

## **PAULDING COUNTY SCHOOL DISTRICT Frequently Asked Enrollment Questions**

**Q: I have misplaced my child's birth certificate. How do I obtain a certified copy?**

A: Each state has an agency that is responsible for vital records. Contact the agency for the state in which your child was born. Provided below are links to the Paulding County Probate Office, Georgia Department of Vital Records and VitalChek. VitalChek is a fast and convenient way to order certified vital records online from all states.

**Paulding County Probate Court – 770-443-7541**

<https://www.paulding.gov/182/Probate-Court>

*(NOTE: If a student was born in Georgia, Paulding County Probate Court may be able to provide a birth certificate. Please call the Probate Court for information. Grandparents and appropriate-aged siblings may obtain copies of birth certificates.)*

**Georgia Department of Vital Records - (404) 679-4702**

<https://dph.georgia.gov/VitalRecords>

**VitalChek for most states to obtain a birth certificate:**

<http://www.vitalchek.com/>

*(NOTE: VitalChek charges a small processing fee for use of this service.)*

**Q: I have misplaced my child's social security card. How do I obtain a copy?**

A: An application for a social security card will need to be completed and taken to a local Social Security Administration office along with other required documents.

**Social Security Administration - (800) 772-1213**

<https://www.ssa.gov/ssnumber/>

This can assist in obtaining a replacement for more states than just Georgia.

**Q: How do I obtain a Georgia Immunization Form 3231 and Form 3300?**

A: Contact your child's Georgia medical provider or visit the Paulding County Health Department at 451 Jimmy Campbell Parkway Dallas, GA or call them at (770) 443-7881.

If you have completed forms from another state, you must visit the Paulding County Health Department or another Georgia medical provider to have the information transferred to the approved Georgia forms as the forms must be completed by a Georgia medical provider.

**Q: Do I have to come in person to Central Registration?**

A: No. All appointments are completed virtually. If the online application and all required documents are provided, your appointment will be processed, and an email sent to you. If you do not provide all the required documents, you will receive an email letting you know to reschedule your appointment. \*\*If a parent needs to use the computer to complete the online application, or to bring in documents, please come see us at 522 Hardee Street Dallas, GA 30132. \*\*

**Q: What do I do if I don't have access to a computer/internet?**

A: If you are unable to complete the online application at home, please come to our office before the scheduled appointment time to use a computer in our office to complete the application. (NOTE: This service may not be available during busy periods – July / August / January.)

**Q: How do I scan and upload my documents?**

A: Instructions on uploading documents can be found [here](#). If you are unable to upload the documents, you may bring them in person to 522 Hardee Street Dallas, GA 30132, and we will make copies for you.

**Q: I am not the biological parent, nor do I have court ordered custody or temporary guardianship. How do I register a child in my care?**

A: The State of Georgia and the Georgia Department of Education allows parent, guardian, or other persons to enroll a child in a publicly funded Georgia school. A kinship caregiver shall be authorized to enroll a child residing with them and the caregiver will execute a Kinship Caregiver Affidavit. This affidavit will be completed at Central Registration during the registration process as it will have to be notarized. A new affidavit will be required to be renewed each subsequent school year at the beginning of the year. All communication will be with the Kinship Caregiver and not with the biological parent.

**Q: I am trying to register my step-daughter and step-son. Am I allowed to register them for a Paulding County School?**

A: Step-parents seeking enrollment for a student for a biological parent should contact Central Registration at 770-505-3558.

**Q: I rented or purchased my home within the last 30 days and have not yet received a utility bill. What documentation do I need to provide?**

A: A properly executed lease agreement that is signed by lessee and lessor will be accepted. Please upload the pages that include the tenant's name, property address, term dates, and the signature page with both parties' signatures with contact information for the landlord or upload the entire lease. If you have just purchased the home, the warranty deed (page 1-2 and Exhibit A if applicable) or security deed (pages 1-4) is acceptable. We **DO NOT** accept the closing disclosure or settlement statement.

**Q: All my utilities are paperless or prepaid. What can I provide as proof of address?**

A: If paperless, please download utility bill from service provider's website issued within the last 30 days to upload to the application or bring to the Central Registration's office.

**Q: What do I do if the utilities are in my spouse's name?**

A: Proof of residence is acceptable in the name of the person registering the student or their spouse.

**Q: I live with someone else and do not have any utilities in my name. What documentation do I need to provide?**

A: If the family is living in the household with someone else, a Statement of Legal Residence form is required **AND** must be notarized. This form must be completed by the enrolling parent/guardian **AND** the homeowner/lessor. Enrolling parent/guardian should complete the section entitled "Affidavit of Parent/Guardian" (statements 1-5). The homeowner/lessor should complete the section entitled "Certification of Residence Owner/Lessor." Proof of residence, as mentioned above, must be provided in the name of the person completing this section of the form. A new affidavit will be required to be renewed each subsequent school year at the beginning of the year.

This form can be notarized at Central Registration or by an authorized notary public. The original notarized form must be provided to the Central Registration Office before your appointment time. To print a copy of the Statement of Legal Residence, click [here](#).

**Q: Other than utility bills, what other bills are accepted as proof of residence?**

A: Utility bills or mortgage statements are the **only** bills that are acceptable. The bills must be within 30 days and must be the whole first page of the bill, not just the remittal part. An utility bill can be power, water, cable, gas, garbage, home phone, home internet, or satellite. For ATT, must provide page 3. For Xfinity/Comcast, must provide pages 1 and 3. For Stream Energy, must provide page 1 and 2.

**Q: Does my child need to be potty trained to attend Kindergarten in Paulding County School District?**

A: For a student to be ready for school, it means they are socially, emotionally, physically, and cognitively prepared for success in kindergarten. Parents are encouraged to work diligently to potty train prior to the start of a student's kindergarten year. Your student is expected to take care of tasks like dressing, undressing, wiping, and washing hands. Parents will be notified should a toileting accident occur that the child cannot clean up and must come to the school within one hour to clean up/change their child for health and sanitary reasons.