

HOUSTON COUNTY BOARD OF EDUCATION
1100 Main Street, Post Office Box 1850 ~ Perry, Georgia 31069

www.hcbe.net



(478) 988-6200

NEW STUDENT ENROLLMENT REQUIREMENTS

Dear Parent/Guardian: Welcome to Houston County Schools! Our goal is to provide your child with the best education possible. We actively seek your involvement in the process.

As with all school systems, there are certain state and local requirements, as well as documentation required for enrollment and the proper placement of your child. Your responsibility is to provide the following documentation within the specified time limits.

1. **Birth Certificate– At Enrollment**

(Initial Enrollment in Pre-K, Kindergarten, or 1st Grade must be a certified copy).

MUST BE 4 years old ON or BEFORE September 1st to enter Pre-K.

MUST BE 5 years old ON or BEFORE September 1st to enter Kindergarten.

MUST BE 6 years old ON or BEFORE September 1st to enter First Grade.

2. **Certificate of Immunization (Georgia Form 3231) – At Enrollment**

Out-of-state students or initial student enrollments must submit Georgia Form 3231 at the time of registration. Inoculations for MMR, Varicella, and Hepatitis B must have begun. Transfer students from within Georgia may have 30 days for their records to arrive.

3. **Ear, Eye, and Dental Screening (Georgia Form 3300) – At Enrollment**

4. **Guardianship/Custody orders – At Enrollment**

Must be provided if student does not live with natural parents.

5. **Permanent Academic/Attendance Records from Previous School - 30 days**

Your child's placement will be temporary until official records arrive from your previous school. The new school will request these records, but the responsibility for their receipt rests with the parents.

6. **Proof of Residency – At Enrollment**

You must be a FULLTIME resident in Houston County. We do not accept out-of-county students at any time.

The following documents are required to validate proof of residence:

- A completed mortgage statement, closing statement, or lease agreement.
- Start services/current (within 30 days) utility bill at new address:
[Electric, Gas, Water, Residential Telephone, Cable accepted. Cell phone statements are not accepted.]
- Stop services at previous address (within Georgia or in-county only).

7. **Copy of Social Security Card or Waiver – At Enrollment**

8. **Medical Information Which Will Impact Instruction - At Enrollment**