



## 2019-2020 ENROLLMENT CHECKLIST

If you receive an Acceptance Letter for your child to enroll at Drew, you will be required to complete the in-person enrollment process by May 24, 2019 at 3 p.m. Additional information about in-person enrollment times and locations will be included in Acceptance Letters.

This document provides a list of all documents needed to complete enrollment. Enrollment documents are not submitted when completing the lottery application. You will only need to turn in these items during the in-person enrollment period if you receive an Acceptance Letter. If you are unable to provide the required documents, you will lose your seat for the 2019-2020 school year.

**Custodial parents and legal guardians with whom a student lives should submit the following:**

### REQUIRED

- ✓ PROOF OF RESIDENCE (see section below for more detail)
- ✓ PROOF OF AGE (see section below for more detail)
- ✓ IMMUNIZATION CERTIFICATE (or religious exemption)
- ✓ CERTIFICATE OF VISION, HEARING AND DENTAL EXAM
- ✓ SOCIAL SECURITY CARD

### IF APPLICABLE

- ✓ PROOF OF LEGAL GUARDIANSHIP OR CUSTODY
- ✓ PROOF OF ECONOMICALLY DISADVANTAGED STATUS (see section below for more detail)

### OPTIONAL

- ✓ TRANSCRIPTS/REPORT CARD FROM PREVIOUS SCHOOL
- ✓ DISCIPLINE REPORT

## Proof of Residence Requirements

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Please note the following regarding proof of residence documents:

- The person with whom the child lives must submit proof of residency documents.
- All proof of residence documents must show the parent or guardian's legal name and address.
- A P.O. Box is not acceptable as a residence address.
- All proof of residence documents denoted with an asterisk (\*) must be dated within the last 30 days. **At least one of the additional supporting proof of residence documents must be dated within the last 30 days.**
- **Drew Charter School requires original documents.** For example, a Georgia Power bill that is mailed to your residence is an original document. A copy of a Georgia Power bill that has been printed at home or work via your online account is not an original document. If you do not bring original versions of documents, you will need to use a Drew computer to log into your accounts and print copies of your statements/documents onsite. *To ensure a more efficient process, please bring any login information that you will need (usernames and passwords) to access your online accounts from a Drew computer.*



Please carefully read the scenarios listed below and provide the documentation that applies to your child's living situation.

**If you own and live in your own home, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. A deed or a mortgage statement\* in your name showing residence property address.
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see Additional Supporting Proof of Residence Documents list below).

**If you rent and live in the rental property, you will need to provide:**

1. Photo identification (valid state-issued identification).
2. Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice). **All enrolling children's name(s) must be included on the lease.**
3. A current Georgia Power bill\* in your name showing the residence property address.
4. Two additional supporting documents in your name showing the residence property address (see Additional Supporting Proof of Residence Documents list below).

**Additional Supporting Proof of Residence Documents**

All supporting documents must show the residence property address. Documents denoted with an asterisk (\*) must be dated within the last 30 days. At least one of the supporting documents must be dated within the last 30 days.

- Current Georgia driver's license or identification card
- Bank statement\*, loan documents\*, credit card statement\* or monthly activity statement\*
- Voided check
- Home mortgage payment statement\*
- Health insurance, Medicare or Medicaid card
- Current pay stub\*
- Fulton or DeKalb County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton or DeKalb County
- A current motor vehicle registration (tag receipt)
- Cable\*, telephone\*, cell phone\* or gas bill\*
- Receipt to have utilities connected\*

**PROOF OF LEGAL GUARDIANSHIP OR CUSTODY**

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Documentation of Legal Guardianship is required if the enrolling adult is not listed on the birth certificate.

If legal custody of a child is split between two parents, you must also include a certified copy of the most recent court order identifying each parent's respective award of physical custody. You are responsible for immediately informing the school of any changes to the court order.



## **PROOF OF AGE**

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A certified copy of a birth certificate is required. Parents can order Georgia birth certificates online directly from the State of Georgia through their [Request Official Vital Event Records \(ROVER\)](#) service.

New enrollees to kindergarten who were enrolled in the Cox Pre-K Program for the 2018-2019 school year will not be required to submit a Social Security card or birth certificate if they were previously submitted and remain on file from the student's initial enrollment into the Cox Pre-K Program.

## **PROOF OF ECONOMICALLY DISADVANTAGED STATUS**

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If you indicated that you currently receive SNAP, TANF, WIC, Section 8, Medicaid, or free and reduced-price lunch on your student's lottery application, you will need to provide a current federal or state award letter.

If you provided income information that qualified you for an economically disadvantaged preference on your student's lottery application, you will need to provide one of the following as proof of income:

- Most recent IRS tax return (with dependents listed)
- Social Security award letter
- Social Security disability Award Letter

Note: Original (not copies) of award letters must be provided.

Please contact the Enrollment Team at [admissions@drewcharterschool.org](mailto:admissions@drewcharterschool.org) or 404-450-0567 with any questions. 1/24/2019