



Making A Difference

## MORRIS BRANDON ES

JAY BLAND • PRINCIPAL  
DWIGHT HUTSON • PROGRAM ADMINISTRATOR

Main Campus  
2741 HOWELL MILL RD  
ATLANTA, GA 30327  
PRIMARY CAMPUS  
2845 MARGARET MITCHELL DR, NW  
ATLANTA, GA 30327



### New Student/Kindergarten Registration Timeline

- Friday, March 8th: Registration packets available online at [www.morrisbrandon.com](http://www.morrisbrandon.com) and in the Main Office of each campus
- Monday, March 11<sup>th</sup> - Friday, March 15<sup>th</sup> (9:00am-12:00pm): Primary/Preferred Registration Period for Rising Kindergarteners (return completed packets with ALL required documentation to the Main Office at the Primary Center)  
  
PLEASE NOTE: Registering during one of the late registration windows below negatively impacts our ability to effectively staff Kindergarten classes. Please make every effort to register during the Primary Registration period of March 11<sup>th</sup> -15<sup>th</sup>.
- Monday, March 25<sup>th</sup> - Friday, May 31<sup>st</sup> (9:00 am - 12:00 pm): Late Kindergarten and New Student Registration (packets will be accepted in the Main Office on a rolling basis if not submitted during the preferred period)
- Friday, May 3rd: Optional Parent Input form due to Main Office (this form is available beginning April 8<sup>th</sup> online and in the Main Office at each campus; this is NOT REQUIRED, but available for parents to share information about their child(ren) that may be helpful in class placement) Parent Input forms will not be available to those registering after April 30<sup>th</sup>
- Friday, May 31st: Dual Language Immersion program applications and complete registration packets are due for those wanting to be considered for a K DLJ class.
- Friday, June 7<sup>th</sup>: Dual Language Immersion applicants notified of acceptance into program; if a lottery was needed due to more demand than seats available, those not accepted will be notified of their waitlist placement
- June 28<sup>th</sup> -July 19<sup>th</sup>: Offices closed
- July 22<sup>nd</sup> -26<sup>th</sup>: (9-11am) & (12-2pm) Late Kindergarten and New Student Registration
- Week of August 5: Class Lists made available on doors at Primary Center for K and available online at Parent Portal for 1<sup>st</sup>-5<sup>th</sup> (available by calling office for new students)
- August 8<sup>th</sup> or 9<sup>th</sup> (TBD): Celebration of Learning (check the website for an exact date and time which will be posted by 6/2019.
- August 12<sup>th</sup>: First day of school for 2019-2020!

# DOCUMENTS REQUIRED FOR SCHOOL REGISTRATION



STUDENTS REGISTER WHEN NEW TO DISTRICT, KINDERGARTEN, 6TH GRADE, 9<sup>TH</sup> GRADE AND WHENEVER A CHANGE IN RESIDENCE OCCURS

## Student's Proof of Age

Present one of the following:

- A certified copy of a birth certificate; or
- A federal, state, county, or school document with date of birth.

*Examples include a certified, hospital-issued birth record or birth certificate; military ID; valid driver's license; passport; adoption record; religious record, signed by an authorized religious official; official school transcript; official immigration documentation; or affidavit of age sworn by parent/guardian or other authorized person accompanied by a certificate of age signed by a licensed, practicing physician which states the physician has examined the child and believes the age, as stated in the affidavit, is substantially correct.*

For a fee, parents can order a birth certificate for a child born in Georgia through the state's ROVER service.

<http://qta.georgia.gov/rover>

## Proof of Authorized Person to Enroll

The following persons are authorized to enroll students:

- Parent (natural or adoptive)
- Legal guardian
- Foster parent appointed by a state agency
- Sponsor for approved International Exchange Program

The person authorized to enroll should present one of the following:

- Driver's license
- State identification card
- Passport
- Other official photo identification

## Proof that Family Lives in Atlanta Public School Attendance Zone

### **Possible Living Situation #1**

- If you own and live in the resident property, you will need to provide:
- Photo identification;
- A deed or a mortgage statement in your name showing residence property address;
- A Georgia Power bill (current within 30 days) in your name for the current month showing the residence property

### **Possible Living Situation #3**

- If you are living at a property with the owner or being rented by another person, you will need to provide
- Photo identification;
- A deed, mortgage statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renters name and showing residence property address;
- Georgia Power bill (current within 30 days); AND
- Three supporting documents in your name showing the residence property address.

\*Notarized third-person affidavit of residency  
(available at school)

## Immunization/ Health Certificates

- **Valid certificate of immunization (Ga. Health Dept. Form #3231), or a notarized Affidavit of Religious Exemption (available from school), completed by the health department or your Georgia doctor. A valid Form #3231 must be marked with either "Date of Expiration" or as "Complete for School Attendance." (A certificate marked with a "Date of Expiration" expires on the date indicated. A current certificate must be submitted within 30 days of expiration.) A medical exemption, if applicable, should be noted on Form #3231 with a current date of expiration.**
- **Vision, Hearing, Dental and Nutrition Screening (Ga. Health Dept. Form #3300, rev. 2013), available from the health department or your doctor/dentist. Letters from appropriate healthcare professionals and out-of-state certificates are acceptable, if completed within the last 12 months and stapled to the state form.**

## Social Security Number (or Objection to Provide Social Security Number Form)

### Previous School Records (or records release authorization form)

- Report cards or official school transcript
- Withdrawal form from previous school
- Discipline records for students enrolling in grades 7-12

### **Possible Living Situation #2**

- If you rent and live in the rental property, you will need to provide:
- Photo identification;
  - Copy of Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice);
  - A Georgia Power bill (current within 30 days) showing the residence property address

### **About Proof of Residency**

- **Documents presented for proof of residency must reflect the name of the parent/guardian for the enrollment address**

# DOCUMENTOS NECESARIOS PARA INSCRIBIRSE ESCUELA

AE 2018-2019



ATLANTA  
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LOS ESTUDIANTES SE INSCRIBEN CUANDO SON NUEVOS EN EL DISTRITO, KINDERGARTEN, 6º GRADO, 9º GRADO Y SIEMPRE QUE OCURRA UN CAMBIO DE DOMICILIO

## Prueba de edad del estudiante

Entregue uno de los siguientes:

- Una copia certificada del registro de nacimiento; o
- Un documento federal, estatal, del condado o escolar con fecha de nacimiento
- Los ejemplos incluyen un registro o certificado de nacimiento expedido por el hospital; ID militar; licencia de conducir válida; pasaporte; registro de adopción; registro religioso, firmado por un funcionario religioso autorizado; expediente escolar oficial; documentación oficial de inmigración; o declaración de edad juramentada por el padre/tutor u otra persona autorizada acompañada de un certificado de edad firmado por un médico con licencia y practicante que declara que el médico ha examinado al niño y cree que la edad, tal como se indica en la declaración juramentada es sustancialmente correcta.

