

# Open Enrollment 2019-2020 Checklist

Listed Below are the required documentations needed to Enroll. Applications are NOT considered complete until ALL documentation is received.

If your student receives Special Services, please have records/ documents available for submission.

Enrollment applications must be submitted online only by visiting [www.utopianacademy.com](http://www.utopianacademy.com) (enrollment information tab).



**HOW DO I  
SUBMIT  
DOCUMENTS**



Documents may be submitted via  
email: [enrollment@utopianacademy.com](mailto:enrollment@utopianacademy.com)

Fax: 770.243.6707

OR

Submit to Front Office During the following hours:

Mon & Tues 10am to 1:30pm

Thurs- 8am to 2pm



**REQUIRED  
DOCUMENTATION**

The following documentations are **REQUIRED** in order to be considered for Enrollment.

Documentation Must be Submitted by April 12, 2019

Please See Documentation Descriptions Also.

## **DOCUMENTATION CHECKLIST**

- Copy of Student's Birth Certificate
- Copy of Student's Social Security Card
- 2 Proofs of Residency
- Copy of Parent/ Guardian Identification
- Student's Eye, Ear, Dental Records (Ga Form 3300)
- Student's Immunization Records (GA Form 3231)
- Copy of Student's Discipline Report
- Copy of Student's most recent Report Card
- Copy of Student's Test Scores (if Applicable)
- Copy of Student's Special Education Records (if Applicable)
- Proof Of Custody/ Guardianship ( if applicable)

# DOCUMENTATION DESCRIPTIONS

## **Two Proofs of Residency:**

- Mortgage Statement/Lease or Rental Agreement
  - Property Tax Bill
- Current Utility Monthly Statement (gas, telephone [NOT CELL PHONE], power, water and sewer)
  - Current Financial Institution Documentation (bank, credit union, or other financial institution)
  - Employer Documentation (health insurance, W-2, 1099)
  - Voter's Registration
- Motor Vehicle Registration (tag receipt)

\*All proofs of residency must be in the parent's/guardian's name and dated within the past two months.

\*When a **notarized** affidavit of residency is used, the proofs of residency must be in the home owner's name.

## **Georgia Department of Human Resources Certificate of Immunization:**

- A current and completed Georgia Department of Human Resources form (Form 3231) is required by state law showing immunizations for polio, whooping cough, tetanus, diphtheria, 3 doses of hepatitis B, 2 doses of MMR.

\*May be obtained from Clayton County Board of Health located at 1117 Battle Creek Road, Jonesboro, GA 30236. 678-610-7199

## **Valid Identification:**

- Parent and/or legal guardians must provide a valid proof of identification with a current picture.

## **State-Issued Birth Certificate or Legal Proof of Birth:**

- The parents' names on the birth certificate MUST match the parent identification. Hospital certificates are not acceptable. Official copies of birth certificates may be obtained from the Georgia Department of Human Resources of Vital Records.

## **Student's Social Security Card or Notarized Waiver:**

- Parent has the option of providing student's social security card or a notarized waiver, simply stating the he/she does not wish to provide the student's SSN.

## **Georgia Department of Human Resources Certificates of Ear, Eye, and Dental Screening:**

- A current and complete ear, eye, and dental examination on the Georgia Department of Human Resources form (Form 3300) is required by state law. This exam must be within one year of the school entry date.

\*May be obtained from the Clayton County Board of Health located at 1117 Battle Creek Road, Jonesboro, GA 30236. 678-610-7199

## **Grade Placement Documentation:**

- Copy of students most recent report card that shows current grade.
- A current Withdrawal Form or Report Card with grade placement for the 2019-2020 school year.