

## Online Enrollment Form Directions

Go to [www.ghctk12.com/enroll/](http://www.ghctk12.com/enroll/) (Be sure to add that forward slash at the end)

### Creating a new Account

1. Click on the **“Register New Account”** link which will take you to the account creation page. This account will only be used for enrollment.
  - On this page, you will create your **own** login and password
  - Be sure to fill out the parent/guardian info including name, phone and address
  - When done, click **“Submit”**
2. On the next page, you will click on the **“New Application”** button
3. Next, click the **“Go”** button underneath
  - please do not change the enrollment form version

### GHC Enrollment Form

Please note: You only have 20 minutes to fill out the form otherwise you will be timed out and it will ask you to log in again. Also, it is recommended that you click the **“Save”** button after each section to save your work.

1. Student Information
  - You will need to select the **2021-2022** school year
    - For enrollments, your student’s grade level will change accordingly when our system rolls over to the 2022-2023 school year
  - Next, enter **today’s date** (the day in which you are filling the online form out)
  - Then, select **student’s CURRENT grade level**
    - The grade level for 2021-2022 school year
2. Address Information
  - Under ‘student phone number’ please mark it as a primary phone number
    - This phone number will receive absence calls so please use a parent/guardian phone number
3. Contact Information
  - Please **SKIP** the **“Contacts”** section
    - You will need to download the “Contact Sheet,” fill it out and submit it with the other required documents
4. Additional Information and Additional Questions
  - Please fill these sections out accordingly. Every red asterisk (\*) is required
5. Submit the form by clicking **“I Agree”** and **“Submit”**
6. If the enrollment form is submitted correctly, you will see your student’s name with the word **“Submitted”** next to it. You may then log out.
7. You will email [enrollment9-12@ghctk12.com](mailto:enrollment9-12@ghctk12.com) all the required documents.

You must email the Attendance office once you have completed the online form to notify them that you are ready to complete enrollment. All required documents must either be uploaded into the online form or emailed to [enrollment9-12@ghctk12.com](mailto:enrollment9-12@ghctk12.com) before the enrollment can proceed.

**The student is NOT enrolled if this process is not completed and you MUST email the Attendance Office as mentioned above. You will be notified by email once the enrollment is complete.**