



**5445 Settles Bridge Road
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Riverside Elementary Registration Checklist

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

1. _____ Official Document Showing Proof of Birthdate
 - 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. _____ Georgia Certificate of Immunization
 - a. Georgia Form 3231 (Out of state immunization forms must be transferred to the Georgia form) This 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) and 2. Varicella (2nd dose).
4. _____ 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. _____ 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. _____ 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 "[Enrollment Form](#)"
8. _____ 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.
9. _____ Sign up for [Riverside Weekly Electronic Rocket Booster E-Mail](#) (Include your child's name and current grade level)
 - a. This Newsletter is from our school to keep you in contact of what is going on weekly at Riverside Elementary. Classroom teachers will also have a weekly newsletter that will be posted on their [homeworknow.com website](#). You may access that website [here](#).
10. _____ Create a Homeworknow.com account and add your child's teacher ([Sign up HERE](#))
11. _____ Sign up for the GCPs Parent Portal to access grades, attendance, etc.. ([Sign up HERE](#))
12. _____ Purchase School Supplies ([List Provided Here](#))
13. _____ Register at Riverside during the following hours:
 - a. Normal School Year: Monday through Friday from 9 am to 2 pm
 - b. Summer Hours (May 21st to July 31st): Monday through Friday from 9 am to 11 am

<http://www.riversiderockets.org/home.html>