives of the various branches of the US military, excluding any student who has “opted out” by October 10 <sup>th</sup> of that school year.
<b>3.6</b>	<b>How long does a school have before turning over records once they have been requested in writing?</b>	Schools shall mail or deliver all requested student records in the following manner: <ul style="list-style-type: none"> <li>○ FERPA states that a school system/school must forward these records within a 15-day period; GA Code (§ 20-2-670) calls for records to be forwarded within a 10-day period.</li> <li>○ Open Records Requests (must be forwarded to the Central Office).</li> </ul>
<b>3.7</b>	<b>Can a non-custodial parent request grades and other school correspondence in regard to their child? YES</b>	Unless there is a legal document that precludes a biological, non-custodial parent, he/she is entitled to their child’s grades and information.
<b>3.8</b>	<b>Can a non-custodial parent request prior notification of parent conferences and meetings involving the custodial parent? YES</b>	<u>Upon request</u> , the school should notify the non-custodial parent regarding the following meetings: (1) meetings requested by the school; and (2) any IEP-related meeting. The school is NOT required to notify the non-custodial parent if the meeting is non-IEP related and has been requested by the custodial parent---that meeting’s notification would be the responsibility of the custodial parent.
<b>3.9</b>	<b>Can a public school withhold sending records on a student that has outstanding debts? NO</b>	Georgia Code (§ 20-2-670) states that public schools cannot withhold information regarding the student’s cumulative record based on outstanding debts.
<b>3.10</b>	<b>Can a private school withhold sending records on a student that has outstanding debts? YES</b>	There is nothing in Georgia Code prohibiting private schools in this regard. Under FERPA guidelines, a private school cannot deny the parents a review of the records, but it doesn’t stipulate that they must send official copies to other educational institutions.

**3.11 Should schools expect discipline records to accompany transcripts for students transferring into the school? YES**

Georgia Code (§ 20-2-670) requires that all students in grades 6-12 should provide discipline reports to the school of enrollment. This can be done through a request for records to the student's former school.

**3.12 Should a school expect a parent to disclose if their student is currently under a suspension or expulsion? YES**

Georgia Code (§ 20-2-670) requires that parents of students under a suspension or expulsion within another jurisdiction must disclose that to school officials upon enrollment. According to Board Policy, Transfers and Withdrawals (JBCD), no student shall be admitted who comes from another school system during a period when suspension or expulsion from that school system is still in effect.

**Chattooga County School District  
Frequently Asked Questions (FAQs)**

Student Enrollment, Residency Affidavits, Student Information and Student Withdrawals

<b>IV</b>	<b>WITHDRAWAL INFO</b>	<b>RESPONSES</b>
4.1	<b>Can a student who is eighteen Years of Age (YOA) withdraw himself/herself from school?</b> <b>YES (See State Guidance Rule Page 17)</b>	Although this is not considered “best practice”, an 18 Years of Age (YOA) student is considered a legal adult, he/she may withdraw from school within the normal withdrawal process.
4.2	<b>What should schools require from an adult (parent or otherwise) who comes in to withdraw a student?</b>	Requirements for student withdrawal are as follows: <ul style="list-style-type: none"><li>○ Enrolling parent/guardian/eligible student should withdraw student.</li><li>○ Appropriate identification.</li><li>○ Signature on withdrawal form.</li><li>○ If the student is going to be attending another educational institution, the person withdrawing student should sign an authorized form for the school to release student records.</li><li>○ According to the BOE Policy regarding School Enrollment (JBC), schools should require the parent/guardian withdrawing students that are sixteen or older to conference and sign a declaration “acknowledging that terminating school enrollment is likely to reduce the student’s earning potential and life prospects.” This protocol is related to students dropping out of school, not transferring to another educational institution or home study.</li></ul>
4.3	<b>Can the “non-enrolling parent” withdraw the student from school? NO</b>	Under most circumstances, only the parent that enrolled the student in school may withdraw the student from school unless they have given explicit permission in writing allowing their spouse to withdraw the child.  If, between the time that a parent has enrolled a child and to the point of withdrawal, the parent has lost custody, then the person(s) holding guardianship rights for that child would hold withdrawal rights. Still, principals should proceed with caution because this parent would need to have gained custody outside/beyond the purview of the school---schools cannot be used to execute a change of custody.
4.4	<b>Can schools withdraw a student using a faxed/mailed letter? YES</b>	While this is not considered the “best practice,” this is a possibility if the parent/guardian who is withdrawing the student is able to submit a signed written request along with a copy of his/her picture ID.
4.5	<b>Can schools withdraw a student based on a telephone request? NO</b>	Because telephone conversations do not allow schools to have anything documented in writing, nor do they allow schools to verify the identity of the caller, requests to withdraw students using the telephone should not be honored.
4.6	<b>Under what circumstances can a school withdraw a student for lack of attendance?</b>	Please refer to the Board Policy, School Admissions (JBC), for the six requirements for withdrawal.
4.7	<b>What is a school’s reporting obligations when a student is withdrawn prematurely and drops out of school, or is absent unexcused ten or more cumulative days in a semester?</b>	Under TAADRA guidelines, the schools should file a “Certificate of Non-Compliance” with the Attendance Clerk at the school for students ages 15-17 if they do not seek to re-enroll within a 10-day period. Call the School Social Worker at Central Office with any questions.

