

Double Churches Elementary School Verification Days ***Mon., Aug. 1, 3 PM – 6 PM and Tues., Aug. 2, 8 AM- 4 PM***

From: Mrs. Paula Shaw-Powell, Double Churches Elementary School Principal

Subject: Registration for 2011-2012

Welcome to the 2011-2012 school year! We are “learning to live and living to learn”! We have designated two days for verification. Our teachers have volunteered to be here on those days so that verification can run smoothly. For your convenience, we ask that you visit our school website at www.orgsites.com/ga/dce/ for information regarding registration, before and after school care, school pick up and drop off places and times, and student/parent handbook for DCE and MCSD. You will also need to bring the following information, even if you provided it at Central Registration:

PARENTS OF CHILDREN NEW TO MUSCOGEE COUNTY SCHOOLS AND/OR DOUBLE CHURCHES ELEMENTARY SCHOOL must provide these items:

- *****2 Proofs of Address**—a current utility bill (gas, water, or power) **AND ONE (1)** of the following: valid residential lease, **OR** rental agreement, **OR** current property tax statement, **OR** property deed, **OR** closing/settlement statement for the home, **OR** current mortgage statement. **NO CELL PHONE BILLS WILL BE ACCEPTED AS PROOF OF ADDRESS.**

*****If either of these documents is not available in the parent’s name due to living with someone else, both the parent and the owner/tenant must report to Muscogee County Public Education Building, 2960 Macon Road, Central Registration to complete a Residency Affidavit. The owner/tenant must provide the documents required for proof of address, and the Affidavit of Residency will be completed at that time. Both parties must complete the resident affidavit, provide picture identification, and be present to sign and certify the affidavit. Note: You must complete an Affidavit of Residency at the start of each year.**

- Your child’s birth certificate
- Your child’s Social Security card
- Georgia Form 3231, Certificate of Immunization
- Georgia Form 3300, Certificate of an Eye, Ear, and Dental Examination

PARENTS OF RETURNING STUDENTS MUST BRING 2 CURRENT PROOFS OF ADDRESS, which must be a current rent receipt, current mortgage statement, or sales contract **and** gas, water or power bill showing your name and the address of your residence. We will be making copies of these important documents to place in your child’s cumulative folder. **NO CELL PHONE BILLS WILL BE ACCEPTED AS PROOF OF ADDRESS.** If either of these documents is not available in the parent’s name due to living with someone else, both the parent and the owner/tenant must report to Muscogee County Public Education Building, 2960 Macon Road, Central Registration to complete a Residency Affidavit. The owner/tenant must provide the documents required for proof of address, and the Affidavit of Residency will be completed at that time. Both parties must complete the Residency Affidavit, provide picture identification, and be present to sign and certify the affidavit.

NOTE: You must complete an Affidavit of Residency at the start of each new school year.

NOTE: If you have any missing birth certificate or social security information and/or out-of-date immunization or eye, ear and dental forms, you will not be allowed to register.

Other forms will be available for you to complete at the school, such as the free/reduced lunch application, student insurance, etc.

PTA Board members will be available on Verification Day with **several great items for sale, so be sure to stop by the PTA table and join PTA (cost \$5.50) on Verification Day.** You may also register for local before and after school programs on that day. I am including in this letter information about our Columbus Parks and Recreation Program's Before and After School Care.

Also, please note the following school start and ending times:

7:30 AM	Staff on duty to supervise students/buses arrive/breakfast begins
7:45 AM	Students allowed to enter classrooms
8:00 AM	Tardy bell rings
2:30 PM	All students dismissed

Please note that no staff will be on duty to supervise students outside before 7:30 AM. Morning drop-off areas are in front of the school and in the back loop. Please do not drop students off before 7:30 AM or in any other unsupervised, undesignated areas. Please contact Columbus Parks and Recreation Before and After School Care or other Daycare Providers if you need childcare before 7:30 AM.

We are looking forward to seeing you on Verification Day and to working with you and your child(ren) throughout the year. Please call us at school if you have any questions.