Por una tarifa, los padres pueden solicitar un certificado de nacimiento para un niño nacido en Georgia a través del servicio ROVER del estado. <http://gta.georgia.gov/rover>

## Prueba de persona autorizada a inscribir

Las siguientes personas están autorizadas a inscribir estudiantes:

- Padre (natural o adoptivo)
- Tutor legal
- Padre adoptivo temporal nombrado por una agencia estatal
- Patrocinador para un programa de intercambio internacional aprobado

La persona autorizada a inscribir debe presentar uno de los siguientes:

- Licencia de conducir
- Identificación estatal
- Pasaporte
- Otra identificación oficial con foto

## Prueba de que la familia vive en la zona de Atlanta Public Schools donde se va a asistir

### Situación de vivienda posible #1

- Si es propietario y vive en la propiedad, deberá proporcionar:
- Identificación con foto;
- Una escritura o una declaración de hipoteca a su nombre que muestre la dirección de la propiedad donde reside
- Una factura de Georgia Power (vigencia de 30 días) a su nombre para el mes actual que muestra la propiedad donde reside.

### Situación de vivienda posible #2

Si alquila y vive en la propiedad de alquiler, deberá proporcionar:

- Identificación con foto;
- Copia del contrato de arrendamiento (o el actual certificado de cumplimiento de HUD / Aviso de renovación anual);
- Una factura de Georgia Power (vigencia de 30 días) que muestre la dirección de la propiedad donde vive

### Situación de vivienda posible #3

- Si está viviendo en una propiedad con el propietario o está siendo alquilada por otra persona, deberá proporcionar:
- Identificación con foto;
- Escritura, declaración de hipoteca, o contrato de arrendamiento (o el actual certificado de cumplimiento de HUD / Aviso de renovación anual) en el nombre del dueño o inquilino principal y mostrando la dirección de la propiedad de residencia;
- Una factura de Georgia Power (vigencia de 30 días); Y
- Tres documentos de apoyo en su nombre que muestren la dirección de la propiedad de residencia.

\* **Declaración jurada de residencia hecha por una tercera persona.** (Disponible en la escuela)

## Vacunas/ certificados de salud

- **Certificado válido de vacunas (Formulario # 3231 del departamento de salud de Georgia), o una declaración jurada de exención religiosa (disponible en la escuela), completada por el depto. de salud o su médico de Georgia. Un formulario válido # 3231 debe estar marcado con "Fecha de vencimiento" o como "Completado para asistencia escolar". (El certificado marcado con "fecha de vencimiento" caduca en la fecha indicada. El certificado actual debe presentarse dentro de los 30 días antes del vencimiento.) Una exención médica, si corresponde, debe anotarse en el formulario # 3231 con una fecha actual de vencimiento.**
- **Examen de visión, audición, dental y nutrición. (Formulario # 3300 del departamento de salud de Georgia. Rev. 2013), disponible en el departamento de salud o de su médico/dentista. Las cartas de los profesionales de la salud correspondientes y los certificados de otros estados son aceptados, si se completaron en los últimos 12 meses y se adjuntaron al formulario del estado.**

## Número de seguro social (o el formulario para la objeción a proporcionar el número de seguro social)

## Expedientes escolares anteriores (o la autorización para la de liberación de expedientes)

- Boleta de calificaciones o expediente académico oficial.
- Formulario de retiro de la escuela anterior
- Registros de disciplina para estudiantes que se matriculan en los grados 7-12

### **En cuanto a prueba de residencia**

- **Los documentos presentados como prueba de residencia deben mostrar el nombre del padre/ tutor para la dirección de inscripción**



PLEASE PRINT  
CLEARLY

# New Student Enrollment Form

Today's Date: \_\_\_\_\_

School Year: 20\_\_\_\_ - 20\_\_\_\_

## STUDENT INFORMATION

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Current Age: \_\_\_\_\_

Student's Legal Name: \_\_\_\_\_ Name Called: \_\_\_\_\_  
Last First Middle

Male  Female Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*Social Security #: \_\_\_\_\_

Ethnicity: Is the student Hispanic/Latino?  Yes  No

Race: Is the student (check ALL that are applicable)? **Note: At least one must be checked**

American Indian or Alaska Native  Asian  Black/African American  Hawaiian/Pacific Islander  White

Ninth Grade Entry Date: : \_\_\_\_/\_\_\_\_/\_\_\_\_ Entry Date in US Public School: : \_\_\_\_/\_\_\_\_/\_\_\_\_

Birth Country: \_\_\_\_\_ Birth State: \_\_\_\_\_

Last School Attended: \_\_\_\_\_ Address: \_\_\_\_\_

Last School Attended Phone Number: \_\_\_\_\_ Location: \_\_\_\_\_

City State Zip

Is the student currently suspended, expelled or assigned to alternative school?  Yes  No

Are ANY disciplinary actions pending from another school? \*\*  Yes  No

Has the student ever attended an Atlanta Public School (APS):  Yes  No Last APS School: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Date of Withdrawal: \_\_\_\_/\_\_\_\_/\_\_\_\_

Does the student currently receive any of these services?

Gifted/Talented  Advanced Classes  Early Intervention (EIP)  ESOL  
 Special Education/IEP  504 Plan  Response to Intervention/SST  Speech

What type of Pre-Kindergarten Experience did the student have?

