

# Thomas County Schools Student Enrollment Center

200 N. Pinetree Blvd.  
Thomasville, GA 31792

229-225-4380 (phone)  
229-225-4376 (fax)

Hours of Operation:  
Monday - Thursday  
7:30 A.M. – 4:30 P.M.  
Friday  
7:30 A.M. – 4:00 P.M.

**All students who are not currently enrolled in the Thomas County School System will need to be registered by his/her parent or legal guardian at the Student Enrollment Center.**

Please bring the following documents listed below:

✓ **Student's Records**

- Birth Certificate
- Social Security (SS) Card: Provided on a voluntary basis- A waiver may be signed if SS number cannot be provided.
- Completed Georgia Immunization Form #3231
- Completed Georgia Eye, Ear, Dental and Nutrition Form #3300
- Academic transcript/report card/standardized test scores, if available
- Discipline and attendance records, if available

✓ **Identification of Parent/Legal Guardian**

✓ **Proof of custody, if applicable**

✓ **Proof of legal guardianship, if applicable**

✓ **Any restraining orders or other legal documents specifically limiting the access of any individual to the student(s) being enrolled**

✓ **Documentation of any health concerns or allergies of which the school should be aware**

✓ **Proof of Residency: (Notify Enrollment Clerk if residing in a transition homeless situation)**

To enroll a student in Thomas County Schools, a parent or legal guardians must provide proof of county residency or complete an Out-of-District (OOD) application and receive approval from the Superintendent's Office for the student(s) to attend Thomas County Schools. The OOD application can be completed at the Student Enrollment Center.

Thomas County Schools are authorized to accept the following records as proof of residency:

- a property deed, a mortgage statement, a tax statement or a lease/rental agreement;
- a current utility bill or a utility connection receipt;
- Affidavit(s) of Residency, if needed;
- and at least two of the following, which must be current: a cable bill, a water bill, a bank or financial institution statement, verification from a government agency, official 1<sup>st</sup> class mail w/ postmark, a vehicle tag receipt, a driver's license, an insurance statement, or a verification letter from an employer on company letterhead.

Please call, email, or visit the Student Enrollment Center if you need further information. We look forward to assisting you in the enrollment of your child(ren).

Dr. Scott James, Director of Transportation & Pupil Services/Homeless Liaison  
[sjames@tcjackets.net](mailto:sjames@tcjackets.net)

Sandy Stegall, Student Enrollment  
[sstegall@tcjackets.net](mailto:sstegall@tcjackets.net)