**4.8 Can a principal withdraw a student discovered to be living outside the county or outside the school's attendance zone? YES**

The principal should communicate/correspond with the parent and give them notification of any pending action.

**4.9 What is a school's reporting obligations when a student, ages 15-17, withdraws under the pretense of transferring to another school, registering for the G.E.D. or enrolling in the Home Study Program?**

Under TAADRA guidelines, the schools should file a "Certificate of Non-Compliance" with the Attendance Clerk at the school for students ages 15-17 if the school does not receive confirmation within a 10-day window that the student has transferred to another school, registered for a G.E.D preparation program or enrolled in the Home Study Program.

# SECTION II

## Student Enrollment Forms





# Welcome To Chattooga County Schools

Office Use Only	Form Revised June 2011
School: _____	
Date Enrolled: _____	Grade: _____
Student #: _____	Teacher: _____

---

**Student Information** (Please Print)

Student's Legal Name:

\_\_\_\_\_  
(Last) (First) (Middle) (Called)  
Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Place of Birth:

\_\_\_\_\_  
(City) (County) (State) (Country)

**Ethnicity:** Is the student of Hispanic/Latino Ethnicity? \_\_\_Yes \_\_\_No**Race** (check all that apply) \_\_\_American Indian/Alaskan \_\_\_Asian \_\_\_Black \_\_\_Native  
Hawaiian/Pacific Islander \_\_\_White

Current Address:

\_\_\_\_\_  
(Street) (City) (Zip) (Home Phone)

Is student's primary language English? \_\_\_Yes \_\_\_No If no, please answer the following three questions:

1. What was the first language your child learned to speak?

\_\_\_\_\_

2. What language does your child speak most often?

\_\_\_\_\_

3. What language is most often spoke in your child's home?

\_\_\_\_\_

**Parent Information** (Check if natural parent or legal guardian- Step-Parents may be listed under  
*Authorized Contact Information*)**Name:** \_\_\_Natural Father \_\_\_Male Legal Guardian

Current Address:

Employer:

\_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Pager #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Name:** \_\_\_Natural Mother \_\_\_Female Legal Guardian

Current Address:

\_\_\_\_\_

Employer:

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Pager #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Send school mail to (check one):  Natural Father / Male Legal Guardian  Natural Mother / Female Legal Guardian

**Authorized Contact Information** (Identify other persons authorized to check-out student – Picture ID is required for check-out)

**Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relationship to Student:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Emergency/ Medical Information**

Does student have any health problems or allergies?  Yes  No If yes, please explain:

Does the student require medication on a regular basis?  Yes  No If yes, please complete a *Medication Authorization Form*.

Does the student have a brother or sister enrolled in Chattooga County Schools? If yes, please complete the following:

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Academic Information**

Number of years in public school \_\_\_\_\_ Name / Address of last school attended: \_\_\_\_\_

(Street) (City) (State) (Phone)

Please list each Chattooga County school the student has attended:

Has student ever received any of the following support services? Please check all that apply:

English for Speakers of Other Languages (ESOL)  Special Education  Speech  Gifted

Remedial Education  Early Intervention Program (EIP)  Title I  Student Support Team (SST)

Other: \_\_\_\_\_

**False Swearing Notice (O.C.G.A. § 16-10-71)**

(a) A person to whom a lawful oath or affirmation has been administered or who executes a document knowing that it purports to be an acknowledgment of a lawful oath or affirmation commits the offense of false swearing when, in any matter or thing other than a judicial proceeding, he knowingly and willfully makes a false statement.

(b) A person convicted of the offense of false swearing shall be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.

**Residency Notice (CCSD Policy JBCB)**

Students must attend school in the district in which they reside unless approved by the Chattooga County Board of Education.

I SWEAR THAT I AM A FULL-TIME RESIDENT OF CHATTOOGA COUNTY  
AND AFFIRM THAT THE INFORMATION I HAVE GIVEN IN THIS DOCUMENT IS,  
TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

# SECTION III

## Residency Affidavits



## **Chattooga County School District Proof of Residency Guidelines**

(A) The following are the “Residency Requirements” that are a part of the Chattooga County School District’s School Admissions Policy (JBC):

### **Proofs of residency** (See State Guidance Rule Page 6. E)

To obtain enrollment in the Chattooga County School District, students must reside in the county with their natural parent(s), or court-approved legal guardian(s). Students and their parent(s)/guardian(s) must remain residents of the county for the entire period of enrollment in the School District. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a dwelling located within the county and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.

**For Parents that own their Residency----One Item:** a current residential property tax statement (if there is no tax bill, then the purchase/closing information for the residence can be used). The record must include the name of the parent/guardian.

