



**CENTRAL GWINNETT HIGH SCHOOL**  
 564 W. CROGAN STREET LAWRENCEVILLE, GA 30046  
 PHONE: (770) 963-8041 FAX: (770) 338-4879  
 WEBSITE: www.centralgwinnett.net

Registered By:  
 \_\_\_\_\_

**NEW STUDENT ENROLLMENT INFORMATION**

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**UPON ENROLLMENT THE FOLLOWING DOCUMENTS ARE REQUIRED TO COMPLY WITH SCHOOL POLICY AND STATE LAW. STUDENTS WILL NOT BE REGISTERED IF PAPERWORK IS INCOMPLETE OR OUTDATED!**

**\*ANY SPECIAL EDUCATION RECORDS (COPY OF IEP IF COMING FROM NON-GCPS SCHOOL) AND ESOL TESTING MUST BE PROVIDED!**

**1. PROOF OF RESIDENCY:**

- A. If you **OWN** your residence, we need one item from #1 AND one item from #2.
  - 1) **Utility bill** (most recent gas, water, or electric) or **letter from utility** stating service at current address.
  - 2) **Record settlement statement, warranty deed (with physical address), or property tax bill** (must reflect owner's name and address). The name and address must agree with the utility bill.
  
- B. If you **LEASE** your residence, we need one item from #1 AND one item from #2.
  - 1) **Utility bill** (most recent gas, water, or electric) or **letter from utility** stating service at current address
  - 2) **Lease agreement** (must be signed and dated by both the resident and management) The name and address must agree with the utility bill.
  
- C. If you are **LIVING WITH A FRIEND OR RELATIVE** who **OWNS** their residence, we need **ALL OF THE FOLLOWING:**
  - 1) **Utility bill** (most recent gas, water, or electric) or **letter from utility** stating service at current address.
  - 2) **Recorded settlement statement, warranty deed (with physical address), or property tax bill** (must reflect owner's name and address). The name and address must agree with the utility bill.
  - 3) **Driver's license or picture ID** must be provided by the owner (host) showing the same address as utility bill, and proof of residency as shown on recorded settlement statement, warranty deed (with physical address), or property tax bill. Picture ID of applicant may be requested.
  - 4) **"Residency Affidavit"** form filled out by owner (host) and **must be notarized.**

**2. WITHDRAWAL FORMS FROM PRIOR SCHOOL MUST INCLUDE:**

- Withdrawal Form
- Official Transcript of grades, or for rising 9<sup>th</sup> graders, a report card reflecting promotion
- Discipline record from previous, school or statement of **NO** discipline.
- Attendance Record

**CGHS Administrators' Name:**  
 \_\_\_\_\_  
 \_\_\_\_\_ **Discipline** \_\_\_\_\_ **Attendance**

**3. GEORGIA STATE LAW REQUIRES ALL OF THE FOLLOWING AT THE TIME OF ENROLLMENT:**

- Certificate of Immunization must be on Georgia Form 3231 (dated 2009-10)
  - Vision, Hearing, and Dental Certificate on Georgia Form 3300
- \*Out of state forms may be taken to Lawrenceville Health Center to be transferred to a Georgia form.



**CENTRAL GWINNETT HIGH SCHOOL**  
564 W. CROGAN STREET LAWRENCEVILLE, GA 30046  
PHONE: (770) 963-8041 FAX: (770) 338-4879  
WEBSITE: www.centralgwinnett.net

Registered By:  
\_\_\_\_\_

**PLEASE TURN OVER PAGE TO COMPLETE**

4. **PROOF OF PARENT LEGAL GUARDIANSHIP:** (Birth Certificate or Proof of Natural Parent is required.)

- Birth certificate or proof of natural parent
- Student lives with both natural parents
- "Affidavit of Parental Authority" with divorce papers stating student's custody
- Legal guardianship papers probated through Gwinnett County's court system when not living with natural parent

5. **PARENT INVOLVEMENT REQUIREMENTS** (To be given at registration)

- "Parent Receipt of Title I Documents" signed and dated by parent
- "School-Parent Compact Cover Page" signed and dated by parent, student, and school representative

**I understand and agree to provide said documents to Central Gwinnett High School.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_