

Parent Services Center
234 E Taylor Street
Griffin, Georgia 30224
STUDENT SERVICES
770-229-3710 EXT 10335



CENTRAL REGISTRATION
Hours 7:45 am – 4:00 pm
Phone: 470-771-4259
Fax: 770-228-8684
www.spalding.k12.ga.us

REQUIREMENTS FOR ENTERING A GRIFFIN-SPALDING COUNTY SCHOOL

Certified copy of the Certificate of Birth (refer to BOE policy JBC for additional options)

Certificate of Immunization, Form No. 3231

Certificate of Eye, Ear & Dental Screening Examination, Form No. 3300

Social Security Card (refer to BOE policy JBC for additional options)

Proof of Residency – one proof from each list

ONE OF EITHER:

- Copy of mortgage statement/payment – dated with name, address
- Copy of current property tax bill/statement of value
- Copy of rental agreement– this must include the address, names of all people living in the house, the name of the lease holder/company, expiration date, signatures.

AND

ONE OF ANY:

- Copy of utility service contract or bill, telephone bill or cable TV bill – name and address must appear on statement. The utility company will provide a written verification.
- Copy of homeowner's insurance policy/receipt- must be dated and show name and address
- Income tax form with address – current year ONLY

Photo ID of LEGAL parent/guardian

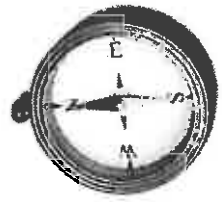
Proof of custody/guardianship if person other than the natural parent is registering the child. Legal proof of the guardianship is needed (i.e. court documents or DFACS papers).

Withdrawal Form (School packet provided by previous school)

Discipline report and transcript from previous school for middle and high school students.

Save time by completing registration documents online at: tinyurl.com/gscsregistration prior to visiting Central Registration. Kiosks are available in the Central Registration office for those unable to complete documents in advance. All documentation listed above must be presented at Central Registration (see map on reverse) Please retain your Confirmation PIN Number or print your completed document and bring it with you.

Update 09/2016



GRIFFIN-SPALDING COUNTY SCHOOL SYSTEM CENTRAL OFFICE CAMPUS MAP