**For Parents that are Renting a Residence or Occupying Another Person’s Home----Two Items:** a current utility bill and any one of the following items:

1. Current lease/rental agreement;
2. Most recent income tax return;
3. Current paycheck stub;
4. Current Medicaid card;
5. Current residential property tax statement or bill;
6. Current warranty or quick claim deed;
7. Current home purchase agreement;
8. Third-person affidavit of residency (notarized affidavit shall be completed and signed by parent, guardian or other person, as well as the legal owner or lesser of the property where the student and the parent, guardian, or other person reside); or
9. Current homeowner’s insurance policy.

### **Verification of Residency:**

A school system employee may physically visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full time.

The school may verify residency by accessing the Tax Assessor’s database.

**Chattooga County School District  
Residency Affidavit for Property Owners/Property Managers/Landlords**

**I: Ownership/Management Declaration**

(1) I, \_\_\_\_\_, currently own/manage a residence located at the following address:

\_\_\_\_\_ Street/Apt. # \_\_\_\_\_ City \_\_\_\_\_ Zip Code

\_\_\_\_\_ (Telephone Number) \_\_\_\_\_ (Subdivision/Apt. Complex/Mobile Home Park)

**II: Rental/Occupancy Declaration**

I currently rent/lease that residence to the following: \_\_\_\_\_  
--OR-- (Name)

I currently allow the following to occupy that residence: \_\_\_\_\_  
(Name)

The following school-age child(ren) reside at said address on a full-time basis:

---

**III. Property Declaration:**

This information can be documented by a current utility bill and one item from the previous page.

**IV. Additional Declarations**

*I understand:*

- 1) all the facts contained herein are based upon my personal knowledge and are true and correct.
- 2) this affidavit is only applicable for this school year.
- 3) that representatives of the Chattooga County School District may verify my property information to establish residency of said renters/occupants.
- 4) that representatives of the Chattooga County School District may physically visit said renters/occupants at the address set forth above to verify the contents of this affidavit.

<p>SWORN TO AND SUBSCRIBED BEFORE ME,</p> <p>THIS THE _____ DAY OF _____, 20 ____.</p>  <p>_____ Notary Public</p>
--

<p>UNDER PENALTY OF LAW (O.C.G.A. § 16-10-71), I SWEAR THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT,</p> <p>THIS THE _____ DAY OF _____, 20 ____.</p>  <p>_____ Property Owner/Manager</p>
--

**Chattooga County School District**  
**Residency Affidavit for Parents/Guardians Currently Considered as Occupants/Renters**

**I: Residency Declaration**

(2) I, \_\_\_\_\_, currently occupy a residence with:  
*(parent/guardian's name)*

\_\_\_\_\_  
*(name)*                                      *(contact number)*

(2) The address of this residence is

\_\_\_\_\_  
*Street/Apt. #*                      *City*                      *Zip Code*

\_\_\_\_\_  
*(Subdivision/Apt. Complex/ Mobile Home Park)*

(3) I have attached an affidavit from the residence's property owner:  
o The property owner is same person listed above; or  
o The property owner is a different person than is listed above:

\_\_\_\_\_  
*(name)*                                      *(contact number)*

**III. Student Enrollment Declaration**

Student's Full Name	Date of Birth	Grade	School
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____

**IV. Additional Declarations**

*I understand:*

- 1) all of the facts contained herein are based upon my personal knowledge and are true and correct, and if found to be false or erroneous, will lead to the immediate removal of said student(s) from the current school(s).
- 2) that I must report any change of residence to the school(s), regardless if that change in residence is outside of the school's attendance zone.
- 3) that representatives of the Chattooga County School District may physically visit said student(s) at the address set forth above to verify the contents of this affidavit.
- 4) this affidavit is only applicable for this school year.

SWORN TO AND SUBSCRIBED BEFORE ME,  THIS THE _____ DAY OF _____, 20____.  _____ Notary Public
--

UNDER PENALTY OF LAW (O.C.G.A. § 16-10-71), I SWEAR THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT,  THIS THE _____ DAY OF _____, 20____.  _____ Parent/Guardian
---

## Chattooga County School District Caregiver Authorization Form

This form is intended to address the McKinney-Vento Homeless Assistance Act (P.L. 107-110) requirement that homeless children have access to education and other services for which they are eligible. The McKinney-Vento Homeless Assistance Act states specifically that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian; however, this fact does not nullify the child's/youth's right to receive a free, appropriate public education.

### **Instructions:**

Complete this form for a child/youth presenting himself/herself for enrollment while not in the physical custody of a parent or guardian.

- To authorize the enrollment in school of a minor, complete items 1 through 4 and sign the form.
- To authorize the enrollment and school-related medical care of a minor, complete all items and sign the form.

I am 18 years of age or older and have agreed to fulfill the role of caregiver for the minor named below.

1. Name of minor: \_\_\_\_\_

2. Minor's date of birth: \_\_\_\_\_

3. My name (adult giving authorization): \_\_\_\_\_

4. My home address: \_\_\_\_\_

5. Check one or both (for example, if one parent was advised and the other could not be located):

\_\_\_\_ I have advised the parent(s) or other person(s) having legal custody of the minor as to my intent to authorize medical care and have received no objection.

