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NEWS RELEASE

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New Student Registration & Change of Address Begins June 1

HOUSTON COUNTY, GA – The Houston County School System will register children for kindergarten – 12th grade beginning June 1, 2018, for the 2018-2019 school year. Registration takes place at the [Central Registration](#) office, located at 303 South Davis Drive in Warner Robins. Central Registration is open during the week from 8:00 a.m. to 1:00 p.m. and 2:00 to 5:00 p.m., except for Wednesday. Wednesday hours are from 8:00 a.m. until 1:00 p.m.

Assistant Superintendent for School Operations Dr. Richard Rogers commented, “We appreciate our community registering their children during the month of June and before the July rush. The online registration and appointment system expedites the registration process for our families.”

Students currently enrolled in the Houston County School System will automatically be registered for the next grade level if they remain in the same school zone. Any students who have moved to a new school zone will need to go to Central Registration to register for the new school. An appointment is not needed to update an address.

Parents are encouraged to follow three steps to register:

1. schedule an appointment online;
2. pre-register online;
3. bring the proper documents to the appointment at Central Registration.

Online appointments may be scheduled at www.hcbe.net. Click on the “Parents” tab and then “Central Registration.” [Online registration](#) should be completed using a computer *prior* to the appointment at Central Registration. Parents without computer access should arrive 20 minutes before their appointment to complete the online registration. Please note that cell phones and tablets cannot be used to complete the registration.

Only a parent or legal guardian may register a child. The following items are required to register a child:

- Parent/guardian photo ID
- Certified birth certificate
- Guardianship/custody orders if child does not live with his natural parents
- Two Current Proofs of Residency:

P.O. Box 1850 • PERRY, GEORGIA 31069
(478) 988-6200 • FAX (478) 988-6259
WWW.HCBE.NET

- 1. Lease or mortgage and
- 2. One of the following:
 - Utility bill (electric, water or cable bill)
 - Property tax statement or Income tax statement
 - Automobile registration or insurance
 - Mail from any government agency
- Any family moving from another Georgia county will also need to provide a final bill from the previous address.
- Social Security Card
- Ear, Eye and Dental Screening, Georgia Form 3300 (available from a doctor or the Health Department)
- Immunization Certificate, Georgia Form 3231 (available from a doctor or the Health Department)

If you have moved within Houston County, the [Change of Address Form](#) may be found on the [Central Registration webpage](#). An appointment is not needed to change an address; however, parents will be asked to provide the following documents to Central Registration:

- new lease or mortgage;
- new utility bill or cut-on notice; and
- disconnect or final utility bill from previous address.

Central Registration is closed during school system holidays. For more information, please visit the [website](#) or call 478-741-3610.

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