

Chattooga County Schools Student Enrollment & Withdrawal Handbook



The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices

Revised May 30th, 2023

Chattooga County School District School Enrollment and Withdrawal Handbook

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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. Current residential property tax statement or bill;
3. Current warranty or quick claim deed;
4. Current home purchase agreement;
5. 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
6. 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 the evidence 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 the 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 provided for enrollment.

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

Student Enrollment, Residency Affidavits, Student Information and Student Withdrawals

I	ENROLLMENT	RESPONSES
1.1	What materials are needed for school enrollment/registration? (See State Guidance Rule Page 5 & 6)	Required proofs include the following: <ul style="list-style-type: none">○ Residency○ Age○ Immunization○ Eye/Ear/Dental Screening○ Transcripts (and Discipline Records for MS/HS Students)○ Social Security Number (optional, but strongly recommended)
1.2	Should a person attempting to enroll a student provide any identification? YES (See State Guidance Rule Page 1)	Anyone attempting to enroll a child in school should be prepared to provide the school with a picture identification card (if available).
1.3	Are there time extensions and waivers allowed on materials required for enrollment? YES (See State Guidance Rule Page 3 & 4)	The following are extensions and waivers available for select documents: <ul style="list-style-type: none">• Residency: 30-Day Extension• Age: 30-Day Extension• Immunization Records:<ul style="list-style-type: none">○ 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.○ Exemptions from providing immunization records can only be granted for documented medical reasons or sworn statements related to religious beliefs.• Eye/Ear/Dental Screening:<ul style="list-style-type: none">○ 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 exams before school begins.</i>○ Transferring students have a 30-day waiver.• Transcripts:<ul style="list-style-type: none">○ Transferring students have a 30-day waiver.
1.4	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	The State’s list of possible documents that can be used as proof of age has been expanded significantly.
1.5	Can a “non-custodial” adult (non-parent/guardian) enroll a student in school? CONDITIONAL (See State Guidance Rule Page 1 & 3)	Only a parent or legal guardian may enroll a child in the Chattooga County School District unless specifically addressed in Policy.
1.6	How should schools deal with adults/students involved in the guardianship process? (See State Guidance Rule Page 1 & 3)	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 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 22nd 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 regarding the Academy? YES,
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 regarding 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 fax/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 legal custody 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 if in the student’s best interest. 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 CSIET-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 on page 28 if parent wishes not to provide.*

- 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 parents shall assume the responsibility for 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 parents 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 of 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

I Enrollment

- 2.1 What do parents/guardians that are renting a residence need to provide the school to establish residency?**
(See State Guidance Rule Page 6) See page 4 of this handbook.
- 2.2 What do parents/guardians that are occupying a residence need to provide the school to establish residency?**
(See State Guidance Rule Page 6) See page 4 of this handbook.
- 2.3 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)**
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 Are there any time waivers on the residency affidavits? YES (See State Guidance Rule Page 3 to 4 II)**
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 Can parents/guardians get their affidavits notarized at the school? YES**
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 parents.
- 2.6 What should a parent do if a property owner or manager were to refuse to get necessary affidavits notarized?**
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 Can parents/guardians use a purchase/mortgage contract to establish residency for enrollment purposes? YES (See State Guidance Rule Page 6.E)**
If 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 How should schools deal with parents/guardians who are building/financing their own home, yet want to establish residency for enrollment purposes?**
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 is not the case, the principal should decide about residency on a case-by-case basis.
- 2.9 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?**
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.

Chattooga County School District Frequently Asked Questions (FAQs)

Student Enrollment, Residency Affidavits, Student Information and Student Withdrawals

II STUDENT RECORDS

3.1 Who may legally request a copy of a student's school records?

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.

3.2 Can a parent, living in another area or jurisdiction, request student records? YES

A parent is not required to have "physical custody" of their child to retain legal, custodial rights to information about that child.

3.3 Can 17-year-old students file a request for their records? YES

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.

3.4 Do all requests for release of student records require prior authorization from the student/family? NO

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.

3.5 Should schools respond to requests from the Armed Forces for a listing of students? NO

Schools should refer all requests from the Armed Forces to the Chattooga High School. Chattooga High School will decide 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 10th of that school year.

3.6 How long does a school have before turning over records once they have been requested in writing?

Schools shall mail or deliver all requested student records in the following manner:

- 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.
- Open Records Requests (must be forwarded to the Central Office).