None  At Home/Family Care  Child Care Learning Center  Pre-K/Head Start  Pre-K/Non-Head Start  
 Other: \_\_\_\_\_

If the student attended Pre-Kindergarten, where did they attend: \_\_\_\_\_

## HOME LANGUAGE SURVEY

*In order to provide your child with the best possible education, we need to determine how well he or she speaks and understands English. This survey assists school personnel in deciding whether your child may be a candidate for additional English language support. Final qualification for language support is based on the results of an English language assessment.*

Which language does your child **best** understand and speak? \_\_\_\_\_

Which language does your child **most frequently** speak at home? \_\_\_\_\_

Which language do adults in your home **most frequently** use when speaking with your child? \_\_\_\_\_

\*An enrolling adult who objects to providing a social security number may have the requirement waived by signing an objection form

\*\*Parent/Guardians should provide academic/disciplinary records upon enrollment. Otherwise, the new school will request the records from the previous school and verify disciplinary information

**ENROLLING ADULT FAMILY INFORMATION – FAMILY #1 (The enrolling adult must sign this form at the bottom)**

NOTE: The student must reside full-time with the enrolling adult

Student Resides with:  Both Parents  One Parent  Parent & Step Parent  Guardian  Foster Parent  Other\*\*

Name of Enrolling Adult: \_\_\_\_\_ \*\*Relationship to Student: \_\_\_\_\_  
Last First Middle

**Student Dwelling Address**

---

Street Apt #

---

City GA Zip

Family Status:  Married  Separated  Divorced  Single  
Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Occupation/Employer: \_\_\_\_\_ Email: \_\_\_\_\_  
Do you:  Own  Rent or  Share a residence with another family  
In which language would this person prefer to receive school information? \_\_\_\_\_

Name of other adult living at the same address: \_\_\_\_\_ \*\*Relationship to Student: \_\_\_\_\_  
Last First Middle  
Cell Phone # \_\_\_\_\_ Work Phone Number: \_\_\_\_\_  
Occupation/Employer: \_\_\_\_\_ Email: \_\_\_\_\_  
In which language would this person prefer to receive school information? \_\_\_\_\_

**NOTE: If this adult is authorized by the Enrolling Adult to be called in case of an emergency and/or pick-up of the student from school, he/she must also be listed as an emergency contact on page 3.**

**RESIDENTIAL SURVEY**

- 1. Is the student's home address a temporary living arrangement?  Yes  No
- 2. Is this a temporary living arrangement due to loss of housing or economic hardship?  Yes  No
- 3. Is this student in temporary or emergency foster care placement?  Yes  No
- 4. As a student, are you living with someone other than your parent or legal guardian?  Yes  No

**SECONDARY FAMILY INFORMATION – FAMILY #2 – IF APPLICABLE (Parent/guardian not residing with Family #1 household above)**

Name of Parent/Guardian #2: \_\_\_\_\_ \*\*Relationship to Student: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
City State Zip

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_  
Occupation/Employer: \_\_\_\_\_ Email: \_\_\_\_\_  
In which language would you prefer to receive school information? \_\_\_\_\_

**NOTE: If this adult is authorized by the Enrolling Adult to be called in case of an emergency and/or pick-up of the student from school, he/she must also be listed as an emergency contact on page 3.**

**ACTIVE MILITARY SURVEY**

Does either parent/guardian/step-parent with who the student resides meet any of the following:  
 Active Duty, Deployed  Activity Duty, Not Deployed  Discharged  Inactive  Injured  Killed in Action  
 Transitioning Out of Active Duty  Discharged  N/A (Not Applicable)

Which branch did the parent/guardian/step-parent serve in?  
 Air Force  Air Force Reserve  Air National Guard  Army  Army Reserve  Army National Guard  Coast Guard  
 Marine Corps  Marine Corps Reserve  Navy  Navy Reserve  N/A (Not Applicable)

**MIGRANT OCCUPATIONAL SURVEY**

Has anyone in your household moved in order to work in another city, county, or state, in the last three (3) years?

Yes  No

Has anyone in your household been involved in one of the following occupations, either full or part-time or temporarily during the last three (3) years?  Yes  No

If you answer "yes", check all that applies:

- Planting/picking vegetables (such as tomatoes, squash, onions) or fruits (such as grapes, strawberries, blueberries)
- Planting, growing, cutting, processing trees (pulpwood), or raking pine straw
- Dairy/Poultry/Livestock
- Fishing or fish farms
- Processing/packing agricultural products
- Meatpacking/Meat processing/Seafood
- Other: \_\_\_\_\_ (specify occupation)

**STUDENT HEALTH INSURANCE STATUS**

Select the student health's insurance provider:

- None
- Blue Cross Blue Shield
- Medicaid
- Peach State
- Humana
- United Healthcare
- Aetna
- Tri-Care
- Cigna
- Other

**STUDENT EMERGENCY CONTACT INFORMATION**

List below the adults allowed to check the student out of school and may be contacted in case of an emergency. Please include the names of any adults already listed in the Primary and Secondary families above. In case of an emergency, we will contact the individuals listed below in the order they are listed.

	Name	Relationship	Primary Phone	Cell
#1	_____	_____	_____	_____
#2	_____	_____	_____	_____
#3	_____	_____	_____	_____
#4	_____	_____	_____	_____
#5	_____	_____	_____	_____

The following person(s) MAY NOT sign my child out of school: \_\_\_\_\_

NOTE: This may not include any persons acting under the authority of child protections laws. Court orders may also impact this preference.

