

Student Enrollment

Below you will find instructions for online registration and relevant documents/links. Please contact Dr. Woodward, School Counselor, at woodwkr@boe.richmond.k12.ga.us, or Mrs. K. Howard, School Registrar at howarkh@boe.richmond.k12.ga.us with any questions or concerns.

Steps to register your student at Warren Road Elementary School:

1. Complete online registration using [these instructions](#). Once you submit your online registration, please e-mail Mrs. K. Howard at howarkh@boe.richmond.k12.ga.us with the following information:
 - a. Your full name
 - b. Your student's full name & date of birth
 - c. Your online application number

2. Submit a paper copy of the following documents to Warren Road Elementary:
 - a. **Proof of residency (e.g., water bill, power bill, lease/mortgage statement; a full list of acceptable forms of proof of residency is available [here](#))
 - b. **Birth certificate
 - c. **Immunization record on a GA form ([blank copy available here](#))
 - d. **Eye/Ear/Dental screening on a GA form ([blank copy available here](#))
 - e. Copy of Social Security card
 - f. Parent/guardian's photo ID
 - g. Student's most recent report card or withdrawal form (if applicable)

***These documents can be uploaded into your online registration portal.*

Regarding proof of residency: If the student's family is residing in the home or apartment of another individual, not due to economic reasons and/or undue hardships*, the person with whom the family is living and whose name matches the proof of residence must present these documents for enrollment:

- Notarized third-person affidavit of residency
- Photo ID of person with whom the family is residing
- Proof of Residency matching the name and address of person with whom the family is residing
- Inclusion of person with whom the family is residing as a contact on the registration form

*If the student's family is currently in transition and dealing with economic difficulties or other hardships, please contact the District's Homeless Liaison for additional assistance at 706-826-1129.

[RCSS bus stop locator](#)