

REQUIREMENTS FOR SUMMER ENROLLMENT DODGEN MIDDLE SCHOOL - JULY 12, 2017

New Student Registration at Dodgen Middle School is by appointment only.

4 STEPS:

1) GATHER ALL REQUIRED DOCUMENTS (Information regarding these documents is detailed below).

- a. [JBC-5 Enrollment Form](#) (save to your computer so you can print it)
- b. [JBC-8 Request for Records](#) (save to your computer so you can print it)
- c. [JBC-9 Disclosures required for conditional admission](#) (save to your computer so you can print it).
- d. Certificate of Immunization on Georgia Form 3231 (get from your doctor or Health Dept.)
- e. Certificate of Vision, Hearing, Dental and Nutritional Screening on Georgia Form 3300 (get from your doctor or Health Dept).
- f. Proof of Birth date (see requirements below)
- g. Proofs of residency (see requirements below)
- h. Social Security card (original)
- i. Other Documents needed for enrollment:
 - i. Progress reports
 - ii. Most recent report card
 - iii. Test information
 - iv. Any information on special services your child may have received.
 - v. Custodial documents
- j. Provide the names and LOCAL phone numbers of persons who may pick up your child if you cannot be reached, and the name and phone number of your child's doctor.

2) COMPLETE INFORMATION FORM: [INFORMATION FORM](#)

3) CHOOSE AN APPOINTMENT DATE/TIME ON SIGN UP GENIUS: [Sign Up](#)

4) BRING TO THE APPOINTMENT ALL THE COMPLETED REQUIRED DOCUMENTS!!

INFORMATION

1. Student Enrollment Form: Parents/guardians will bring a completed Student Enrollment Form (JCB-5) to the school at the time of enrollment. Parents should also bring

- ☑ progress reports
- ☑ most recent report card
- ☑ test information, and
- ☑ any information on special services your child may have received

2. CERTIFICATE OF IMMUNIZATION: as required by Georgia Law 20-2-771: Georgia Form 3231 **for all seventh grade students, all students new to Georgia and students coming from any private school must have the form signed by a licensed health-care provider or the county health department. To be enrolled in the District, ALL certificates of immunization must be marked “Complete for Attendance” OR have a future expiration date. Expired certificates will not be accepted for enrollment.** This form may be obtained from a physician or from the East Cobb Health Center located at 4938 Lower Roswell Road, 678-784-2180.

<http://www.cobbanddouglasspublichealth.com>

3. CERTIFICATE OF VISION, HEARING, DENTAL, AND NUTRITIONAL SCREENING: as required by Georgia Law 20-2-770 (Georgia Form 3300) for all kindergarten and new first grade students, **all students new to Georgia and any child enrolling from a private school dated within 12 months prior to the day of enrollment.** However, if a student is enrolling from another Georgia public school, a completed 3300 Form will be accepted by any District school.

4. PROOF OF BIRTH DATE: for students enrolling in kindergarten (the age of five on or before Sept. 1) or first grade (the age of six on or before Sept 1), students new to Georgia or coming from a private school. The school will accept evidence in the order set forth below that show the student’s date of birth. Refer to Section B of Rule JBC-R (Admissions/Withdrawals) for additional entrance age requirements.

- Birth Certificate -Affidavit of age (PREFERRED)
- Military ID -An official school transcript
- Passport -A religious record authorized by a religious official
- Adoption Record

5. PROOF OF RESIDENCY (Two proofs of residency required): Residency as defined by the Georgia Board of Education rule 160-5-1-.28 shall mean the place where the student lives with a parent, guardian, or other person, (refer to Form JBC-11) unless the student is an emancipated minor. The student must be an occupant of a dwelling located within the school system boundaries. **Proof of residence in the attendance zone in which the school is located shall be required when a student enrolls in a school and whenever a change of residence occurs,** unless the student is homeless. Individuals not legally admitted into the country cannot be denied a free public education.

Any Two items from the list below are required by the person(s) enrolling a child in the District.

- ☑ home ownership title
- ☑ lease or rental agreement
- ☑ current utility monthly statement

6. SOCIAL SECURITY NUMBER: According to Georgia Law 20-2-150d; an official copy of the student's Social Security card/number is required for enrollment. However, no student may be denied enrollment for failing to provide his/her Social Security number. Any parent/legal guardian who objects to the incorporation of the Social Security number into the child's school records may have the requirement waived by signing a statement objecting to the requirement Form JBC-4 (Statement of Objection to the Use of Social Security Number for Student Identification). However, a Social Security Number will be required by the State for a student applying for the HOPE scholarship.

OTHER DOCUMENTS NEEDED FOR ENROLLMENT

6. A valid transcript and a withdrawal form from the student's previous school is essential for appropriate academic placement. Parents who cannot provide a valid transcript and a withdrawal form from the previous school must fill out Form JBC-8 (Authorization to Release Records) to enroll their student on a conditional basis. Any student who is enrolling in the District **for the first time** in grades seven or higher must provide a discipline record from the school previously attended in order to be granted full admission status. Refer to Form JBC-9 (Disclosures Required for Conditional Admission). Form JBC-9 must be completed at the time of enrollment.

7. Students enrolling in the Special Education Program: the parent/guardian may provide a copy of the student's latest IEP.

8. Custodial Documents: The District may request proof of custody in situations involving multiple adults claiming control of the same student.

The School May Also Request:

- ☐ proof of custody or custody documentation; or suggest that the adult with whom the student lives obtain legal guardianship
- ☐ proof of age and name verification; and
- ☐ other information the school deems necessary for proper placement

Provide the names and LOCAL phone numbers of persons who may pick up your child if you cannot be reached, and the name and phone number of your child's doctor.

All students new/returning to Cobb County School district will take a math placement test. We will let you know about the date/time for the test. It will also be posted on the Dodgen website.

The registration packet must be completed and personally returned by the parent/legal guardian. We are unable to accept "mail-in" registration forms. Students will be enrolled and receive a schedule only after registration is complete and the student is present in the building.