**ENROLLING ADULT NOTICE & SIGNATURE**

To be enrolled in Atlanta Public Schools, students must reside full-time in the City of Atlanta with their natural parent(s), legal guardian(s), or legal custodian(s). For the purpose of this policy, a resident is defined as an individual who is a full-time occupant of a dwelling located in the City of Atlanta and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the City of Atlanta, but does not reside in the City of Atlanta, is not considered a resident. **Parents are required to notify Atlanta Public Schools within fourteen (14) days if there is a change in residence. Representatives of Atlanta Public Schools may visit the home to verify residency. A student enrolled in Atlanta Public Schools under falsified information is illegally enrolled and will be immediately withdrawn from school.** Parents and Guardians making false statements or submitting false documentation is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

*By signing below, I swear or affirm that the information I have provided is true and correct.*

\_\_\_\_\_  
Enrolling Adult Signature

\_\_\_\_\_  
Enrolling Adult Printed Name

\_\_\_\_\_  
Date



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# Dual Language Immersion Application 2019 – 2020

Kindergarten

Eligible Students: Rising Kindergarten students for 2019 -2020

Application Window opens: March 11, 2019  
See APS DLI website for additional details: <https://tinyurl.com/apsDLIprogram>

### Student Name

Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth (MM/DD/YY): \_\_\_\_\_ Gender: Female \_\_\_\_\_ Male \_\_\_\_\_

Parent(s)/ Guardian(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Was your child in a pre-k program?  Yes  No If yes, name of Pre-K Program: \_\_\_\_\_

Location of Pre-K: \_\_\_\_\_ Phone Number of Pre-K: \_\_\_\_\_

What was the primary language of instruction used in the program? \_\_\_\_\_

### Family Information

Siblings: Does your child have siblings currently in the APS dual language immersion program? YES NO

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

The Dual Language Immersion (DLI) Program model in Atlanta Public Schools is a 50/50 model. This application is part of the admission process and does not guarantee selection into the program. Should interest in the program exceed the number of available slots, parents will be notified and an internal lottery process conducted. After the first week of school, admission to fill any remaining seats will be allocated based on the results of the lottery. Priority admission is given to students who are native Spanish speakers, students currently in a Spanish DLI program, and to siblings of students already in the DLI program. Twins will be treated as one applicant in a lottery process. The APS DLI program only serves students who reside within the school's attendance zone unless the school is designated a Choice School.

**This application is only considered complete when submitted with a completed APS Student Enrollment Form.**

**I understand enrollment of my child is conditional upon space availability and my commitment to the following:**

1. Children enrolled in the APS Dual Language Immersion Program at this school will remain together in Kindergarten through 5th grade. Since success in an immersion program requires consistent instruction over time, I intend to support my child's continued enrollment in the Dual Language Immersion Program at this school.
2. I understand that content instruction in math, language arts, social studies, and/or science will be in Spanish.
3. I will support the program by encouraging my child's biliteracy and bilingualism.
4. I will consult with teachers and administration for additional strategies to support my child's overall success in the Dual Language Immersion Program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed applications must be submitted to your child's school with the completed New Student Enrollment Form.**

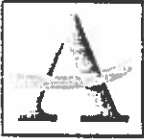
*School Use Only: Enter the responses to the following questions based on information provided by parent on the New Student Enrollment Form:*

What language does your child best understand and speak?\*

What language does your child most frequently speak at home?\*

What do adults in your home most frequently use when speaking with your child?\*

\*Note: Any indication of a language other than English obligates the district to screen the student for ESOL program services.



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# Solicitud para el Programa de Doble Inmersión Lingüística 2019 – 2020

Estudiantes elegibles: Futuros estudiantes de kindergarten de 2019-2020

Plazo para presentar solicitudes empieza: 11 de marzo de 2019

Acceder al sitio web APS DLI para detalles adicionales: <https://tinyurl.com/apsDLIprogram>

## Nombre del estudiante

Apellido: \_\_\_\_\_ Primer nombre: \_\_\_\_\_ Segundo Nombre: \_\_\_\_\_

Edad: \_\_\_\_\_ Fecha de nacimiento (MM/DD/AA): \_\_\_\_\_ Género: Femenino \_\_\_ Masculino \_\_\_

Nombre del padre(s)/tutor(es) \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código postal: \_\_\_\_\_

Dirección de correo electrónico: \_\_\_\_\_

No. de teléfono de casa: \_\_\_\_\_ No. de teléfono celular \_\_\_\_\_ No. de trabajo \_\_\_\_\_

¿Asistió su hijo a un programa de pre-k? \_\_\_ Sí \_\_\_ No Nombre del programa de pre-k: \_\_\_\_\_

Ubicación: \_\_\_\_\_ No. de teléfono: \_\_\_\_\_

¿Cuál fue el idioma de instrucción utilizado en el programa de pre-k? \_\_\_\_\_

## Información de la Familia

Hermanos: ¿Su hijo(a) tiene hermanos que asistan actualmente al programa de doble inmersión? Sí No

Nombre: \_\_\_\_\_ Grado: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

Nombre: \_\_\_\_\_ Grado: \_\_\_\_\_ Fecha de nacimiento: \_\_\_\_\_

El modelo del Programa de Doble Inmersión (DLI) de Atlanta Public Schools es un modelo de 50/50. Esta solicitud es parte del proceso de admisión y no garantiza la selección en el programa. Si el interés en el programa excede el número de lugares disponibles, se notificará a los padres y se llevará a cabo un proceso de sorteo interno. Después de la primera semana de escuela, la admisión para llenar cualquier asiento restante se asignará en base a los resultados del sorteo. La admisión prioritaria se otorga a los estudiantes que son nativos del habla hispana, los estudiantes que están en el programa DLI español actualmente, y a los hermanos de los estudiantes que ya están en el programa de la DLI. Los gemelos serán tratados como un solicitante en el proceso de sorteo. El programa de DLI de APS sólo da servicio a los estudiantes que residen dentro de la zona de asistencia de la escuela, a menos que la escuela sea designada como Elección de Escuela (Choice School).

**Esta solicitud solo se considera completa cuando se envía con una solicitud de inscripción de APS completada.**

**Entiendo que la inscripción de mi hijo es condicional a la disponibilidad de cupo y a mi compromiso a lo siguiente:**

1. Los niños matriculados en el Programa de Doble Inmersión Lingüística permanecerán juntos desde kínder a quinto grado. Dado que el éxito en un programa de inmersión se requiere de la instrucción consistente con el paso del tiempo, tengo la intención de apoyar a mi hijo en el Programa de Doble Inmersión Lingüística en esta escuela.
2. Entiendo que la instrucción del contenido en matemáticas, artes del lenguaje inglés, estudios sociales y ciencias será en español
3. Voy a apoyar al programa mediante el fomento de la alfabetización bilingüe y bilingüismo
4. Voy a consultar con los maestros y la administración sobre estrategias adicionales que apoyarán a mi hijo a aumentar el éxito en el Programa de Doble Inmersión Lingüística.

