Student Enrollment

Students new to Richmond County Schools, including transfers from in-state and out-of-state schools, should [complete the online registration first](https://campus.rcss-k12.org/campus/OLRLoginKiosk/richmond).

* Print, copy or write down the Application or Confirmation number.

The following documents will need to be submitted after the online registration is complete.

* The following items with the name and address of the enrolling parent/guardian are considered acceptable proof of residency.
* Latest copy of student's report card or withdrawal form from previous school (if applicable)
* Legal guardian's photo ID
* Social Security Card
* Proof of Residency (Provide a current utility bill and one item from the list below)
  + Current Lease/rental agreement
  + Current home purchase agreement
  + Most recent income tax return
  + Current paycheck stub
  + Current Medicaid card
  + Current residential property tax statement or bill
  + Current warranty or quick claim deed
  + Current homeowner’s insurance policy
  + Driver's license
* Official Copy of Birth Certificate
* Completed [Eye, Ear, and Dental Form](http://dph.georgia.gov/sites/dph.georgia.gov/files/related_files/document/DPH_Form_3300.pdf)\*\*
* Completed Immunization Form\*\*

The following documents are not accepted as Proof of Residency:

* Cell Phone Bill
* Bank Statement (or any other communication from a financial institution)
* Unsolicited Mail
* Car Tag Receipt/Bill
* Medical Bill
* Credit Card Bill
* Cable Bill
* Insurance Statement (Car, Medical, Life, Home)

**Other Residency Conditions:**

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

 Student Withdrawal

For all withdrawals please contact your school directly for assistance with the withdrawal process.

1. Richmond County Schools requires 24 hours to complete the withdrawal packet from the time you make the request.  However, this process can take longer pending the principal’s approval.
2. Upon the finalized withdrawal, the student(s) is/are to return all textbooks, library books, athletic uniforms, and/or any other school-provided supplies or equipment.
3. Failure to return school property may delay the release of the withdrawal packet.
4. You may drop off, mail or fax your request to the last school your child was enrolled in.
5. The school staff will notify you when your records are available.
6. **A records request will be required from the school in which your child is enrolling to release records.**We need to know the name of the school or if outside Georgia, the name of the state your student will be attending.

**WHAT IF YOU CHOOSE TO HOMESCHOOL?**

Please note that Richmond County Schools does not provide or endorse any home school courses or services. Information regarding state requirements for curriculum or additional information about the home school can be found at the [Georgia Department of Education – Home School](http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Pages/Home-Schools.aspx).

Pursuant to Georgia law (O.C.G.A. § 20-2-690), the following are requirements for home school study programs: <https://www.rcboe.org/Page/14000>

Georgia law requires parents or guardians who teach children at home to submit to the Georgia Department of education (GADOE) an online Declaration of Intent Form. A Declaration of Intent must be submitted to the Georgia Department of Education within 30 days after the establishment of a home student program and by September 1 annually thereafter. The school will also need a copy of this form. <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Pages/Home-Study-DOI.aspx>