

Houston County Board of Education

Danny Carpenter, Superintendent

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Board Members

Griff Clements, Vice Chairman
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ENROLLMENT REQUIREMENTS

Dear Parents:

You and your child are welcome to the Houston County School System. Our goal is to provide your child with the best education possible! Your involvement in the process is actively sought.

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

1. **Permanent Academic and Attendance Records from Previous School - 30 days**
Your child's placement will be temporary until the records arrive. The school will request these records but the responsibility for their receipt rests with the parents.
2. **Certificate of Immunization (Georgia Form 3231) or Religious Waiver (Date of 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) - 30 days**
4. **Copy of Official Birth Certificate**
5. **Copy of Social Security Card or Waiver**
6. **Guardianship/Custody orders - 30 days**
If you are not the natural or adoptive parents of the child
7. **Proof of Residency - (Date of Enrollment)**

Please sign the statement below indicating that you have read and understand the enrollment requirements and that your child may be withdrawn from school if the requirements are not met within thirty (30) days.

I have read and understand the enrollment requirements of the Houston County School System.

Signature of Parent/Guardian

Date

