

# PARENT CHECKLIST

- 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) are 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