3.7 Can a non-custodial parent request grades and other school correspondence regarding their child? YES

Unless there is a legal document that precludes a biological, non-custodial parent, he/she is entitled to their child's grades and information.

3.8 Can a non-custodial parent request prior notification of parent conferences and meetings involve the custodial parent? YES

Upon request, 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.

3.9 Can a public school withhold sending records on a student that has outstanding debts? NO

Georgia Code (§ 20-2-670) states that public schools cannot withhold information regarding the student's cumulative record based on outstanding debts.

3.10 Can a private school withhold sending records on a student that has outstanding debts? YES

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 from the student's former school.

3.12 Should a school expect a parent to disclose if their student is currently under 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

VI WITHDRAWAL INFO

- 4.1 Can a student who is eighteen Years of Age (YOA) withdraw himself/herself from school? YES (See State Guidance Rule Page 17)**
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 What should schools require from an adult (parent or otherwise) who comes in to withdraw a student?**
Requirements for student withdrawal are as follows:
- Enrolling parent/guardian/eligible student should withdraw student.
 - Appropriate identification.
 - Signature on withdrawal form.
 - 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.
 - 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.
- 4.3 Can the “non-enrolling parent” withdraw the student from school? NO**
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 Can schools withdraw a student using a fax/mailed letter? YES**
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 Can schools withdraw a student based on a telephone request? NO**
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 Under what circumstances can a school withdraw a student for lack of attendance?**
Please refer to the Board Policy, School Admissions (JBC), for the six requirements for withdrawal.
- 4.7 What is a school’s reporting obligations when a student is withdrawn prematurely, drops out of school, or is absent unexcused ten or more cumulative days in a semester?**
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 parents and give them notification of any pending action.

4.9 What are 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.

Student Enrollment Forms



School Yr.	Grade	School
-------------------	--------------	---------------

Student Information

Student's Legal Name: _____
(Last) (First) (Middle)

Address: _____ **Apt/Lot#** _____ **City:** _____ **Zip:** _____

Mailing Address (if different) _____ **City:** _____ **Zip:** _____

Birth date: _____ **Birthplace:** _____ **Social Security #** _____

Gender *Male* *Female* **Date first entered US school:** _____

Is the student Hispanic or Latino? **Yes** **No**

You must select at least one race, but more than one may be chosen.

Race: American Indian/Alaska Native Asian Black or African American White
 Native Hawaiian or Other Pacific Islander

Household Information: Please circle.

Student lives with: Both Parents Mother Father Joint Custody Foster Parent Legal Guardian

Home Phone: _____

Circle one

Mother/Stepmother/Guardian's Name: _____

Work Phone: _____ **Employer:** _____

Cell Phone: _____ **Email:** _____

Circle one

Father/Stepfather/Guardian's Name: _____

Work Phone: _____ **Employer:** _____

Cell Phone: _____ **Email:** _____

Is either Parent currently serving in Active Military? **Yes** **No, Which Parent** _____

Please list all school age brothers and sisters living in the home		
Name	Relationship to student	Date of Birth

Transportation Information: Please check all that apply

Morning: Bus Car Walker
 Afternoon: Bus Car Walker
 NO transportation changes will be made over the phone; you must notify the school in writing.

In case of unexpected early release day, my child will get Home:
 Same way as listed Other (Please Specify)

Emergency Contact: _____

Enrollment History

Student's Previous School:

City:

State:

List any Chattooga County Schools attended:

Did this student attend Pre-K? Public Private Name of Pre-K _____

Name of person enrolling student: _____

Special Programs

Does the student participate in any special programs such as Special Education, speech, EIP, SST/504? __Yes__ No

Does student have an I E P? __Yes __No

List services received (if known) _____

Does the student participate in Gifted Programs? __Yes __No

Authorized Check Out List:

(If you are the parent/guardian the student lives with you do not have to be on sign out list below. This list is also used if parent/guardian can't be reached, and your child needs to be picked up from school due to illness etc.)

