

Welcome to R.D. Head Elementary

If your child formerly attended a Gwinnett County School:

- ✓ 2 proofs of residency (sales contract / lease agreement **and** a utility bill, not a phone bill)

If your child attended a Georgia School outside of Gwinnett County:

- ✓ 2 proofs of residency (sales contract / lease agreement **and** a utility bill, not a phone bill)

For ALL Kindergarten students and all children who attended a school outside the state of Georgia

- ✓ Certified copy of birth certificate
 - ✓ 2 proofs of residency (sales contract / lease agreement **and** a utility bill , not a phone bill)
 - ✓ Social Security number or signed waiver
 - ✓ Immunization Certificate (must be on Georgia form 3231) marked "complete for school attendance" **or** "date of expiration" should be current
 - ✓ Vision, Hearing and Dental Certificate (must be on Georgia form 3300) and date of exam shall not be over a year old
- A parent that is listed on the birth certificate must be present to enroll the student.
 - A legal guardian must provide guardianship papers.
 - Student must use the name that appears on his/ her birth certificate for school registration.
 - If you are divorced and there are custody papers, the school will need a copy of the custody papers to keep on file.

WE ARE GLAD YOU WILL BE A PART OF OUR SCHOOL. YOU WILL NEED TO PROVIDE THE NECESSARY DOCUMENTS BEFORE YOUR CHILD CAN BE ENROLLED IN A CLASS. WE APPRECIATE YOUR ASSISTANCE IN PROVIDING THIS INFORMATION AND LOOK FORWARD TO A SUCCESSFUL RELATIONSHIP.