

Central Registration

303 South Davis Drive, Warner Robins GA

To make an appointment, please visit our webpage at: www.hcbe.net/Centralregistration

Email address: centralregistration@hcbe.net

Phone: 478-741-3610

My Appointment is on _____ at _____ AM / PM
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****Please see the back of this form for directions
on appointments and online registration****

ITEMS NEEDED TO REGISTER NEW STUDENTS IN THE HOUSTON COUNTY SCHOOL SYSTEM

- Parent/Guardian Photo ID (Driver's license, work ID, passport)
- Certified Birth Certificate or Passport
- Social Security Card or Waiver
- Georgia Form 3231 – Immunization Certificate - Military Compact – 30 days to provide
- Georgia Form 3300 – Ear, Eye, Dental, Nutrition Screening - Military Compact – 30 days to provide
- Guardianship/Custody Orders (if applicable)
- Withdrawal Form / Latest Report Card (Final if school is over for the year)
- Two proofs of Residency:

The first must be a current LEASE OR MORTGAGE Statement (or Deed if home is paid off)
PLUS one of the following:

- Current Utility Bill that shows the service address (electric, cable or water)
- Property tax statement/income tax statement showing current address
- Automobile Registration or insurance policy sent to current address
- Mail from any government agency sent to current address

NOTE: If lease is expired and on a month to month agreement, the second proof MUST be a current utility bill.

All families new to the county, from within the State of Georgia, need to provide a disconnect notice for previous address. Out of state will not need this.

Follow the 2 steps outlined below to register your student:

Step 1. SCHEDULE AN APPOINTMENT

Schedule an appointment to register your student(s) at our Central Registration office using the online appointment calendar.

Are you currently at the Central Registration office? Please use this icon on a computer:



If you are not at our office, please go to www.hcbe.net/Centralregistration

You can make an appointment from a computer, tablet or phone

Step 2. ONLINE APPLICATION FOR REGISTRATION

Parents new or returning to Houston County schools should complete the online registration before their appointment at Central Registration. (Please note that this cannot be completed using a cell phone or tablet). Completing the on-line forms will assist us in registering your child. However, it is a requirement that the parent go to Central Registration in order to complete the registration process. If you do not have access to the online registration, please arrive 15 minutes early for your scheduled appointment in order to complete the on-line portion using a computer at Central Registration.

Are you currently at the Central Registration office? Please use this icon on a computer:



If you are not at our office, please go to www.hcbe.net/Centralregistration

You must use a computer for the online application.