



Drew Charter School Enrollment Packet Checklist

If you receive an **Acceptance Letter** for your child to enroll at Drew, you will be asked to complete and submit an Enrollment Packet by May 25, 2018 at 3:00 p.m. EST. This Enrollment Packet Checklist provides a list of all documents that would need to be submitted to complete the Enrollment Packet.

Please note: Checklist documents *should not* be submitted when you complete the lottery application for your child. You will only need to submit an Enrollment Packet, and the items on this checklist, if you receive an Acceptance Letter. (Acceptance letters will be mailed on May 18, 2018.)

Custodial parents and legal guardians with whom a student lives should submit the following documents and information with the Enrollment Packet:

- PROOF OF RESIDENCE (see list of required documents below)
- PROOF OF AGE (see list of documents below)
- IMMUNIZATION CERTIFICATE (OR RELIGIOUS EXEMPTION)
- CERTIFICATE OF VISION, HEARING AND DENTAL EXAM
- SOCIAL SECURITY CARD
- TRANSCRIPTS/REPORT CARD FROM PREVIOUS SCHOOL (not a condition of acceptance)
- DISCIPLINE REPORT (not a condition of acceptance)
- PROOF OF LEGAL GUARDIANSHIP (if applicable)
- PROOF OF LEGAL CUSTODY (if applicable)
- PROOF OF ECONOMICALLY DISADVANTAGED PREFERENCE if applicable (see list of required documents listed below)

Note: New enrollees to **Kindergarten**, who were enrolled in the Cox Pre-K Program for the 2017 – 2018 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 Residence Documentation Requirements

Please note the following regarding Proof of Residency documents:

- The person with whom the child lives must submit proof of residency documents.
- All proof of residence documents must show the parent's or guardian's legal name and address. Please note that a P.O. Box is not acceptable as a residence address.
- All proof of residence documents in the *Possible Living Situations* section and the *List of Acceptable Supporting Residence Requirements Documents* section below denoted with an asterisk (*) must be dated within the last 30 days.
- At least one of the additional Supporting Residence Requirement Documents must be dated within the last 30 days.

- Drew Charter School requires original documents, unless a copy of proof of residence statements and/or documents are printed online, on-site during enrollment in the onsite Drew Enrollment Center. When enrolling your child, if you do not bring original versions of proof of residence documents with you, you will need to utilize a school computer to log into your applicable online utility, credit card, bank, mortgage health insurance, etc. accounts and print copies of your applicable statements/ documents onsite.
- To ensure a more efficient process and save time during enrollment, please be sure to bring any login information that you will need (usernames and passwords information) 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.

Possible Living Situation #1

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 for the current month showing the residence property address; AND
4. Two additional supporting documents in your name showing the residence property address.

Possible Living Situation #2

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);
3. All registering children's name(s) must be included on the lease.
4. A current Georgia Power Bill* in your name for the current month showing the residence property address; AND
5. Two additional supporting documents in your name showing the residence property address.

List of Acceptable Supporting Residence Requirements Documents

****All documents denoted with an asterisk (*) must be dated within the last 30 days.***

- Current Georgia driver's license or Georgia identification card if the address on the identification is the same as the residential address
- Bank Statement*, loan documents*, credit card statement*, 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*

Note: If legal custody of a child is split between two parents, in addition to the documents listed above, you must also attach 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 Documents

The following original documents can be provided to show the student's proof of age:

1. A certified copy of a birth certificate;
2. A military ID;
3. A valid driver's license;
4. A passport; or
5. An adoption record.

Note: If a student has previously enrolled in any publicly-funded Georgia school, and one of the documents above has been provided and recorded in the Georgia Testing Identifier (GTID), then further proof of age is unnecessary.

Proof of Economically Disadvantaged Status Documents

If on your student lottery application you indicated that you currently receive SNAP, TANF, WIC, Section 8, Medicaid, or Free and Reduced Lunch, you will need to provide proof of this benefit by providing a current federal or state award letter for one of the following benefits:

- SNAP;
- TANF;
- WIC;
- Section 8; *or*
- Medicaid
- Free and Reduced Lunch

Note: All state benefit award letters must be current with the State of Georgia.

If on your student lottery application you provided income information that qualifies you for an Economically Disadvantaged preference, 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; or
- Social Security Disability Award Letter

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