



Muscogee County School District

2960 Macon Road Columbus, GA 31906

For Immediate Release

Valerie Fuller

Director of Communications & Open Records Officer

Telephone: (706) 748-2034

www.muscogee.k12.ga.us

Release Date: June 21, 2013

MEDIA RELEASE

Don't Wait to Register for School!

(Columbus, GA)-The first day of school for the 2013-2014 school year is Wednesday, August 7, 2013, and the Muscogee County School District (MCSD) needs your help to reduce the number of last minute registrations and long lines. How can parents help? Don't wait! Register children for school now. Last year, an average of 300 people per day waited to register the week before school started.

"It has been our experience that parents and guardians wait until the last minute to register their child, report to a school or central registration without proper documentation and records, which are required for registration, and have to wait in long lines unnecessarily," said Dr. Mike Hudson who is scheduled to retire as Director of Student Services effective June 30.

Hudson's replacement, Marcus DuBose, says, "It is extremely important that our students are registered properly, are present in class and ready to learn the first day of school. Our goal is to improve the registration process by significantly reducing last minute issues with registration. We are here to serve the needs of parents and students throughout the year and we encourage parents to make registration a priority."

If a child is new to Muscogee County School District and has not been enrolled for the upcoming school year, or if the parent and child moved within Muscogee County and have not updated the address at the school or central registration office, it is very important to register the child at the school of assignment now. Schools are only open Monday-Thursday during June and July.

If the parent and child **have not moved and the child is already registered at the school of assignment designated by the residential address**, the parent should report to the child's assigned school on *Verification Day* in August.

-More-

So, who should report to the Central Registration Office at 2960 Macon Road, Columbus, GA? Any person who is not the parent or legal guardian of the child must report to the Central Registration Office. If the parent or legal guardian lives with someone, the parent or legal guardian, and the person he or she is living with, must report to the Central Registration office together to sign a residency affidavit.

If a parent or legal guardian has a current residency affidavit on file at the central office, he or she does not need to report back to the central office to complete a new residency affidavit unless the residency situation or address changed.

When parents and legal guardians register their children early and have proper records and documentation, they can avoid long, unnecessary lines, and save time. In addition, the district administrators and staff are able to complete class schedules, address special needs, and plan transportation routes more efficiently, which assists with a smooth transition back to school.

“Our goal is to serve parents and students to the best of our ability, efficiently and effectively, but we need their help to do it, added DuBose. “Don’t wait until the last minute to register.”

Items Needed to Register at School (if new to MCSD)

1. Proof of Address (current utility bill showing the service address and one of the following documents: a valid residential lease or rental agreement, a current property tax statement, property deed, or settlement statement for the home) indicating parent's name and address. If none of these documents are available in the parent's name due to living with someone else, a notarized Affidavit of Residency must be completed by both the owner/tenant and the parent. The owner/tenant must provide the documents required for proof of address. The Affidavit of Residency must be completed at the Department of Student Services, Central Registration, and both parties are required to be present.
2. Child’s social security card.
3. Child’s birth certificate.
4. Current Georgia Certificate of Immunization.
5. Certificate of Eye, Ear and Dental examination.

Access this link to determine the school of assignment.

<http://locator.muscogee.k12.ga.us/Locator/default.aspx?load=addressInput&skipPlan=false>

Access this link for more registration information.

<http://www.muscogee.k12.ga.us/Schools/Pages/StudentRegistration.aspx>

For more information, contact your child’s school of assignment, the Central Registration Office, (706) 748-2222, (706) 748-3217, or e-mail

communications@muscogee.k12.ga.us .