

# ATLANTA PUBLIC SCHOOLS



Mary Lin Elementary  
586 Candler Park Drive  
Atlanta, Georgia 30307

Brian D. Mitchell, Ed.D.  
Principal

404-802-8850  
404-371-7168 FAX

Dear Parents:

Pursuant to Atlanta Public Schools Board Policies, **ALL** students **MUST** re-register and provide proof of residence each year. This process is necessary in order to update all student records and to accurately plan for the coming school year, specifically in the securing of the appropriate number of needed teachers.

Below you will find a list of documents you will need to provide for re-registration and designated dates, according to your child's 2009-2010 grade level, that we will be accepting the documents.

### **Required documents for re-registration:**

The parent's or guardian's name and address must be the same on all documentation presented. You must bring original documents. We will make copies of the materials you provide.

- Notarized affidavit for each child
- Deed, mortgage statement or lease. Address must be on statement, deed or lease.
- Original Georgia Power bill (must be within 30 days of enrollment date)
- Voided check with address or a Valid GA Driver's License with address
- Signed Compulsory Attendance Acknowledgement

Having all these items in hand will enable us to schedule your child for the 2009-2010 school year. Your child will **NOT** be placed in a class until the re-registration process is complete. Class lists will be posted July 31<sup>st</sup> at 3:30pm on the front doors of the school.

**Re-registration dates are listed according to rising grade levels.** For convenience, you may register siblings at the same time.

- May 4<sup>th</sup> – May 8<sup>th</sup> (Grades K & 1<sup>st</sup>) 9:00 - 2:00
- May 11<sup>th</sup> – May 15<sup>th</sup> (Grades 2<sup>nd</sup> & 3<sup>rd</sup>) 9:00 – 2:00
- May 18<sup>th</sup> – May 22<sup>nd</sup> (Grades 4<sup>th</sup> & 5<sup>th</sup>) 9:00 – 2:00

**Registration packets will not be accepted before 9:00am.** If you miss the week of your child's registration, you may register during the summer months. Summer registration dates and hours are as follows:

June 1 – June 18 (10:00 – 2:00)  
July 8 – August 7 (10:00 – 2:00)

**If you are not planning to return to Mary Lin,** please notify Mrs. Huff, ([twhuff@atlanta.k12.ga.us](mailto:twhuff@atlanta.k12.ga.us) or 404-802-8850), so that we may withdraw your child at the end of this school year.

Thank you in advance for your cooperation.

Sincerely,

Brian D. Mitchell, Ed.D.  
Principal