

KELL HIGH SCHOOL NEW STUDENT REGISTRATION PROCESS

Step 1: Click [here](#) to schedule an appointment. Student Registration is by appointment only so that we can meet the needs of your student and the enrollment process.

Phone #:678-494-7847 Fax #: 678-494-7853

Step 2: Stop by the office prior to appointment or go to the Cobb County Web site to obtain and complete the required enrollment forms. <http://www.cobbk12.org/aboutccsd/enrollment>

Step 3: Come to your appointment with completed documents and required forms.

*******The following documents are required of all students prior to being enrolled in the Cobb County School District and Carlton J. Kell High School. To ensure that the enrollment process for your student goes as smoothly as possible, you must provide the following items:

- **TWO PROOFS OF RESIDENCY** – must be dated within the last thirty days
(this is critical in order to enroll)
- **PROOF OF BIRTH**
- **SOCIAL SECURITY CARD**
- **CERTIFICATE OF IMMUNIZATION – 3231 FORM** dated no later than one year prior to the enrollment date.
- **VISION, HEARING, DENTAL & NUTRITIONAL SCREENING CERTIFICATE – 3300 FORM**
- **WITHDRAWAL FORM FROM FORMER SCHOOL**

Please be advised that you will experience a delay in your enrollment process if proper documentation is not submitted at the time of enrollment, and you may have to re-schedule your enrollment appointment.

NOTE: No student will be denied enrollment for failing to provide his/her Social Security number. However, a GA State ID will be issued until the time the Social Security Card is provided. Please see the Enrollment Reference concerning your student's Social Security number and the HOPE Scholarship.

******Students under the age of 18 **MUST** be accompanied by an adult when enrolling in school

KELL HIGH SCHOOL WITHDRAW PROCESS

Withdraws must be done at the Counseling Office front desk

- The person who enrolled the student must be the person who also withdraws the student (unless the student is 18 years of age or older).
- ID must be provided.
- A withdraw form will be generated by the Counseling Office and must be signed by the person withdrawing the student.
- Records will be released when Kell HS receives a records request from the student's new school.

What if My Student has Already Enrolled in a New School?

Records will be released when Kell HS receives a records request from the student's new school.