

Helpful Hints and FAQ's regarding Online Registration for TCSS Staff

Online registration through the Parent Portal will allow parents to register all children in their household at one time. Address change can be submitted via the Portal but are subject to verification and approval.

➤ **Transportation**

The Transportation Release Agreement for afternoon drop off of students under the age of 8 will still be a paper form to be completed at the school level.

Written notification to ride a different bus will still be required.

The Transportation Department will continue the practice of schools issuing bus passes to new students. This provides a check and balance between the school, driver and the transportation office. Please see the template below.



Troup County School System
Your Future Starts Today

Student Bus Pass

School: _____ Date: _____

Student Name: _____ Bus #: _____

Parent/Guardian's Name/Phone: _____ Phone #: _____

Duration of Pass: _____

Student Home Address: _____

Destination/Bus Stop Location: _____

Staff Granting Permission: _____

(Please print name)

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➤ **Registering Parent Identification**

A custom tab in Infinite Campus has been created to identify the enrolling person. This will be helpful to establish who actually enrolled the student.

➤ **Emergency Contact/Authorized Pick Up**

The Online Registration Application will require parents/guardians to identify emergency contacts who will also be authorized to pick the student up from school.