

Thank you for your interest in Cogburn Woods Elementary School! Please review the registration instructions below.

1. **Gather Required Documents – YOU MUST HAVE ALL DOCUMENTS UPLOADED IN THE APPLICATION.**
 - **Proof of Residency - [View Accepted Items](#) PLEASE VIEW, ONE DOCUMENT FROM EACH COLUMN OF RESIDENCY PROOF IS REQUIRED. GAS BILLS ARE NOT ACCEPTABLE PROOF. IF YOUR CURRENT RESIDENCY IS IN A HOTEL, PLEASE SUBMIT THE RECEIPT FROM THE HOTEL WITH THE ADDRESS OF THE HOTEL AND CHECK IN AND CHECK OUT STATED ON RECEIPT.**
 - **Ear, Eye, Dental, Nutrition Screening (Form 3300)** - This **Georgia** Department of Human Resources certificate (Form 3300) must be signed by the Health Department or a licensed Georgia physician.
 - **Immunization Certificate (Form 3231)** - Immunization information must be on the proper Georgia Department of Human Resource form; these are available through the Fulton County Department of Health and Wellness or your local physician.
 - **Proof of Date of Birth** - A certified copy of a birth certificate, certified hospital issued birth record or birth certificate, military ID, valid driver's license, passport, or an adoption record.
 - **Social Security Card** - Social security numbers are voluntary. However, the lack of a Social Security number will result in the denial of the HOPE scholarship. Students who enroll without a Social Security card (for example, international students, those who sign the waiver, etc.) will be issued a number by the school system, beginning with the numbers 999-.
 - **Academic Records** - Please send most recent report card, withdrawal form from previous school and/or transcripts. These are essential for proper placement of students. Students in grades 7-12 also will need copies of any discipline records. ***PLEASE NOTE IF YOU ARE ENTERING FROM OUT OF THE COUNTRY, ALL TRANSCRIPTS MUST BE TRANSLATED.**
 - **504/IEP/ESL** – If your student has a 504 plan, receives Special Education services, or have received English as a Second Language services please let us know and forward those records to us before the completion of enrollment.
2. Visit <https://www.fultonschools.org/enrollment> **look for the infinite campus logo to complete the enrollment application in Infinite Campus and upload all required documentation. Please email the Registrar with your application number.** Any documentation that you were not able to upload in the application, please send to veradefuguet@fultonschools.org or drop off at the front office.

If you have questions, contact the Registrar Maria Vera, veradefuguet@fultonschools.org