



Greene County Public Schools

Every Child · Every Chance · Every Day

To register a new student, the following documentation must be provided prior to the student enrolling:

- Immunization records signed & dated by physician or other health official
- School entrance physical form (for all new students PreK - 5 entering Greene County Public Schools for the first time - physical must have been performed within the last 12 months)
- Original Birth Certificate (student) with a photo ID (parent)
- Proof of residency in Greene County. Two documents are required.
(1 from *List A* and 1 from *List B*)

List A

- Deed
- Mortgage Statement
- Signed Lease Agreement
- Home Sale Agreement
- Shared Housing Affidavit

List B

- Paid Tax Receipt
- Utility Bill (within last two months)
- New Utility Hook Up Notice
- Homeowner's/Renter's Insurance
- Recent Payroll Stub with Address
- Motor Vehicle Registration

Notes: GCPS does not accept driver's licenses, post office boxes, cell phone bills, medical statements, or bank statements as proof of residency.

- Proof of custody, *if applicable*
- Copy of current IEP or 504 plan, *if applicable*
- Forms
 - New Student Registration Form
 - Transfer Records Request (if transferring from another school during the year)
 - McKinney-Vento Questionnaire
 - Discipline Affidavit
 - Race & Ethnicity Form
 - ELL Home Language Survey
 - Student Health Information
 - Media Waiver and Acceptable Use Policy
 - Bus Rules
 - Free & Reduced Meal Application (if applicable)
 - Information opt-out (for High School only)
 - Other school-specific paperwork (will receive at each school)

Please note: Many schools will not release records until parent/guardian has officially withdrawn student from their school, returning books and clearing up any debts. Failure to officially withdraw a student from previous school can delay the enrollment process.