



# Riverside Elementary Registration Checklist



**(You must bring copies of the following items to Riverside in order to complete your registration.)**

1. \_\_\_\_\_ Copy of Official Document Showing Proof of Birthdate for Riverside to Keep
  - a. Examples: an original birth certificate or birth registration, an official Immigration and Naturalization document, or other state/federal forms with date of birth.
2. \_\_\_\_\_ Copy of Child's Social Security Card (Or Sign Waiver on "Enrollment Form")
3. \_\_\_\_\_ Copy of Georgia Certificate of Immunization
  - a. Georgia Form 3231 (Out of state immunization forms must be transferred to the Georgia form) can be done at your pediatrician's office or the [Buford Health Center-770-614-2401](#). Required shots include Hepatitis B, DPT, Polio, HIB or two MMR shots, and Chicken Pox vaccine/proof of illness.
    - i. \*Note: In addition to existing vaccinations for entry to Kindergarten, all students must provide proof of vaccinations for 1. Mumps (2nd dose), 2. Varicella (2nd dose) and 3. For students born on or after 01/01/06 a 4<sup>th</sup> dose of Polio vaccine is required on or after 4<sup>th</sup> birthday and at least 6 months after the previous dose.
4. \_\_\_\_\_ Copy of Evidence of Vision, Hearing, and Dental Exams Obtained in the Past year
  - a. This information must be on Georgia Form #3300, completed by the health department or your physician and dentist. Letters from appropriate healthcare professionals and out-of-state certificates are acceptable, if completed within the previous 12 months and stapled to the state form.
5. \_\_\_\_\_ Copy of Proof of Residency in the Attendance Zone \*\*2 Items Required
  - a. Examples: the first and last page of a house contract, non-contingent sales contract, lease, or deed accompanied by at least one utility bill with the same address. A contingency contract is not acceptable. Parents who live with a friend or family member should contact the school for information about verifying residency.
6. \_\_\_\_\_ Copy of Proof of Custody or Guardianship (If not the birth parent)
  - a. A letter of guardianship is required for registration.  
Contact [Gwinnett County Probate Court](#) to obtain guardianship information
7. \_\_\_\_\_ Print and Complete the "[Records Request Form](#)", if applicable
  - a. Only students who are transferring from out of the state of Georgia or from another county in Georgia are required to complete this form. Students from out of the country or another Gwinnett County Public School are not required to complete this form.

## **Required Communication Resources for Riverside Parents:**

8. \_\_\_\_\_ Sign up for [Riverside's Weekly Electronic Rocket Booster E-Mail](#)
9. \_\_\_\_\_ Sign up for [Homeworknow.com](#) to access teacher's homework, newsletter & website.
10. \_\_\_\_\_ Purchase School Supplies ([List Provided Here](#))

## **Register at Riverside during the following hours:**

- a. Normal School Year: Monday through Friday from 9 am to 2 pm
- b. Summer Hours (June & July): Monday through Thursday from 9 am to 11 am

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