



Required Documents for Enrollment at Ivy Preparatory Academy

To prepare for enrollment at Ivy Preparatory Academy, the below documents are required:

- **Proof of Age:** A certified copy of a birth certificate, passport, hospital record of live birth, legal document, or an official document from another country.
- **Proof of Authorized Person to Enroll:**
 - The following persons are authorized to enroll students:
 - Parent (natural or adoptive)
 - Legal Guardian (must provide proof of guardianship)
 - Grandparent with a properly executed power of attorney for the care of a minor child
 - Kinship caregiver with a properly executed Kinship Caregiver Affidavit
 - Foster parent appointed by a state agency
 - The person authorized to enroll should present one of the following:
 - Driver's license
 - State identification card
 - Passport
 - Other official photo identification.
- **Proof of Residency** (Present one from **Column A** and one from **Column B** to show that your family lives in either City of Atlanta (Atlanta Public School District), Dekalb County, Clayton County or South Fulton. Items in Column B cannot be a disconnect notice and must show the name and address.

Column A	Column B
Current Lease/rental agreement - must have signature and term dates	Current gas bill
Current property tax	Current water bill



Current mortgage statement/home purchase agreement	Current electric bill
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Residency Affidavit: If the student's family is residing in the home or apartment of another individual, the following is necessary for enrollment:

- Notarized Affidavit of Residence Form - [View Download Form](#)
- Two forms of Proof of Residency for person with whom the family is living (*see chart above*)
- Copy of the student's social security card or waiver [View Download Waiver Form](#)
- Copy of Immunization Record Form 3231 or a notarized Affidavit of Religious Exemption. [View Download of Affidavit of Religious Exemption](#)
- Copy of Certificate of Vision, Hearing, Dental and Nutrition Screening Form 3300 (Please ensure Dental Screening is completed)
- Most recent progress report or report card from current school (excluding kindergarten). This information is for verification of current grade level.
- Copy of Guardianship or Custody Decree (if applicable)
- Copy of current IEP (if applicable)
- Copy of current 504 (if applicable)
- Participation Physical Evaluation Form - [View Download Form](#)

Note: *At the end of the current school year, parents/guardians must email the end-of-year report card with promotion status to enroll@ivyprepacademy.org. This process excludes incoming kindergarten scholars.*

If transferring during the school year and in addition to the documents above, please provide the following documentation:

- Report Card or official transcript
- Withdrawal form from previous school
- Discipline records