

# PARENT CHECKLIST

**For each child you will be registering, you may want to have the following documents or information available as a quick reference:**

- Mailing Address**-- if different from your home address
- Alternate Address**-- if the student will be riding the bus to or from an address other than your home address
- Emergency Contact Name and Phone Number**-- you can add up to 4 contacts
- Parent/ Guardian Phone Numbers**-- home, cell, work
- Parent Email Address**-- also, student email address if available
- Parent Employer**-- name, address, phone number (optional)
- Student Birth Certificate** -- for full legal name
- Student Social Security Card**-- for SS#
- Gwinnett County Public School Student ID** (if your student was **ever** enrolled or ever attended a Gwinnett County school, he or she has a GCPS student ID)
- Year Student Entered 9<sup>th</sup> Grade**-- for high school only
- Student Discipline History**-- only needed if this student is brand new to Gwinnett County Public Schools
- Previous School Information for the last 2 years**-- *if the school(s) were outside Gwinnett County*--you will need school name, address, and phone number
- Doctor Name** and phone number (optional)
- Dentist Name** and phone number (optional)
- Health Conditions**-- allergies, asthma, etc.
- Medicine Taken At School**-- including dose, frequency, and reason taken