Name	Relationship	Contact Number	Contact Number

***Only the people you list can pick your child up, if you need to make changes you must go to your school. If you DO NOT want a person to be able to pick up your child, DO NOT put them on the list.**

Parent's Signature: _____ Date: _____

**CHATTOOGA COUNTY SCHOOLS
AUTHORIZATION TO OBTAIN RECORDS/ NOTICE OF RELEASE OF RECORDS**

Student's Full Name	Last School Attended
Student's Grade	School Address
Student's Date of Birth	City State Zip
School Phone # _____	Fax # _____

My Child is currently being served in the following areas,

Special Ed/IEP Gifted Speech EIP 504 R T I SST ESOL

Is this student currently suspended or expelled from his/her previous school? Yes No
has this student been adjudicated guilty of the following designated felony act(s): Yes No

- Arson in the first degree Arson in the second degree
- Aggravated assault Aggravated battery Robbery Armed robbery not involving a firearm.
- Battery Attempted murder Attempted kidnapping or kidnapping
- Weapons possession Explosives Motor Vehicle Theft
- Alcohol Vandalism Sexual Battery Sexual Offenses
- Drugs except alcohol or trafficking in cocaine, illegal drugs, marijuana, or methamphetamine.
- Other: _____

I have received notice that the records indicated above have been requested or released and that the information regarding the suspension/ expulsion and designated felony acts is correct.

Parent /Guardian Signature _____ Date _____

Office use only: Do not write below this box

NOTE: According to Georgia DOE Board Rule 160-5-1-.14, schools must mail or otherwise deliver requested records within 10 calendar days of receipt of request. Schools shall not withhold any student record because of nonpayment of fees

Please Fax or Mail: **ALL REGULAR EDUCATION RECORDS INCLUDING:**

- | | | | |
|--------------------------------|---|---|----------------------|
| Withdrawal Form | Birth Certificate | Social Security Card | Attendance |
| Current Transcript | Immunization Certificate | EED | Summer School Grades |
| Discipline Records w/ notes | Transfer Grades | SST Records | ESOL Records |
| Standardize/ State Test Scores | Health Records | Report Cards from previous school terms | |
| | Documentation related to commission of any felony offenses. | | |

School _____

Phone# _____ Address: _____

Fax# _____

Please Send: **ALL SPECIAL EDUCATION RECORDS TO:**

Chattooga County Schools
Special Education Department
206 Penn St
Summerville, Georgia 30747
Phone # 706-822-9902
Fax # 706-822-9906

High School Student Only

Student Name _____ Grade _____

Release of Student Directory Information

Under current federal law, all schools **Must**, if requested, provide student directory information (names, addresses, and telephone numbers) of high school students to U.S. military recruiters. Within that same requirements, parent/guardians may exclude their child's information from this annual distribution of student information to various branches of the armed forces.

Yes, you have my permission to release my child's information.

No, you do not have my permission to release my child's information.

Open Campus

During mid-term and final exams students may leave campus when they are finished testing and released by administration. If they have permission, there is no other check out procedure or correspondence necessary.

I do not wish for my student to participate in an open campus.

I give permission for my student to participate in an open campus.

Parent Signature _____ Date: _____

Student Signature _____ Date: _____

**Chattooga County School District
Student Yearly Update Form**

Corporal Punishment:

Corporal punishment is a disciplinary response option for administrator's discretionary use. Only administrators will use corporal punishment for discipline.

A faculty member will witness the use of corporal punishment by the administrator. After corporal punishment is administered, the administrator will notify the parent or guardian of its use.

As Parent/Guardian of _____, I authorize the use of corporal punishment to discipline my child.

YES _____ NO _____ Comment: _____

Parent/Guardian Signature: _____ Date: _____

Handbook Acknowledgement:

My child and I have read, understand, and agree to comply with all rules and procedures set forth in the Chattooga County School District student handbook. This can be found at www.chattooga.k12.ga.us. If you do not have access to the internet, the school will provide you with a copy.

Attendance:

The student and parent/guardian signatures below reflect their receipt and understanding of the compulsory school attendance law and the importance of regular school attendance as stated in the handbook.

Internet Use:

I acknowledge that I have read, understand, and agree to all terms as outlined in the Internet Acceptable Use Policy as stated in the handbook.

_____ My child may use e-mail and the Internet while at school according to the rules outlined.

_____ My child may not use e-mail and the Internet while at school.

Publications:

Occasionally, your child's teacher may want to publish student's picture for projects on web or in the paper.

