



CENTRAL REGISTRATION

4841 Highway 5
Douglasville, GA 30135

Phone: 770-651-2083
Fax: 770-651-2012

registration@dcssga.org

Hours of Operation:

8:00 a.m. – 11:30 a.m. & 1:00 p.m. – 3:30 p.m.

THE APPLICATION PROCESS IS ONLINE

Visit our website at www.dcssga.org click on the Departments tab, then Registration. After reading the important information, click the highlighted link to begin the registration process. ****You must upload the county required documents to complete the application.** ****** Make sure you click the **RED SUBMIT BUTTON** at the end of the application!

- ❖ Birth Certificate
- ❖ State Required Immunization-Georgia Form 3231
- ❖ State Required Hearing, Eye, Dental, & Nutrition (BMI)-Georgia Form 3300
- ❖ Social Security Card – Waiver if Objection
- ❖ Parent/Guardian Photo I.D.
- ❖ Legal Custody Papers (Court appointed Guardianship, Divorce/Marriage) if applicable
- ❖ Report Card/Progress Report/ Transcript/Withdrawal
- ❖ Proof of Residence from the Last 30 Days: (Must be current)
 - Full Lease / Mortgage/Closing Statement / Property Tax Bill *****AND*****
 - Full Utility Bill/Connection Letter with name, address, and current date (Electric, Gas, Water)
 - IF YOU SHARE YOUR HOME WITH ANOTHER FAMILY:
Please submit the two required items above in the name of the owner or lessee of the home you share and complete the Multi-Residence form. The form must be filled out completely in Part A and Part B and signed by both the parent and the legal owner or lessee of the property you share. Both signatures must be Notarized. For your convenience this form is on the registration web page under forms.

If you are experiencing problems with the online application or you do not have access to the internet, please call the number above to make an appointment to use our computers.

