



Registration and Withdrawal Hours

Effective: January 4, 2016

Elementary Schools

Monday-Friday

8:00 a.m - 10:30 a.m

12:00 p.m. -2:00pm

Middle and High Schools

Monday-Friday

8:30-11:00am

1:00 p.m. – 2:30 p.m.

Registration Documents Required

- o Student Enrollment Form (available at www..clayton.k12.ga.us)
- o Verification of Residency - 2 items (utility, gas or electric bill, lease or mortgage statement)
- o Birth Certificate
- o Social Security Card
- o Verification of Guardianship (if applicable)
- o Immunization Certificate (3231 or an equivalent)
- o Ear, Eye and Dental Form (3300)
- o Documentation of Grade Placement (withdrawal form, transcript, report card)
- o Discipline Transcript

Withdrawal Documents Required

(Please note there a 24 hour processing time on all withdrawals)

- o Picture ID of parent/guardian