Firma del padre/madre/tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

Firma del padre/madre/tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

***Las solicitudes deberán entregarse al maestro(a) de su hijo(a) junto con la solicitud de matriculación para nuevos estudiantes.***

***Uso de la escuela solamente: Enter the responses to the following questions based on information provided by parent on the New Student Enrollment Form:***

*What language does your child best understand and speak?\** \_\_\_\_\_

*What language does your child most frequently speak at home?\** \_\_\_\_\_

*What do adults in your home most frequently use when speaking with your child?\** \_\_\_\_\_

*\*Note: Any indication of a language other than English obligates the district to screen the student for ESOL program services.*





# AFFIDAVIT OF RESIDENCY

Date parent/legal guardian started residing at address: \_\_\_\_\_

Full name of parent/legal guardian(s): \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Current address: \_\_\_\_\_  
\_\_\_\_\_

Children Currently Residing at Address	Date of Birth	APS School Enrolled
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Affidavit of Residency

*Before the undersigned officer, and being first duly sworn, I depose and state as follows:*

1. That I am the parent/court appointed legal guardian of each child listed above.
2. That each child listed above resides with me full time at the address listed above.
3. That I understand that I must notify Atlanta Public Schools within 14 days if I change residence or if any child listed above should change residence.
4. That I understand that representatives of Atlanta Public Schools may visit my home to verify residency.
5. That I understand that a student enrolled in Atlanta Public Schools under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. That I understand that making false statements or submitting false documentation to the Atlanta Public Schools and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

\_\_\_\_\_  
Signature of the Parent/Legal Guardian      Date      Signature/Seal of the Notary Public      Expiration Date

**OWNER/LANDLORD/PRIMARY RENTER AFFIDAVIT** – The below section should be completed ONLY when the registering parent/legal guardian does not have a proof of residency in his/her name and lives with another City of Atlanta resident.

Full Name of Owner/Landlord: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

*(You must provide a copy of your proof of residency to Atlanta Public Schools along with this form)*

*Before the undersigned officer, and being first duly sworn, I depose and state that:*

1. I am the legal owner, landlord or renter of the property listed above.
2. The persons listed above in this document reside with me full time or have my consent to live full time at the address above.
3. I understand that I must immediately notify Atlanta Public Schools if any person listed in this document should change residence.
4. I understand that representatives of Atlanta Public Schools may visit my home to verify residency of the persons listed above.
5. I understand that a student enrolled in Atlanta Public Schools under falsified information is illegally enrolled and will be immediately withdrawn from school.
6. I understand that making false statements or submitting false documentation to the Atlanta Public Schools and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

\_\_\_\_\_  
Signature of the Primary Owner/Renter      Date      Signature/Seal of the Notary Public      Expiration Date

*This affidavit should not be utilized for homeless students. Please see Board Policy JBC(1) and Administrative Regulation JBC(1)-R, Homeless Students.*

LEASE VERIFICATION FORM



Dear Residence Manager, Landlord, or Agent:

Atlanta Public Schools received a lease from the below name person(s) and they have specified you and/or your company as the present landlord. We would appreciate your response to the following questions below at your earliest convenience. If you have additional information that may help in our decision, please feel free to comment or give us a call at 404-802-\_\_\_\_\_ or email us at \_\_\_\_\_@atlantapublicschools.us

RESIDENT(S) NAME: \_\_\_\_\_

OTHER OCCUPANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Manager, Landlord or Agent Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax: \_\_\_\_\_

I do hereby authorize the Manager, Landlord or Agent, to release the requested information to Atlanta Public Schools for their review. I also understand that representatives of Atlanta Public Schools may visit my home to verify residency. I understand and agree that this information may include names, addresses, or dates of birth of any/all lessees/occupants, move-in and/or move-out dates and dates of the Lease.

I certify under penalty of perjury that I am a resident of the above stated address and the information I submitted in support of my child's enrollment is complete and accurate. I understand that my child may be withdrawn from his or her assigned school if incomplete, inaccurate or false information is provided. I also understand that I must notify the school office within 10 days if my residence changes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

=====  
**Residency Status:**

Current resident                       Not a current resident                       Has never been a resident  
Lease Expires: \_\_\_\_\_                      Lease Expired: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_  
Signature (Authorized Manager, Landlord, or Agent Responding)

\_\_\_\_\_  
Date



# DECLARACION JURADA DE DOMICILIO

Fecha en que el padre/tutor legal comenzó a residir en esta dirección:

\_\_\_\_\_

Nombre completo del (los) padre/madres/tutor legal (es): \_\_\_\_\_

Teléfono de casa: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_ Teléfono celular: \_\_\_\_\_

Dirección actual: \_\_\_\_\_

Niños que residen en esta dirección actualmente	Fecha de nacimiento	Matriculado (a) en la siguiente escuela de APS
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Declaración Jurada de Domicilio

Ante el oficial infrascrito, quien, habiendo prestado el debido juramento, yo declaro y afirmo lo siguiente:

1. Que soy el padre/tutor legal designado por la corte de cada niño listado anteriormente.
2. Que cada niño listado anteriormente, reside de manera permanente conmigo en la dirección listada anteriormente.
3. Que entiendo que debo notificar a Atlanta Public Schools dentro de 14 días si me cambio de domicilio o si alguno de los niños listados anteriormente llegara a cambiar de dirección.
4. Que entiendo que representantes de Atlanta Public Schools pueden visitar mi hogar para verificar mi domicilio.
5. Que entiendo que un estudiante matriculado en Atlanta Public Schools bajo información falsificada está matriculado (a) ilegalmente y será removido de la escuela inmediatamente.
6. Que entiendo que hacer declaraciones falsas o presentar documentación falsa a Atlanta Public Schools y el falso testimonio es una violación de las leyes criminales del Estado de Georgia O.C.G.A. §16-9-2, §16-10- 20 y/o §16-10-71 y son sancionables con multas no menores a \$1,000.00 o con pena de cárcel desde a un año hasta cinco años, o ambas. O.C.G.A. 16-10- 71.