\_\_\_\_ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization. The name and last known address of the minor's parent(s) or legal guardian is:

\_\_\_\_\_

6. My date of birth: \_\_\_\_\_

7. My state driver's license or identification card number: \_\_\_\_\_

**I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sworn to and subscribed before me this**

\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Signature:** \_\_\_\_\_

**Notary Public Seal**

**Schools please send a copy to the Homeless Liaison at the Board of Education.**

# SECTION IV

## Other Affidavits





## **Chattooga County School District Dealing with Temporary Legal Guardianship and/or Power of Attorney Documents**

### **Section I: Temporary Legal Guardianship**

Schools commonly deal with inquiries relative to non-parental adults seeking to enroll a child in school. While there seems to be a multitude of complications and scenarios, schools should operate under the following premises:

- 1) The only person other than the parent who can enroll a child in school is a legal guardian.
- 2) Temporary legal guardianship status is available for non-parental adults needing to gain guardianship and act on a child's behalf.
- 3) Temporary legal guardianship is established through the Chattooga County Probate Judge's Office. Note: In certain situations, parental rights may also be relinquished by the courts and guardianship granted to a state or local agency (i.e., DFACS, etc.).
- 4) Temporary legal guardianship forms/applications are available through the Probate Judge's Office.
- 5) Schools are able to enroll students once a non-parental adult can provide the school with the formalized, probated documents, or if they prove they have filed the application for temporary legal guardianship. While most guardianship applications can be probated quickly, the process involves public advertisement under certain scenarios.

### **Section II: Educational Power of Attorney (POA)**

Schools also commonly deal with non-custodial parents attempting to enroll their child into a school serving their current residence. Again, while there seems to be a multitude of complications and scenarios, schools should operate under the following premises:

- 1) In almost every case of divorce, parents retain some level of custody, but one parent is granted "primary" physical custody through the divorce decree. Many parents, because they retain some level of custodial rights, confuse this issue of physical custody, which establishes with whom the child involved in this case will primarily reside. It is this provision (primary physical custody), which the School District utilizes to establish primary guardianship for purposes of school enrollment (or the refusal to enroll).
- 2) In order for a non-custodial parent to enroll their child in school, the School District requires the parent retaining the primary physical custody rights to the child to complete the CCSD POA document. Relative to issues involving the child's educational welfare, this document transfers authority from the one parent to the parent that has not been granted primary physical custody for purposes of enrollment and all related educational matters.
- 3) The POA will be made available to parents through each school's front office. Schools will further assist parents through notarizing the POA document if the signing parent completes the document at the school.
- 4) Because this POA has not been legitimized through the courts, the signing parent (the parent given primary physical custody through the divorce decree) can withdraw the POA at any time. For purposes of compliance with statutory law, however, the school will not serve as the site for any change of custody in these cases.

An additional application of the POA occurs when a parent/guardian in the military has been deployed or called up into active military status. In either of those scenarios, and because of the hardship this sometimes creates, the parent/guardian may utilize the POA document to place their student with another adult.

**Chattooga County School District  
Educational Power of Attorney**

STATE OF GEORGIA  
COUNTY OF CHATTOOGA

I, \_\_\_\_\_ (please print), of \_\_\_\_\_  
\_\_\_\_\_, (address), City of \_\_\_\_\_, County of \_\_\_\_\_,  
State of Georgia, appoint \_\_\_\_\_, of \_\_\_\_\_,  
City of \_\_\_\_\_,  
County of \_\_\_\_\_, State of Georgia, my attorney in fact for me, in my name and place, and for my use and benefit:

- 1) To exercise, or perform any act, right, power, duty, or obligation that I now have or may acquire the legal right, power, or capacity to exercise, or perform in connection with, arising out of, or relating to the educational development, location, and residence of our child \_\_\_\_\_ (please print name of child here).
- 2) To engage in and transact any and all lawful business of whatever nature or kind arising from, or relating to the educational development, location, and residence of our child \_\_\_\_\_ (please print name of child here).

I grant to my attorney in fact full power and authority to perform every act and thing necessary to be done in the exercise of any of the rights and powers granted in this instrument as fully as I could do if personally present, with full power of substitution or revocation, and I ratify and confirm all that my attorney in fact, or his substitute or substitutes, shall lawfully do or cause to be done by virtue of this power of attorney and the rights and powers granted in this instrument.

This instrument is to be considered and interpreted as an education power of attorney. This instrument is for the purposes of giving cause and effect to my appointed attorney in fact to manage, direct, and serve as the primary residence of our child, \_\_\_\_\_ (please print name of child here). The enumeration of specific items, acts, rights, or powers listed herein does not limit or restrict, and is not to be construed or interpreted as limiting or restricting the education power of attorney granted to my attorney in fact.

The rights, powers, and authority of my attorney in fact to exercise any and all of the rights and powers granted in this instrument shall commence and be in full force and effect on the \_\_\_\_\_ day of \_\_\_\_\_, 2009, and such rights, powers, and authority shall remain in full force and effect thereafter until at such time as they shall be terminated by me.