_____ I give my permission for my child's picture /project to be published on the web/paper.

_____ I do not wish for my child's picture/project be published at this time.

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Chattooga County Schools Medical Authorization Form

Student's Name: _____ School: _____ DOB _____

Home Room Teacher: _____ Grade Level: _____

The principal or his/her designee will dispense medicine to students according to the following guidelines:

- The parent/guardian should complete and sign the Medication Authorization Form. Medicine cannot be given without written permission and instructions for the parent/guardian.
- The parent/guardian should bring medicine and related equipment to the principal or his/her designee. Please do not send medicine to the school by way of the student.
- **NO MEDICATION CAN BE TRANSPORTED ON THE BUS!**
- Most all medications will be kept in the school office with the exception of life saving medications such as rescue inhalers and Epi Pens that may be kept with the student according to individual severity (in an emergency second count).
- Prescription medicine must be in the original labeled container. The label must include the student's name, the name of the medicine, instructions for dispensing the medicine, and the doctor's name. Pharmacists can provide a duplicate labeled container with only the dosage to be given at school.
- Over-the-counter medicine must be in the original container and marked with the student's name.
- A new Medication Authorization Form must be completed whenever a new medicine or dosage is to be given to the student.
- At no time can the school accept out of date medications; if your student's medication has expired it is your responsibility to supply a new prescription. The school will notify you if your stock of medication has expired. All medications should be picked up at the end of the school year; any medications not picked up at the end of the school year will be discarded.

I also understand that in the event of an emergency and I cannot be reached the school will have my child transported to the hospital via EMS/911 services to receive appropriate treatment.

Parent Signature: _____ Date: _____

Child's Physician: _____ Phone: _____

Health History _____

Allergies? YES NO (medicine, food, stings etc.) *If yes, please explain*

What happens when an allergic reaction occurs? _____

Does student have an Epi-Pen? YES NO *At School? YES NO

Does student have Asthma? YES NO *Type of Asthma: MILD MODERATE SEVERE (circle one)

Does student have Inhaler at school? YES NO *Date of last episode? _____

List all medications student is currently taking:

At Home: _____

At School: _____ Dosage _____ Time _____

What type of medical coverage does your child have? Medicaid Private

Peachcare None

Does your child have dental insurance? YES NO

Does your child wear eyeglasses or contacts? YES NO

My child may receive hearing and vision screening at school. Yes NO

My Child can receive over the counter medications? Yes NO

Please circle any medication your child **CANNOT**
TAKE. (No over the counter cold meds will be given)

Acetaminophen (Tylenol) Antifungal Cream Ibuprofen (Advil) Antacid (Maalox, Rolaids, Tums)

Calamine Antibiotic Ointment Throat Lozenge Hydrocortisone Cream

Benadryl Liquid Benadryl Cream Orajel Cough Drops

Child's Name _____

Parent Signature _____ Date _____

Parent Contact # _____

Georgia Home Language Survey

Required: January 2024 | Optional: January 2023 – December 2023

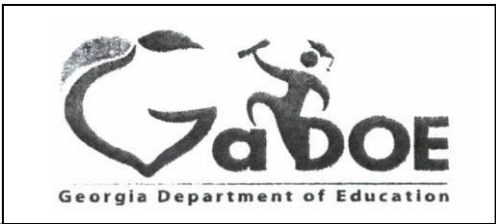
Notice to Parents and Guardians:

Georgia school systems are required¹ to collect your responses² to questions about your preferred language for school communication and your child's primary or home language. Information from the first question is used to identify your need for an interpreter or for translated documents. Information from the three *Home Language Survey questions* and the additional language information help us determine whether to screen your child's level of English language proficiency. The screening process will identify if your child qualifies for English learner status and services in our language instruction educational program.