\_\_\_\_\_  
Firma del padre/tutor legal

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Notario Público/Sellar

\_\_\_\_\_  
Fecha de Vencimiento

**DECLARACION JURADA DEL PROPIETARIO DUEÑO/ARRENDATARIO – La sección a continuación debe ser completada SOLAMENTE cuando el padre/tutor legal no tenga una prueba de domicilio a su nombre y vive con otro (a) residente de la Ciudad de Atlanta.**

Nombre completo del Propietario/Dueño: \_\_\_\_\_ Teléfono de Contacto #: \_\_\_\_\_

Dirección actual: \_\_\_\_\_

(Usted debe proveer a Atlanta Public Schools una copia de los documentos de verificación de domicilio junto con esta forma)

Ante el oficial infrascrito, quien, habiendo prestado el debido juramento, yo declaro y afirmo lo siguiente:

1. Soy el dueño (a) oficial, propietario o arrendatario de la propiedad listada anteriormente.
2. Las personas listadas anteriormente en este documento residen conmigo de manera permanente o tienen mi consentimiento para vivir de manera permanente en la dirección mencionada anteriormente.
3. Entiendo que debo notificar a Atlanta Public Schools inmediatamente si alguna de las personas listadas anteriormente se cambian de domicilio.
4. Entiendo que representantes de inmediatamente pueden visitar mi hogar para verificar que las personas listadas viven en el domicilio mencionado.
5. Entiendo que un estudiante matriculado Atlanta Public Schools con información falsificada, está matriculado ilegalmente y será removido inmediatamente de la escuela.
6. Entiendo que hacer declaraciones falsas o entregar documentación falsificada a Atlanta Public Schools y el falso testimonio es una violación de las leyes criminales del Estado de Georgia O.C.G.A. §16-9-2, §16-10- 20 y/o §16-10-71 y son sancionables con multas no menores a \$1,000.00 o con pena de cárcel desde a un año hasta cinco años, o ambas. O.C.G.A. 16-10- 71.

\_\_\_\_\_  
Firma del Propietario/Arrendatario

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Notario (a) Público/Sellar

\_\_\_\_\_  
Fecha de Vencimiento



## PROOF OF RESIDENCY

The person, with whom the student(s) lives must attach proof of residency dated within the last thirty (30) days and must show parent/guardian's legal name and street address. Please note that a P.O. Box is not acceptable as an address. **Please carefully read the scenarios listed below and provide the documentation that applies to your student's living situation.**

### Possible Living Situation #1

If you own and live in the resident property, you will need to provide:

1. Photo 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

### Possible Living Situation #2

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

1. Photo identification;
2. Copy of the lease/rental agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
3. A current Georgia Power bill in your name for the current month showing the residence property address

### Possible Living Situation #3

If you are living at a property with the owner or in a residence being rented by another person, you will need to provide

1. Photo identification;
2. A deed, mortgage statement, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renewal Notice) in the owner or primary renter's name and showing the residence property address;
3. Georgia Power bill (current within the last 30 days); **AND**
4. Three supporting documents in your name showing the residence property address.

### LIST OF ACCEPTABLE SUPPORTING DOCUMENTS

- 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 book
- Health insurance, previously issued W-2 or Form 1099, pay stub
- Fulton County property tax statement with evidence thereupon of payment
- Voter registration documentation from Fulton County
- A current motor vehicle registration (tag receipt)
- Cable, telephone, cell phone or gas bill
- Receipt to have utilities connected
- Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident

**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 informing the school immediately if any changes to the court order are made.**

**If the Lease/Rental Agreement requires all occupants to be listed, the names of the occupants must be listed on the Lease/Rental Agreement.**

**Homeless students should contact the school social worker or the APS Homeless Liaison at 404-802-2245.**

**If you have any questions regarding proof of residence, please contact the Department of Student Assignment at 404-802-2233 or [studentassignment@atlantapublicschools.us](mailto:studentassignment@atlantapublicschools.us).**



Making A Difference

## PROOF OF RESIDENCY

# FREQUENTLY ASKED QUESTIONS

1. **What if I just moved to the residence? (Just moved = 30 days or less)**
  - A. **If you purchased your home in last 30 days, you will need to provide:**
    - Settlement statement;
    - Georgia Power Letter of Residency or receipt to have utilities connected; and
    - Mail forwarding order from United States Postal Service
  - B. **If you leased your residence within the last 30 days, you will need to provide:**
    - Lease/Rental Agreement with your name;
    - Georgia Power Letter of Residency or Receipt to have utilities connected; and
    - Mail forwarding order from United States Postal Service
  - C. **If you moved in with someone within last 30 days, you will need to provide:**
    - Deed, mortgage statement or Lease/Rental Agreement in name of primary renter or owner;
    - Georgia Power bill (current within 30 days); and
    - Mail forwarding order from United States Postal Service
    - Within 30 days, you will also need to provide three (3) additional supporting documents
2. **What if I live at a residence and the GA Power bill is in someone else's name?**
  - Copy of the mortgage statement, deed, or Lease/Rental Agreement (or current HUD Certificate of Compliance/Annual Renew Notice);
  - Georgia Power bill (current within 30 days) showing the residence property address; and
  - Three additional supporting documents in your name showing the residence property address.
3. **What if I have not received a Georgia Power bill?**

If you have just established residential service, Georgia Power will provide a Letter of Residency (LOR) to show how long you have had service and the service address. You can get the form online at <https://customerservice.southerncompany.com/Letter/Requests.aspx> or by calling Georgia Power Residential Customer Service at 1-888-660-5890 (open 24 hours a day/7 days a week/365 days a year). Upon receipt of the official Georgia Power monthly billing statement, the parent/guardian is required to provide the bill to the enrolling school.
4. **What if I have an outstanding Georgia Power bill?**

You can provide a current statement showing the outstanding balance and the residential address.
5. **What if the owner of the property is deceased?**

You will need to provide:

  - Death certificate or obituary with the name of the property owner or probate court records;
  - Property tax statement or deed with the name of the property owner;
  - Georgia Power bill for the property (current 30 days); and
  - Three supporting documents in the name of parent /guardian residing at address.
6. **What if my name is NOT on the lease?**

If the lease requires that the names of the occupants are listed in the lease, your name and the name of your children residing at the address must be listed in order for the lease to be considered valid and acceptable.
7. **What if my lease is expired?**

You will need to provide a lease that shows current dates of residence.
8. **What if my lease expires during the school year?**

You will need to provide the school with a copy of your new lease within 10 business days of signing it.