I understand that the Chattooga County School District will rely on this Affidavit and will only deal with the appointed attorney-in-fact in regards to all educational decisions respecting the said minor \_\_\_\_\_ (please print child's name here).

Wherefore I affix my signature below:

SWORN TO AND SUBSCRIBED BEFORE ME,  THIS THE _____ DAY OF _____, 20____.  _____ Notary Public
--

UNDER PENALTY OF LAW (O.C.G.A. § 16-10-71), I SWEAR THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT,  THIS THE _____ DAY OF _____, 20____.  _____ Parent/Legal Guardian
---

**Chattooga County School District  
Waiver of Immunization Requirements Due to Conflict of Religious Beliefs**

Student	School	Grade

Parent Statement

**Notice to Parents**

Said waiver of immunization requirements will be **subject to cancellation and a mandatory** withdrawal of the student will be at the discretion of the School District when the threat of epidemic disease in the community, as documented by a local, state or federal health agency, makes such an action appear appropriate.

SWORN TO AND SUBSRIBED BEFORE ME,  
THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

UNDER PENALTY OF LAW (O.C.G.A. § 16-10-71), I  
SWEAR THAT THE INFORMATION GIVEN ABOVE  
IS TRUE AND CORRECT,

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Parent/Guardian

**Chattooga County School District  
Waiver of Student Social Security Number Requirement**

Student	School	Grade

Parent Statement Relative to Refusal to Supply Documentation

**Notice to Parents**

Said waiver of the Social Security number requirement will not be the cause of any refusal to enroll said student, or the withdrawal of said student at any point. Due to the lack of this vital student document, the school will assign a permanent student identification number for purposes of maintaining and tracking the student's educational records.

SWORN TO AND SUBSRIBED BEFORE ME,

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

UNDER PENALTY OF LAW (O.C.G.A. § 16-10-71), I SWEAR THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT,

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Parent/Guardian

# SECTION V

## Sample Parent Letters



**Chattooga County School District  
Sample Parent Letter: Out of County**

**\*\*Send Certified**

School Letterhead

Date

Parent/Guardian Name

Address

City, State Zip

Dear (Parent/Guardian),

It has come to our attention that your child, (Student Name), currently resides outside the school's attendance zone and/or the Chattooga County School District. Current School Board Policy JBC defines residency, a requirement to attend any school in the District, as follows:

*To obtain enrollment in the Chattooga County School District, students must reside in the county with their natural parent(s), or court-approved legal guardian(s). Students and their parent(s)/guardian(s) must remain residents of the county for the entire period of enrollment in the School District. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a dwelling located within the county and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.*

Accordingly, without further clarification from you, your child is no longer eligible to attend school in the Chattooga County School District. (He/She) must be withdrawn immediately and enrolled within the jurisdiction in which you reside. We have enjoyed having your child as a student at (School's Name) and know that (he/she) will be an asset to the next school (he/she) attends.

Thank you for your prompt attention to this important matter.

Sincerely,

(Principal's Name)

Principal

Cc: Board of Education

**Chattooga County School District  
Sample Parent Letter: Out of District**

**\*\*Send Certified**

School Letterhead

Date

Parent/Guardian Name

Address

City, State Zip

Dear (Parent/Guardian),

During a recent school-based enrollment audit focusing on updating all student demographic information, it was found that you reside outside of the attendance zone for (School Name). Also, our records do not reflect a documented student reassignment enabling (Name of Child/Children) to attend our school. Should this finding be in error, please contact our front office as soon as possible.

While we would like to be able to offer more opportunities to parents regarding enrollment at (School Name), current school overcrowding conditions, current application of residency guidelines and the District's need to accurately allocate and assign staff, resources and equipment, limit this flexibility. Accordingly, without further clarification from you, (Name of Child/Children) will be transferred to the appropriate school of residence as of (Date).

If you have moved to this address following the beginning of the current semester, there is protection of your child's enrollment for the remainder of the semester. We need to know if this is the case. Therefore, please make the appropriate contact with our front office regarding these enrollment provisions.

Sincerely,

(Principal's Name)

Principal

Attachment

Cc: (Homeroom Teacher's Name)

**Chattooga County School District**  
**Sample Parent Letter: Failure to Meet Enrollment Requirements**

**\*\*Send Certified**

School Letterhead

Date

Parent/Guardian Name

Address

City, State Zip

Dear (Parent/Guardian),

According to our records, you have failed to submit the necessary documentation to complete your child's admission to (School Name), thus jeopardizing (his/her) ability to remain enrolled. According to School Board Policy (JBC), specific records must be provided for proper school admissions to take place. The following information still missing from your child's cumulative records:

- q Proof of Residency
- q Certified Birth Certificate
- q Immunization Records
- q Eye, Ear, Dental Exam Records
- q School Transcripts
- q Record of Guardianship

Given that you were notified of the need for the necessary documentation on (date/dates), we have no alternative but to rescind your child's enrollment as of (date).