Purpose of Questions	Questions & Parent/Guardians Responses
<p>Communication Preferences</p> <p>This question helps the school provide you with an interpreter or translated documents, free of charge, should you want them.</p> <p>This question is for informational purposes only. It is not used to identify your child for English language proficiency screening.</p>	<p>Parent Communication Language (Required)</p> <ul style="list-style-type: none"> In which language would you prefer to receive school communication? <p>_____</p>
<p>Identification of Potential English Learners</p> <p>These three questions help schools identify if your child should be screened for eligibility to participate in their language instruction educational program.</p> <p>When the response to any of these questions is a language other than English, schools may be required to screen your child's level of English language proficiency. If you respond with more than one language, the school will need additional information from you before making this decision.</p>	<p>Home Language Survey (Required)</p> <ol style="list-style-type: none"> Which language does your child <u>best</u> understand and speak? _____ Which language does your child <u>most</u> frequently speak at home? _____ Which language do adults in your home <u>most</u> frequently use when speaking with your child? _____
<p>Additional Information from Multilingual Families</p> <p>If you indicated that your child and other adults in the home understand and use English and another language or languages, schools will ask you to provide additional information to decide if your child should be screened for English proficiency.</p> <p>If you respond that your child understands and uses English more than the other home language, or that your child understands and uses both English and the other home language equally, the school will not screen your child for English language proficiency.</p>	<p>Additional Information from Multilingual Families. Choose <u>only one sentence that best describes your child's primary language.</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> My child understands and uses only the home language and no English. <input type="checkbox"/> My child understands and uses mostly the home language and a little English. <input type="checkbox"/> My child understands and uses the home language and English equally. <input type="checkbox"/> My child understands and uses mostly English and only a little of the home language. <input type="checkbox"/> My child understands and uses only English.

¹ [U.S. Department of Justice, Civil Rights Division, and U.S. Department of Education, Office for Civil Rights, 7 January 2015, Dear Colleague Letter: English Learner Students and Limited English Proficient Parents, p. 10.](#)

² The Home Language Survey should be given to first time enrollees to United States public schools.



Richard Woods, Georgia's School Superintendent

School District: Chattooga County

Date Completed: _____

Parent Occupational Survey

Please complete this form to determine if your child(ren) qualify to receive additional services under Title 1, Part C

Has your family moved in order to work in another city, county, or state, in the last three (3) years? Yes No

If so, what is the date your family arrived in the city/town you reside? _____

Has anyone in your immediate family been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years? (Check all that apply)

- 1) Agriculture; planting/picking vegetables or fruits such as tomatoes, squash, grapes, onions, strawberries, blueberries, etc.
- 2) Planting, growing, or cutting trees (pulpwood)/raking pine straw
- 3) Processing/packing agricultural products
- 4) Dairy/Poultry/Livestock
- 5) Meatpacking/Meat processing/Seafood
- 6) Fishing or fish farms
- 7) Other (Please specify occupation): _____

Name of Student(s)	Name of School	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Names of Parent(s) or Legal Guardian(s) _____

Current Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

Thank You!

Please return this form to the school

The answers to this survey will help determine if your child(ren) are eligible to receive supplemental services from the Title 1 Part C Program.

Note for the school/district: When both "yes" and one or more of the boxes from 1 to 7 is/are checked, please give this form to the migrant liaison or migrant contact for your school/district. Please file the original in student's records. Non-funded (consortium) systems should fax occupational parent surveys to Migrant Education Agency (MEA) serving your district. For additional questions regarding this form, please call the MEA serving your district:

GaDoe Region 1 MEP, P.O. Box 780, 201 West Lee Street Brooklet, GA 30415
 Toll Free (800) 621-5217 Fax (912) 842-5440
 GaDoe Region 2 MEP, 221 N. Robinson Street, Lenox, GA 31637
 Toll Free (866) 505-3182 Fax (229) 546-3251

Chattooga County Schools

Student Residency Questionnaire

Name of School: _____ Grade: _____

Name of Student: _____ Gender: M or F
Last First Middle

Date of Birth: _____ Age: _____ Social Security #: _____
Month Day Year (or FTE #)

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this residency information help determine the services the student may be eligible to receive.

1. Is your current address a temporary living arrangement? ____ Yes ____ No
2. Have you lost your housing due to economic or other hardship (eviction, fire, or other emergency)? ____ Yes ____ No

**If you answered YES to the above questions, please complete the remainder of this form.
If you answered NO, please sign below.**

Where is the student presently living? (Check on Box)

- In a motel
- In a shelter
- With more than one family in a house or apartment
- Moving from place to place
- In a place not designed for ordinary sleeping accommodations such as a car, park or campsite.
- Placed in state care or custody.
- Unaccompanied youth
- Another living situation (please explain):

Name of Parent(s)/ Legal Guardian (s) _____

Address _____ Zip Code _____

Telephone Number _____ Alternate Telephone Number (s) _____

Other children (newborn - age 17) also living with this student:

Name	Date of Birth	Name of School/Preschool/Daycare
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Presenting a false record of falsifying records is an offense under OCGA 16-10-20.

