Registration Requirements

When registering a new student in Polk School District, parents should bring the following documentation and/or items:

Proof of address: One proof of residency must be provided when a student seeks enrollment in Polk School District. Valid proof of residency is:

(1) Home ownership title consisting of either a warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence;

(2) Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the lessor; or

(3) A utility (gas, telephone, power, water, and sewer) monthly statement issued within the last 30 days which evidences the location of the legal residence.

Legal Documents: If legal documents exist regarding the student, a copy of those papers should be presented at the time of registration to be placed in the student's file.

Birth Certificate: A certified copy of the birth certificate is required for proof of age and should be maintained in the student’s file.

Social Security Card: The school system asks parents to provide a copy of the student’s Social Security card, although providing the student’s Social Security card is voluntary.

Transcript (high school only): Students cannot be enrolled in the proper classes without a transcript. A copy of the transcript should be obtained when withdrawing the student from the previous school.

Report Card (elementary and middle school only): A copy of the student’s most recent report card from the previous school is necessary for the counselors to enroll the student at the beginning of the school year. The report card must indicate whether the student has been promoted or retained during the previous school year. A copy of the report card should be obtained when withdrawing the student from the previous school.

Withdrawal Form/Grades: When students withdraw from their previous school during the course of the year, they should be provided with a withdrawal form that lists their current grades. This withdrawal form should be submitted when enrolling the student. A final report card can be used in place of a withdrawal form for students transferring during the summer.

Discipline Records: A copy of the student’s discipline report from the previous school should also be submitted when enrolling a new student. Suspensions and expulsions from other school systems will be honored.

Immunization Records: The Georgia Department of Human Resources requires student immunizations be up-to-date, and a record of such immunizations must be maintained in the student’s school records. Out-of-state forms must be transferred to a Georgia form, which can be done at a local Georgia physician’s office or the local Department of Health. Failure to provide the appropriate documentation may result in the student being withdrawn from school.

Eye, Ear, & Dental Form: The Georgia Department of Human Resources requires that each student must have an Eye, Ear, & Dental Examination Form maintained in the student’s school records. Out-of-state forms must be transferred to a Georgia form, which can be done at a local Georgia physician’s office or the local Department of Health. Failure to provide the appropriate documentation may result in the student being withdrawn from school.