If you have any of the necessary documentation that would cancel the need for this action, please submit it immediately to the school's front office. We want to continue educational service to your child, but (his/her) ability to remain at this school is based on the submission of the appropriate documents.

If you have any questions concerning this letter or School Board Policy, please contact the school at (Contact Number). Thank you for your immediate attention to this matter.

Sincerely,

(Principal's Name)

Principal

Cc: (Homeroom Teacher)



# SECTION VI

## Withdrawal Forms & Codes



**Chattooga County School District  
Student Withdrawal Process**

**Please follow these steps to withdraw a student from Infinite Campus:**

Select Student

Click on the AdHoc Reports tab

Highlight schools name withdrawal form (ex: SMS Withdrawal Form)

Click Print

The student's withdrawal form should print to screen, with current students information, absences and grades.

Then print for student to take to collect signatures (ex: Media, Lunchroom and Principal)

Always remember to make a copy. Student will keep original.

**Chattooga County School District  
Student Withdrawal Codes**

<b>Code</b>	<b>Code Description</b>
1	SB10 Public Schools Transfer
2	School Choice Transfer
3	USCO
4	Transferred under the DJJ
5	Under Age of Compulsory Attendance
B	Marriage
C	Court Order or Legal requirement
D	Death
E	Expelled
F	Financial Hardship/Job
G	High School Graduation
H	Attend Home Study
I	Incarcerated
J	Transferred Out of Country
K	Transferred to Private School
L	Low Grades/School Failure
M	Military
O	Adult Education/Post Secondary
P	Pregnant/Parent
R	Removed for Lack of Attendance
S	Serious Illness/Accident
T	Transferred to Another Public Georgia School
U	Unknown
V	Advanced to Another School in the System
W	Transferred to Another School in the System
X	SB10 State School Transfer
Z	SB10 Private School Transfer

# SECTION VII

## Relevant Board Policies



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**Definitions**

1. Attend – A student’s physical presence in the educational programs for which he or she is enrolled.
2. Case Management Consultation (CMC) – a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Human Resources (DHR) or Department of Juvenile Justice (DJJ). This process, as defined in State Board Rule 160-4-8-.17 (JGEB), will be utilized each time a DHR- or DJJ-placed child enrolls in a new school.
3. Education For Homeless Children and Youths – Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*) that requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. In accordance with the Act and State Board Rule 160-5-1-.28 (JBC), the term “Homeless Child and Youth” is defined as children and youth who are:
  - a. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
  - b. Living in motels, hotels trailer parks, or camping grounds due to lack of alternative adequate accommodations;
  - c. Living in emergency or transitional shelters;
  - d. Abandoned in hospitals; or
  - e. Awaiting foster care placement.
  - f. Moreover, the following children are included in the definition:
    - i. children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
    - ii. children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings; and
    - iii. migratory children who qualify as homeless because they are living in circumstances described above.
4. Emancipated Minor –An individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A. § 15-11-202. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor.
5. Enroll – The registration of a student by a parent, guardian, or other person having control or charge of a child, or the student (in the case of an emancipated minor providing the

school system with the appropriate documentation. Once enrolled, the child shall be eligible to attend the assigned school.

6. Other Person – An adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the school system who is not the parent or guardian of a child but stands *in loco parentis* (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care.)
7. Residency – Residency as applied to this policy shall mean the place where the student lives with a parent, guardian, or other person, unless the student is an emancipated minor. The student must be an occupant of a dwelling located within the school system. Proof of residence in the school district shall be required when a student enrolls and whenever a change of residence occurs, unless the student is homeless. Individuals not legally admitted into the country shall not be denied a free public education.
8. Withdraw – The removal of a student from the official roll of a school.

### **Requirements for Enrollment**

#### 1. Authority to Enroll

»Under the provisions stated in O.C.G.A. § 20-2-690.1, a parent, guardian, or other person has the authority to enroll a student in a publicly funded Georgia school.

- a. A student who meets the age eligibility requirements is eligible to enroll in the school system if the student's parent or legal guardian (or the student in the case of an emancipated minor) is a resident of the school district. Proof of residence is required in accordance with regulations developed by the superintendent.
- b. If the person enrolling a student is not the parent and does not hold legal guardianship, the person enrolling the student must complete a Non-Parental Affidavit specifying the reasons why the student is living with the "other person".
- c. If the person enrolling the student is acting under the authority of a power of attorney executed by a parent or guardian serving in the military, the school shall allow the student to enroll. The school system may require proof of a duly executed power of attorney and/or certificate of acceptance as guardian, escort, or attorney. The school system shall not require such persons to obtain legal guardianship.

#### 2. Age Eligibility

»Other than students specifically exempted by rule or by law, the following individuals are eligible for enrollment:

- a. Students who have attained the age of five by September 1 unless they attain the age of 20 by September 1 or they have received a high school diploma or the equivalent as prescribed in O.C.G.A. § 20-2-150; or
- b. Students who were legal residents of one or more other states for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, are otherwise qualified and will attain the age of five

for kindergarten or six for first grade by December 31; or

- c. Special education students through the age of 21 or until they receive a regular high school diploma.

