

**\*\*\*INCOMING OR NEW STUDENT  
REGISTRATION HOURS  
MON-FRI 12:30-3:15 ONLY\*\*\***

**NOTICE**

**BEFORE YOUR STUDENT CAN BE REGISTERED, THE  
FOLLOWING MUST BE PRESENTED—YOUR  
STUDENT CAN NOT BE REGISTERED WITHOUT  
THIS INFORMATION**

- 1) **PROOF OF RESIDENCY**-current utility bill, current lease agreement
  
- 2) **CURRENT IMMUNIZATION RECORD**-MUST BE ON GA FORM OBTAINED THROUGH HOUSTON COUNTY HEALTH DEPARTMENT OR THROUGH RAFB WHEN STUDENT REGISTERS
  
- 3) **STUDENT'S SOCIAL SECURITY CARD**
  
- 4) **IF STUDENT IS IN 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> GRADES, A CURRENT TRANSCRIPT FROM LAST SCHOOL ATTENDED** (WHERE THEY WITHDREW FROM LAST (SEE #5 BELOW).
  
- 5) **CURRENT WITHDRAWAL FORM FROM LAST SCHOOL ATTENDED—MUST INCLUDE CURRENT GRADE & ABSENCES**
  
- 6) **DISCIPLINE RECORD FROM LAST SCHOOL ATTENDED**

**7) LEGAL GUARDIAN PAPERS MUST BE PRESENTED  
AT TIME OF REGISTRATION, IF APPLICABLE**

**\*\*\*YOUR STUDENT WILL NOT BE REGISTERED  
WITHOUT THE ABOVE INFORMATION\*\*\***