2020-2021 Registration Information

Registration for the 2020-2021 school year is open. However, due to the COVID-19 pandemic, many of our operations are now virtual. This process will assist you in completing the following:

* Registering students new to the DeKalb County School District
* Transferring a student from one DeKalb County School to another DeKalb County School
* Updating enrollment information for 7th and 8th grade students who currently attend Ronald E. McNair Middle School
* Updating enrollment information for 6th grade students who attended one of our feeder schools (McNair Discovery Learning Academy, Flat Shoals Elem., Kelley Lake Elem., Barack H. Obama Elem.)
* Completing or renewing affidavits
* Withdrawing from Ronald E. McNair Middle School
* Completing required immunization (if applicable)

If you have any questions, please email our registrar, Ms. Carletta Farley, at carletta\_v\_farley@dekalbschoolsga.org. Information is also provided on the DeKalb County School District’s website at www.dekalbschoolsga.org/online-registration.

REGISTERING STUDENTS NEW TO THE DEKALB COUNTY SCHOOL DISTRICT

All students new to the DeKalb County School District must register through the DeKalb County School District Website. All documents must be provided for enrollment to be complete. Please go to www.dekalbschoolsga.or/online-registration to complete the process. If you have any question, call 678-676-0998.

TRANSFERRING A STUDENT FROM A DEKALB COUNTY SCHOOL TO

RONALD E. MCNAIR MIDDLE SCHOOL

To determine if Ronald E. McNair Middle School is in your residential area, utilize the School Locator Tool on the DeKalb County School Website: <http://www.dekalbschoolsga.net/operations/school-locator/>

Click the following link to complete and submit forms related to this process:

(ICON FOR THE LINK)

Also provide: withdrawal documentation from previous school, a copy of a government issued photo I.D of parent., proof of residency which includes a current mortgage/lease with the parent’s/guardian’s name or a current utility bill such as electric, gas, or water in the parent’s/guardian’s name. These documents should be scanned and emailed to carletta\_v\_farley@dekalbschoolsga.org. Scanners, smart phones and tablets may all be used to upload your documents. (CamScanner-PDF, Genius Scan and Pocket PDF Scanner are a few free apps that convert pictures into PDF documents).

*Type in subject line of email: TRANSFER REQUEST\_student’s name*

UPDATING ENROLLMENT INFORMATION FOR RISING 6TH, 7TH, AND 8TH GRADE STUDENTS (CURRENT AND FEEDER SCHOOLS)

Click the following link to complete and submit forms related to this process:

(ICON FOR THE LINK)

All current and feeder school students should complete the link above. Also provide: a copy of a government issued photo I.D of parent., proof of residency which includes a current mortgage/lease with the parent’s/guardian’s name or a current utility bill such as electric, gas, or water in the parent’s/guardian’s name. These documents should be scanned and emailed to carletta\_v\_farley@dekalbschoolsga.org. Scanners, smart phones and tablets may all be used to upload your documents. (CamScanner-PDF, Genius Scan and Pocket PDF Scanner are a few free apps that convert pictures into PDF documents).

*Type in subject line of email: UPDATE\_student’s name\_grade level*

COMPLETING OR RENEWING AFFIDAVITS

Click the following link to download a copy of the Residential Affidavit:

(ICON FOR AFFIDAVIT)

Affidavits must be renewed each year. Please read the DeKalb County School District process for completing an affidavit online: <https://www.dekalbschoolsga.org/online-registration/forms/>

Scan and submit notarized affidavit with all required documents via email to our registrar at carletta\_v\_farley@dekalbschoolsga.org.

Required documents include

Parent(s)/Legal guardian(s): (1) Completed Affidavit of Residence (pages 2-3) that is certified by a notary public before submitting online; (2) photo ID; and (3) piece of official business mail addressed to the parent(s) / legal guardian(s) at the address listed on Affidavit of Residence. All three of these items are required. Owner/Lessee: (1) Page 4 of the Affidavit of Residence; (2) photo ID; (3) apartment/house lease or mortgage deed and (4) current utility bill (must be gas, electric, or water) in the name of the owner/lessee. **All four of these items are required.**

*Type in subject line of email: AFFIDAVIT\_student’s name\_grade level*

WITHDRAWING FROM RONALD E. MCNAIR MIDDLE SCHOOL

Click the following link to complete and submit forms related to this process:

(ICON FOR THE LINK)

Also provide: a copy of a government issued photo I.D. of parent. This document should be scanned and emailed to marietta\_thompson@dekalbschoolsga.org. Scanners, smart phones and tablets may all be used to upload your documents. (CamScanner-PDF, Genius Scan and Pocket PDF Scanner are a few free apps that convert pictures into PDF documents).

*Type in subject line: WITHDRAWAL REQUEST\_student’s name\_grade level*

IMMUNIZATION

Click the following link for more information regarding immunizations:

(ICON FOR THE LINK)

If your student is required to receive immunizations, scan and submit the doctor completed immunization form to marietta\_thompston@dekalbschoolsga.org. Scanners, smart phones and tablets may all be used to upload your documents. (CamScanner-PDF, Genius Scan and Pocket PDF Scanner are a few free apps that convert pictures into PDF documents).

*Type in subject line: IMMUNIZATION\_student’s name\_grade level*