3. Evidence of Date of Birth

- a. Other than students specifically exempted by State Board rule or by Georgia law, before admitting any student to a school in the school system, the superintendent or designee shall accept evidence in the order set forth below that shows the individual's date of birth:
  - i. A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;
  - ii. A military ID;
  - iii. A valid driver's license;
  - iv. A passport;
  - v. An adoption record;
  - vi. A religious record signed by an authorized religious official;
  - vii. An official school transcript; or
  - viii. If none of these evidences can be produced, an affidavit of age sworn to by the parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
- b. Upon presentation of one of these evidences above, a photocopy of the document shall be placed in the student's record and the document that is presented shall be returned to the parent, guardian, or other person.
- c. A student will be identified in the local Student Information System (SIS) and in the Georgia Statewide Student Information System (GSSIS) by the student's legal name as it appears on the documentation submitted for age verification as cited above or in a court order changing the student's name.
- d. Once a student has successfully enrolled in any publicly-funded Georgia school by providing one of the evidences cited above and is recorded in the Georgia Testing Identifier application (see SBOE Rule 160-5-1-.07), further proof of age is deemed unnecessary.

4. Other Documents Required During the Enrollment Process

»The parent or guardian, or other person must provide:

- a. A copy of the enrolling student's social security number or sign a form stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. § 20-2-150.
- b. A certificate in accordance with the provisions of O.C.G.A. § 20-2-771, concerning the immunization of students, which includes an exception for religious grounds.
- c. A certificate in accordance with the provisions of O.C.G.A. § 20-2-770, concerning nutritional screening and eye, ear, and dental examinations of students.

- d. Proof of residence shall be required, unless the student is homeless and the McKinney-Vento Act applies. A homeless child shall be enrolled immediately even in the absence of any appropriate documentation. Upon determining that a student is homeless, the child must be allowed to either remain in the district in which he or she was enrolled prior to becoming homeless or enroll in the district where he or she is now located. Proof of residence is not required. The employee or other designated individual responsible for care of homeless students shall assist the homeless student in acquiring the necessary records for enrollment.

5. Students Placed by DHR or DJJ

- a. When a student is being placed by DHR into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new school system in accordance with the McKinney-Vento Act. Foster children awaiting permanent placement qualify as homeless under the McKinney-Vento Act.
- b. Upon notification by DJJ that a student will be enrolling in the school system, the school system shall enroll the student in his or her home school, as opposed to an alternative educational setting, unless the Case Management Consultation team concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an Individualized Education Program (IEP) team shall take precedence.
- c. Upon notification by DHR or DJJ, the school system shall immediately enroll a student in the physical or legal custody of DHR or DJJ or a student placed by DHR or DJJ in a residential facility located within the school system's jurisdiction, pursuant to O.C.G.A. § 20-2-133. The school system will follow guidelines developed by the State Department of Education governing the provision of education services provided by local school systems to students being served in therapeutic facilities.

6. Provisional Enrollment

»A student shall be enrolled on a provisional basis and allowed to attend a school for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances in the discretion of the superintendent or designee.

- a. The superintendent or designee shall notify the registering parent, guardian, or other person at least 10 calendar days prior to the withdrawal of the student.
- b. If evidence is not provided within this period, the superintendent or designee shall mark the student withdrawn at the end of the thirtieth day.
  - i. The registering parent, guardian, or other person will be considered non-compliant and subject to all penalties as prescribed in O.C.G.A. § 20-2-690.1.
  - ii. The superintendent shall report violations to the appropriate authorities for adjudication.



- c. O.C.G.A. § 20-2-150(c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.
- d. Students pre-registering for school are not eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
- e. The provisions of O.C.G.A. § 20-2-670 regarding transferal of discipline actions or felony convictions for students in grade 7 and above shall take precedence over any provisional enrollment.

»A student shall be allowed to enroll in the school system if the student meets residency and other specified qualifications and otherwise would not be denied enrollment under O.C.G.A. § 20-2-751.1 and O.C.G.A. § 20-2-751.2 concerning student expulsion.

»The school system is not responsible for making determinations regarding immigration and visa status. The school system will accept non-immigrant, foreign students on visas and immigrants/non-visa-holders who meet age and residency requirements without inquiring about their legal status, in accordance with federal or state law and SBOE rule.

**I. DEFINITIONS**

1. Emancipated Minor- An individual under the age of eighteen who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A. § 15-11-202. Emancipation by operation of law occurs when a minor is validly married or as otherwise prescribed by law. Emancipation by petition is granted by a judge in juvenile court after the judge determines emancipation is in the best interest of the minor.
2. Other Person– An adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the school system who is not the parent or guardian of a child but stands *in loco parentis* (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care.)
3. Withdraw- The removal of a student from the official roll of a school

**II. ADMISSION OF TRANSFER STUDENTS**

No student shall be admitted who comes from another school system during a period when suspension or expulsion from that school system is still in effect. If the student still has time remaining under suspension or expulsion before being eligible to return to the school previously attended, the student will not be eligible for admission to any school in this school system until the expiration of that suspension or expulsion period.