Signature of Parent/Legal Guardian _____ Date _____

Office use only

I certify the above named student qualifies for the Child Nutrition Program under the provisions of the McKinney-Vento Act.

Date McKinney-Vento Liaison Signature

Parent/Guardian received copy of rights of McKinney-Vento Act

Residency Affidavits



KINSHIP CAREGIVER'S AFFIDAVIT

Use of this affidavit is authorized by O.C.G.A. Section 20-1-16.

INSTRUCTIONS: Please print clearly.

I hereby certify that the child named below lives in my home, and I am 18 years of age or older.

1. Name of child: _____

2. Child's date of birth: _____

3. My full name (kinship caregiver giving authorization): _____

4. My home address: _____

5. I am a kinship caregiver.

6. I have assumed kinship caregiver status because of one or more of the following circumstances (check at least one):

A parent being unable to provide care due to the death of the other parent.

A serious illness or terminal illness of a parent.

The physical or mental condition of the parent or the child is such that proper care and supervision of the child cannot be provided by the parent.

The incarceration of a parent.

The loss or uninhabitability of the child's home as the result of a natural disaster.

A period of active military duty of a parent exceeding 24 months; or

am unable to locate a parent or parents currently to notify them of my intended authorization because (list reasons): _____

Name of parent(s) or legal custodian(s): _____

7. Address of parent(s) or legal custodian(s): _____

8. Phone numbers and email addresses of parent(s) or legal custodian(s): _____

9. Kinship caregiver's date of birth: _____

10. Kinship caregiver's State of Georgia driver's license number or identification card number: _____

WARNING: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY A FINE, IMPRISONMENT, OR BOTH.

I recognize that if I knowingly and willfully make a false statement in this statement of facts, I will be guilty of the crime of false swearing.

(Kinship caregiver's signature)

(Kinship caregiver's printed name)

Sworn to and subscribed
before me this _____
day of _____, _____

NOTICES:

- 1. This declaration does not affect the rights of the named child's parent or legal guardian regarding the care, custody, and control of the child and does not mean that the kinship caregiver has legal custody of the child.**
- 2. A person that relies on this affidavit has no obligation to make any further inquiry or investigation. However, a local school system may request additional information before enrolling the child.**
- 3. This affidavit is not valid for more than one year after the date on which it is executed. Local school systems can elect to have Kinship Caregiver's Affidavit expire at the end of the school year in which the affidavit was executed.**

ADDITIONAL INFORMATION:

TO KINSHIP CAREGIVERS:

- 1. If the child stops living with you for a period of more than 30 days, you are requiring to provide notice not later than 30 days after such period to anyone to whom you have given this affidavit as well as anyone of whom you have actual knowledge who received the affidavit from a third party.**
- 2. If you do not have the information in item 11 of the affidavit (State of Georgia driver's license or identification card), you must provide another form of identification such as your social security number.**

TO SCHOOL OFFICIALS:

The school system may require additional reasonable evidence that the kinship caregiver resides at the address provided in item 4 of the affidavit.

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

- 1. No person that acts in good faith reliance upon a kinship caregiver's affidavit to render education services or medical services directly related to academic enrollment or any curricular or extracurricular activities, without actual knowledge of facts contrary to those stated in the affidavit, shall be subject to criminal prosecution or civil liability to any person, or subject to any professional disciplinary action, for such reliance if the applicable portions of the form are completed.**
- 2. This affidavit does not confer dependency for health care coverage purposes.**

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. Current residential property tax statement or bill;
3. Current warranty or quick claim deed;
4. Current home purchase agreement;
5. 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
6. 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.

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____. _____ Property Owner/Manager
--

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 related 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) 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 to 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 the name of child here).
- 2) To engage in and transact all lawful business of whatever nature or kind arising from, or relating to the educational development, location, and residence of our child.
_____ (Please print the 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 educational power of attorney. This instrument is for the purpose 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 all 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 regarding 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

*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 the 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)

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 be printed 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. Students will keep original.

**Chattooga County School District
Student Withdrawal Codes**

Code	Code Description
1	SB10 Public Schools Transfer
2	School Choice Transfer
3	USCO
4	Transferred under the DJJ
5	Underage of Compulsory AttendanceB 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

Relevant Board Policies



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. 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 the 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 the evidence 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 this evidence 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 another 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 will be admitted 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 schoolsystem 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.)