Making A Difference

## PROOF OF RESIDENCY

- 9. What if my lease is month to month or my original lease term is expired and I am now renting/leasing month to month?**

In addition to the current Georgia Power bill and supporting documents, you will need to provide the lease and a statement from your landlord, rental office or rental company verifying your lease is month to month.

- 10. What if the utilities are included in my rent?**

Your lease will need to clearly state that the utilities are included in your rent. If your lease does not indicate that your electric service is paid as part of your rent, you are required to provide a current Georgia Power bill for your residential address.

- 11. What if the "bill to" address does not match the "service address" on the Georgia Power bill?**

The bill to address and the service address on the Georgia Power bill must be the same. If the two addresses do not match, that document is considered insufficient to establish residency.

- 12. May I provide copies of my proof of residency documents?**

Yes, you may provide copies of your proof of residency documents. However, the school district reserves the right to request to see original documents. If a request is made by the school to see original documents, you should provide those documents as soon as possible as not to delay registration or enrollment of your child.

- 13. Does the person I live with have to come to the school with me to enroll or register my child?**

No, the person you live with does not have to come to the school. However, the school district reserves the right to request to meet or speak with that person. If a request is made by the school to meet or speak with that person, you should provide contact information as soon as possible as not to delay registration or enrollment of your child.

- 14. Does the affidavit have to be notarized?**

Yes, the affidavit must be notarized.

- 15. How often do I have to provide my proof of residence?**

You must provide your proof of residency at the following times:

- When you initially enroll your child in APS;
- Annually during the registration period for current students;
- Within 14 days of your moving to a new address; and

You may also be asked to provide your current (and original) proof of residence when the district has a question regarding your current address. Some examples of things that can lead to such a request are:

- Returned mail;
- Suspicious proof of residency documents submitted;
- Student habitually tardy to school or late pick up from school; or
- Report on out of zone tip line.

- 16. What happens if I do not provide my proof of residence?**

Parents/guardians are required to provide proof of residency to establish your child is in the correct school attendance zone and/or you are a City of Atlanta resident. If you have a currently enrolled student and do not provide proof of residency, your child may be withdrawn. If you are attempting to enroll a new student and you do not provide proof of residency, your child's enrollment will be delayed until such time as you provide residency documentation.

- 17. If my child has a transfer to another school, do I still have to provide proof of residence?**

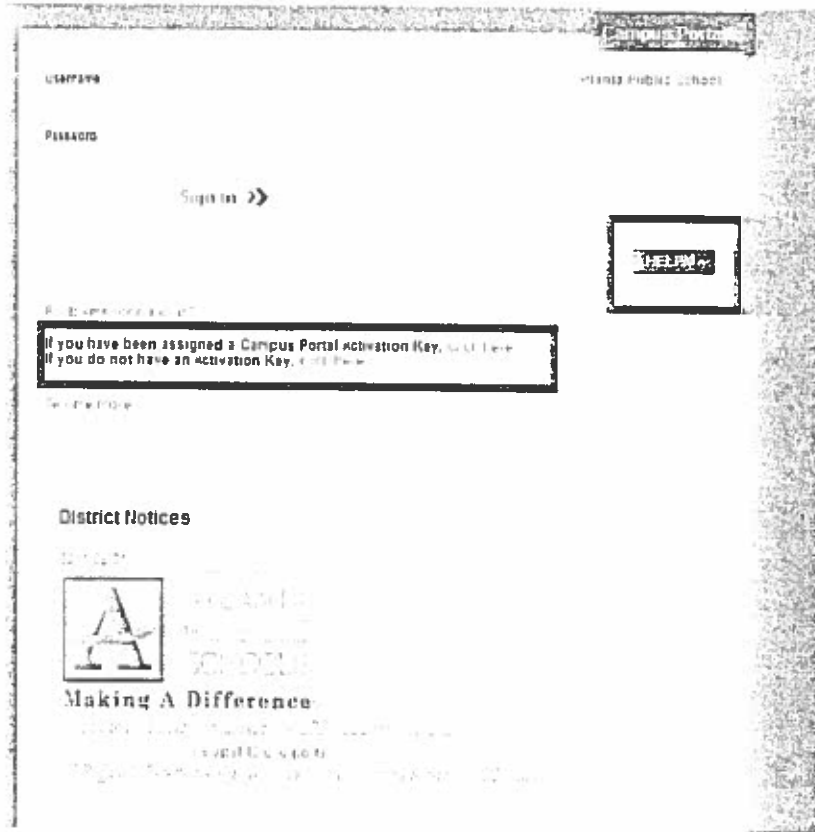
Yes, you must provide proof of residence when you enroll your child at the out of zone school and annually as requested. This verifies that although you are not attending your zoned school, you are still a resident of the City of Atlanta.

If you have any questions regarding proof of residence, please contact the Department of Student Relations at 404-802-2233 or email [placements@atlantapublicschools.us](mailto:placements@atlantapublicschools.us).

# APS CAMPUS PORTAL FOR PARENTS

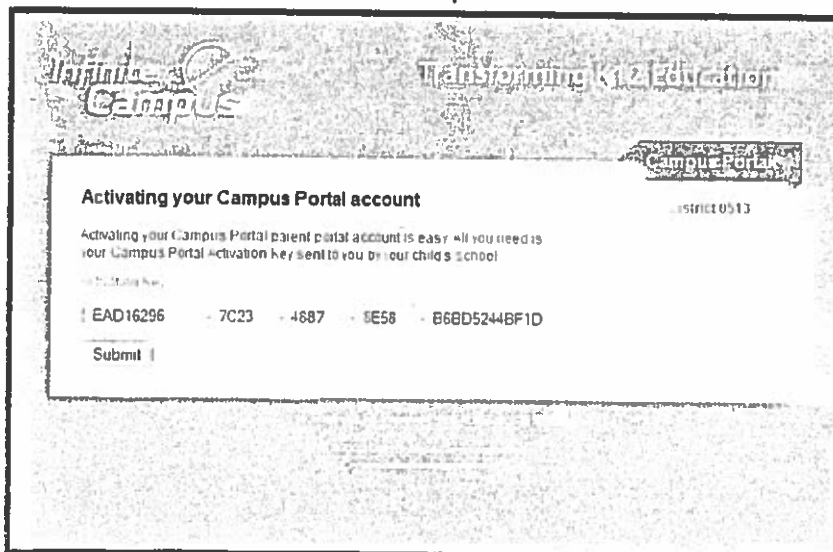
## NOT TIME ACCOUNT? GET IT ON

- Step 1: Parents/guardian should go to the CPP Login Page: <https://ic.apsk12.org/portal>
- Step 2: Select help to open the Campus Portal Activation Key option.
- Step 3: Select the **If you have been assigned a Campus Portal Activation Key, click here** option. An Activating your Campus Portal Account screen displays.