Any student enrolling in the Chattooga County School System who has withdrawn from another school system to avoid disciplinary action, because of disciplinary action imposed by another school system, or after being charged with a disciplinary infraction may be required to go before a disciplinary tribunal if the act committed at the student's previous school would also violate the Chattooga County Board of Education Student Behavior Code. Based on the tribunal's decision, such student may be subject to discipline for the act committed, including but not limited to suspension or expulsion from the Chattooga County School System.

If any student seeking admission to the Chattooga County School System from another system states in writing any good and sufficient grounds showing why this policy should not apply to him/her, a due process hearing will be provided before either the principal of the school to which admission is sought or before some tribunal constituted by the Superintendent or his/her designated representative to consist of not more than three (3) members of the administrative staff.

In any case where a student seeks to transfer from another system who has been permanently expelled from such system, such student may likewise file a written statement of reasons why his/her expulsion from the other system should not disqualify him/her from attendance in this system, and a due process hearing as provided above will be conducted to resolve the question of eligibility for admission.

If it is determined from any source that a student has committed a felony act, the school principal shall inform all teachers to whom the student is assigned that they may review, but keep confidential, the information in the student's file received from other schools or from the juvenile courts.

A document requesting information concerning adjudication or conviction for felony offenses must be completed for all students seeking admission to a grade higher than sixth grade in the Chattooga County School System.

A transferring student applying for admission to a grade higher than sixth grade shall, as a prerequisite to admission, present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

### **Conditional Admission**

A transferring student may be admitted on a conditional basis if he or she and his or her parent or legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration. The release document must disclose whether or not the student has ever been found guilty of the commission of a designated felony act as defined in O.C.G.A. 15-11-37, and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made and the sentence imposed.

Upon receipt of the records from the school previously attended, the school administration shall notify the parent(s) or guardian of such receipt and may within 10 days request a copy of such records. Within five days of receipt of a copy of the records, the parent(s) or guardian may request, and are entitled to, a hearing before the previous school's principal or designee for the purpose of challenging the content of the records.

If a student so conditionally admitted is found to be ineligible for enrollment under existing board policies, he or she shall be dismissed from enrollment until such time as he or she becomes eligible.

### **Transfer Students Found To Be Not In Good Standing**

No student transferring from another school or school system shall be finally admitted to the Chattooga County School System unless or until such student presents records showing that he/she was in good standing with that school or school system when last enrolled. A principal of a school in the Chattooga County School System may satisfy this requirement through oral communication with the school district last attended and admit the student upon receiving verbal assurances that he/she is in good standing, not under suspension or expulsion and that the necessary records are forthcoming.

### **Agency-Placed Students**

When a student is being placed by the Department of Human Resources (DHR) into a new home or facility that would require a change in school or school system, the school system in which that student is attending school shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the new school system in accordance with the McKinney-Vento Act. Foster children awaiting permanent placement qualify as homeless under the McKinney-Vento Act.

### III. REQUIREMENTS FOR WITHDRAWAL

#### 1. No-Shows

- A student who is not in attendance on the first day of school but was expected based on prior year enrollment, shall be withdrawn as a no-show student and shall not be included in any enrollment or attendance counts.

#### 2. Voluntary Withdrawal In Accordance With Procedures

- When a parent, guardian or other person withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the last day of student attendance. If a student is under suspension on the date of the withdrawal, the new school of enrollment, if known, shall be notified of the terms of the suspension.
- If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his or her parent or legal guardian prior to withdrawing. The principal or designee will make a reasonable attempt to hold a conference with the student and parent or guardian to share the educational options available, pursuant to O.C.G.A. § 20-2-690.1(e).

#### 3. Involuntary Withdrawal When Withdrawal Procedures Are Not Followed

- When a parent, guardian, or other person does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school, school system, private school or home study program, the date of withdrawal for a student shall be the last school day of student attendance. If a student is under suspension on the date of withdrawal, the new school of enrollment shall be notified of the terms of the suspension.
  - With no proof of enrollment in another school, school system, private school, or home study program, a student shall be withdrawn from a school after 10 consecutive unexcused absences or when the school system obtains documentation that the student no longer resides in the school's attendance zone. The student withdrawal date shall be the last day of attendance or the day the school system obtains documentation validating the student no longer resides in the school's attendance zone, unless the student is allowed to continue to attend in accordance with board policy or an exception granted previously on the basis of O.C.G.A. § 20-2-293 or §20-2-294. The superintendent or designee shall use his or her best efforts to notify the parent, guardian, or other person if the school system plans to withdraw the student.
4. A student shall not be withdrawn due to excused absences defined in Board Rule 160-5-1-.10 (JB-Student Attendance) and O.C.G.A. § 20-2-690.1(a).
5. A student shall not be withdrawn while participating in a Hospital/Homebound Instruction Program in accordance with the requirements of the program.

6. The principal or designee shall record the reason for withdrawal in the Student Information System (SIS) as defined in the Department of Education's student record collection or the Georgia Statewide Student Information System (GSSIS.)