



Putnam County Middle School

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Eatonton, Georgia 31024
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<http://pcms.putnam.schooldesk.net>

Jay W. Homan, Principal
ShayKele T. Holsey, Assistant Principal
Emmett Clower, Dean of Students
Sonya Banks, Instructional Coach
Dr. Hollie Haley, Counselor

Student Registration for Putnam County Schools

1. Withdrawal Form with Last and/or Final Report Card
2. Birth Certificate
 - State-issued, certified copy (*hospital certificates are not accepted*)
3. Social Security Card
4. Immunization Certificate¹ (*DHR form 3231*)
5. Hearing, Dental, & Vision Certificate¹ (*GA form 3300*)
6. Proofs of Residence
 - The following items are accepted, each item must indicate physical address:
 - Current property tax records
 - Mortgage documents or a security deed
 - Apartment or home lease and/or rent receipt
 - Current month utility bill (*please bring entire bill and/or new service agreement*)
 - Voter registration card
7. State ID and/or Drivers License (*must be current, not expired*)
8. If relevant, Custody Papers
 - Divorced parents and/or legal guardian(s) must provide custody papers and live in the appropriate school district.

The above documents are requirements and must be presented at the time of registration.

9. Authorization for release of IEP and/or Records
 - If student is receiving Special Education or Gifted services, if IEP and/or eligibility for services is not presented at the time of registration, services will be delayed until records are received by the school.
10. Emergency Contact Information
 - This must be on file by student's first day of school.

¹Immunization and Hearing, Dental, & Vision Certificates can be obtained from the Putnam County Health Department 706.485.8591 or you family physician. If the enrolling student is transferring from another Georgia School System, certificates transfer. Waivers should be requested during registration, but student may be withdrawn if certificates are not filed by the end of the waiver period.



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