

Request for Enrollment Verification

Georgia Virtual School
Georgia Department of Education
205 Jesse Hill Jr. Drive
1952 Twin Towers East
Atlanta, Georgia 30334
404-657-0574 phone
770-408-3688 fax



A parent/guardian signature is required prior to our release of this information. Please email completed forms to graderequests@gavirtualschool.org. Note: Incomplete forms will not be processed.

Student name (please print) _____

Parent/Guardian name (please print) _____

Parent email: _____

Student date of birth _____ Home phone (_____) _____

Home mailing address _____

I give permission to Georgia Virtual School to verify enrollment.

Official enrollment verification reports are mailed in a specially-sealed envelope. Any tampering with the seal invalidates the document. Provide recipient's email address if a password protected enrollment report can be emailed. Please send official records to the following school(s) or agencies:

1. Name of School, College, or Agency _____

Physical Mailing Address _____

City _____ State _____ Zip _____

To the attention of: _____ Sent on (date) _____

Recipient's Email Address: _____

2. Name of School, College, or Agency _____

Physical Mailing Address _____

City _____ State _____ Zip _____

To the attention of: _____ Sent on (date) _____

Recipient's Email Address: _____

Parent or Guardian Signature _____ Date _____

Please note: Due to high volume requests, processing of this document will take 3-5 business days from the date of receipt. GaVS does not issue attendance verification records for students. Public and private school students can maintain documentation from their local school. Home school students have this reported by the parent to the Georgia Department of Education annually, so that record is the attendance verification for the home school student.