## ACTIVATION KEY ENTRY

- Step 4: Enter the **Activation Key** the district has assigned to you. Once the Activation Key has been used to create an account, it cannot be used again.
- Step 5: Click the **Submit** button. The Activation Key will be verified, and when approved, a screen will prompt the user to create a username and password.

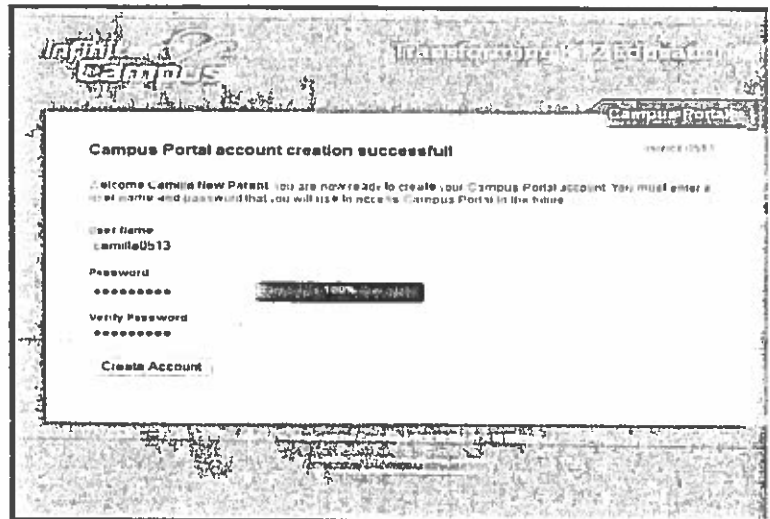


## USERNAME AND PASSWORD CREATION

Enter a **Username**. Use an alphanumeric (both letters and numbers) username.

Enter a **Password**. Use an alphanumeric password. Passwords should be at least 6 characters long. If system preferences have been sent to require a **Strong Password**, it must meet three of the four qualifications:

- A lower case letter (a, j, r, etc.)
- An upper case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)
- Re-enter the password in the **Verify Password** field.
- Click the **Create Account** button.



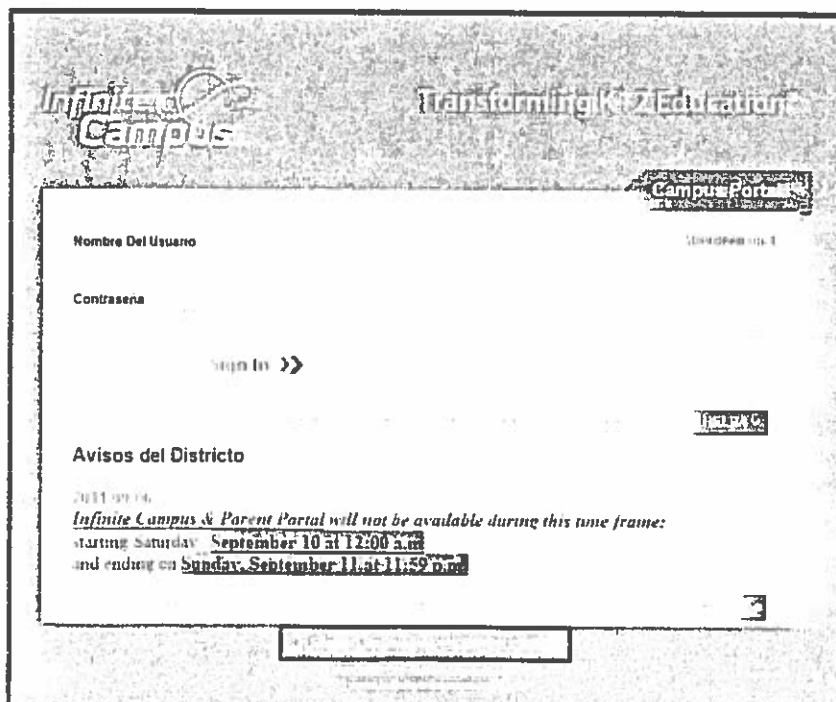
The screenshot shows a web page titled "Campus Portal account creation successful". The page includes a welcome message: "Welcome Camille New Parent! You are now ready to create your Campus Portal account. You must enter a valid email and password that you will use to access the Campus Portal in the future." Below this, there are fields for "User Name" (containing "camille0513"), "Password" (masked with dots), and "Verify Password" (also masked with dots). A "Create Account" button is visible at the bottom of the form area.

## PORTAL LANGUAGES

The Portal is available in four languages:

- English
- Spanish
- Simplified Chinese
- Traditional Chinese

Users can select which option best fits their needs by clicking on the hyperlink of the preferred language on the sign-in page or at the bottom of the Campus Portal after logging in. Selecting a language will display all navigation tab labels and non-student/school specific content into the chosen language. Custom tabs are not translated.



The screenshot shows the sign-in page for Infinite Campus. At the top, it features the Infinite Campus logo and the tagline "Transforming K-2 Education". Below the logo is a "Campus Portal" link. The main form area contains fields for "Nombre Del Usuario" (Username) and "Contraseña" (Password), followed by a "Sign In >>" button. Below the sign-in fields, there is a "PAPAC" button. At the bottom of the page, there is a notice: "Avisos del Distrito" (District Notices) dated 2011-09-10, stating: "Infinite Campus & Parent Portal will not be available during this time frame: starting Saturday, September 10 at 12:00 a.m. and ending on Sunday, September 11 at 11:59 p.m."



