

## Documentation / Information Required to Enroll at Berkmar High School

We are unable to register your student if you cannot and/or do not provide all of the requested documentation.

\* The parent and/or legal guardian **and** the student **MUST** be present at the time of registration with a counselor. \*

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### Registration Hours

Monday – Friday

9:00 a.m. – 11:30 a.m.

By Appointment

→ There will be a \$1 surcharge for copies made at Berkmar High School. ←

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#### Proof of Guardianship

- Birth certificate that shows the name(s) of the natural/legal parent(s).  
If the student lives with only one natural parent a copy of custody papers (divorce decree) indicating the name of the custodial parent is required.
- Guardianship Papers (Gwinnett County Justice Center Probate Court – 770/822-8265)  
If the student does not live with a natural parent a copy of legal court documents showing that the individual(s) have been granted legal custody by the courts is required for registration.

#### Photo ID

- The enrolling adult must present a photo ID.

#### Proof of Residency

Proof of residency MUST include all items shown in either number 1 or 2 below:

- 1) Lease Agreement or Sales Contract (non-contingent or closing statement) and one utility bill (water, electric, or gas).
- 2) Two (2) current utility bills (water, electric, or gas) in the parent or guardian's name.

**No other documentation will be accepted.**

If you, the legal guardian, do not have a Lease/Deed or Utility Bills in your name, you MUST have the person with whom you live with complete a Residency Affidavit and have it notarized, stating that you and the student live with them. That person MUST accompany you at the time of registration and MUST provide the above mentioned items as proof of their residency in our school zone. *(Residency Affidavits must be renewed each school year.)*

#### Withdrawal Form

Withdrawal form from student's former school, which includes the following information:

- (1) date of withdrawal
- (2) current schedule of classes
- (3) grades at the time of withdrawal.

→ If withdrawal is during the summer months, a final copy of the student's report card / transcript is required.

#### Official or Unofficial Transcript

An official or unofficial copy of the student's transcript showing ALL high school grades and credits must be provided for enrollment. If the school will not give this information to you, please give them our fax number **(770-806-3736)**. All school records should be sent to the attention of our Counseling Office. Please inform the former school that we MUST delay admission of your student until all information is received.

#### Discipline and Attendance Records

Georgia law requires that ALL incoming students provide a detail of their discipline and attendance history. If a student has incurred no discipline problems, a letter from the school stating "No Discipline" is required. This letter must be on the school's letterhead.

#### Social Security Card

State law requires that schools ask for this number at the time of enrollment. *(Students will be enrolled, even if the number is not provided. However, parents will be asked to sign a waiver.)*

#### Health Information

All incoming students are required to provide a Georgia Vision/Hearing/Dental form #3300 and a Georgia Immunization Certificate form #3231 from the Georgia Health Department.