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NEWS RELEASE

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Central Registration Offers Online Appointments & New Daily Weekday Hours



HOUSTON COUNTY, GA - The Houston County Board of Education is pleased to announce that Central Registration will offer families the option to make an appointment online for new students. This appointment tool will be activated on Feb. 22, 2017.

Assistant Superintendent for School Operations, Dr. Michelle Masters, commented, "We are excited to offer our parents an online appointment system which will save time and make registration more convenient. This appointment system complements our online registration process. Our overall goal is to better serve our families by providing an efficient and convenient way to register their children."

Parents are encouraged to use the online system to set an appointment and begin the registration process. To schedule an appointment and to enter registration information, visit the district website at www.hcbe.net and select "[Central Registration](#)" under the Parents tab.

Central Registration hours of operation will change on Feb. 21. The office will be open Monday through Friday, from 8:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m.

Once parents complete registration online, the following items are required for the registration appointment:

- Parent/guardian photo identification
- Certified birth certificate
- Guardianship/custody orders if the child does not live with his natural parents
- Lease or mortgage

MORE

**P.O. Box 1850 • PERRY, GEORGIA 31069
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- Second proof of residency: electric, water or cable bill; property tax statement; income tax statement; automobile registration or insurance; or mail from any government agency
- 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)
- School records and last report card, if transferring from another school system.

An online appointment option for students already enrolled in a Houston County school, but changing school zones, will be implemented at a later date. As always, families that move within a current school zone are asked to update their new address at their school.

Central Registration is located at the Bert Rumble Complex at 303 South Davis Drive in Warner Robins. For more information, please visit the [Central Registration webpage](#) or call 478- 741-3610 or email CentralRegistration@hcbe.net.

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