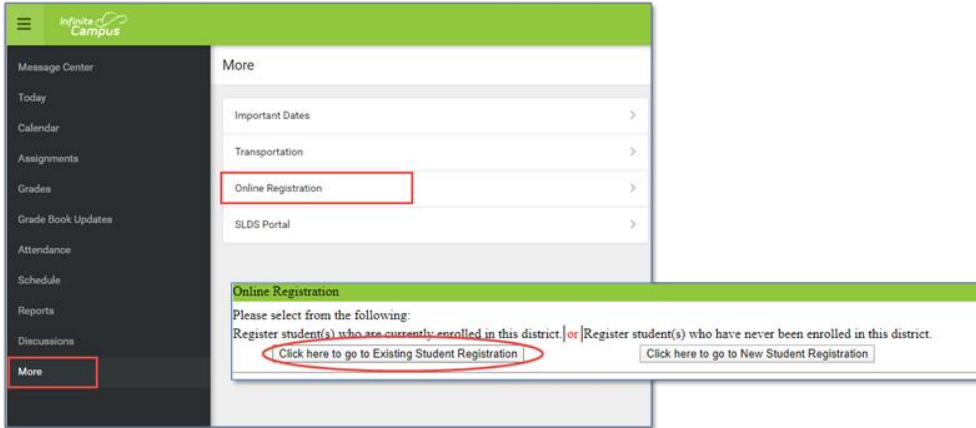


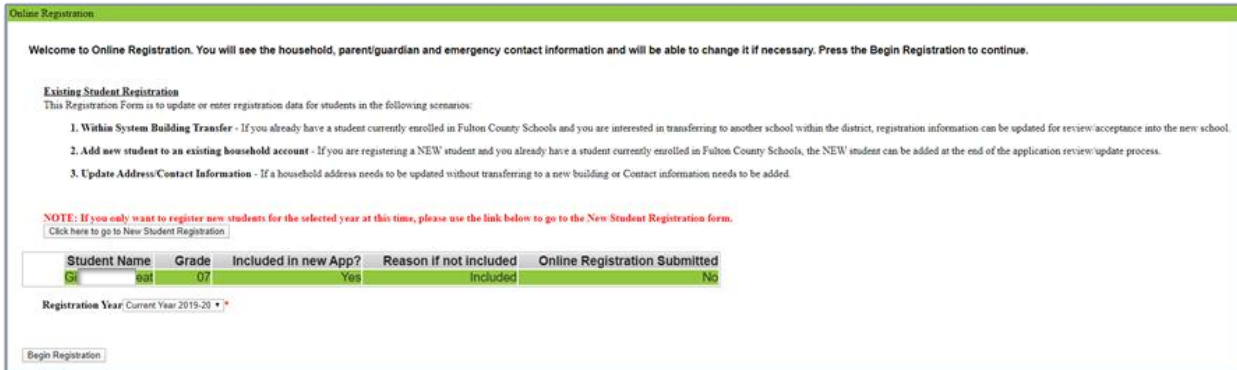
Office of Student Information

Online Registration is equipped with a Census Update (updating existing student's information) feature. Parents with an existing parent portal account can login to the portal and update information regarding their census information and answer any required questions that may need updating.

After logging into the Parent Portal, the parent will navigate to More>Online Registration then select "Click here to go to Existing Student Registration".



All students associated with the parent's login will be listed.



Click Begin Registration at the bottom of the page which will take you to the log in screen to select your preferred language.

Once the parent/guardian begins the process, the Application Type pleat is available to choose a **Census Update**. When a parent chooses "Census Update" a comment box will be available, you will type **"Address verification"** and select next.

The screenshot shows a navigation bar with five steps: Student(s) Primary Household (active), Parent/Guardian, Emergency Contact, Student, and Completed. Below the bar is the 'Application Type' section. It asks the user to choose an application type from three options: In-System Transfer, Census Update, and New Student In Existing Household. The 'Census Update' option is selected in a dropdown menu. Below the dropdown, there is a text input field for details regarding the transfer or update, with a 'Next' button at the bottom.

The first section to verify is the Student Primary Household. When you get to the section titled **Physical Address**, you will need to verify that the address listed is correct and upload two current proofs of residency from the approved list of items.

If the address listed is **not correct**, you will check the box to update the address and upload the two required proofs of residency for the new address.

The screenshot shows the 'Physical Address' section. It displays the user's current address as listed in the portal, which is redacted with black bars. Below the address is a checkbox labeled 'Click here to update the address for the household.' There are three buttons for uploading documents: 'Upload Utility Bill', 'Upload Mortgage/Lease Agreement', and 'Upload Parent/Guardian ID'. A note states that proofs of residency documents should be uploaded here, or brought to the enrolling school if unable to upload.

Documents Accepted

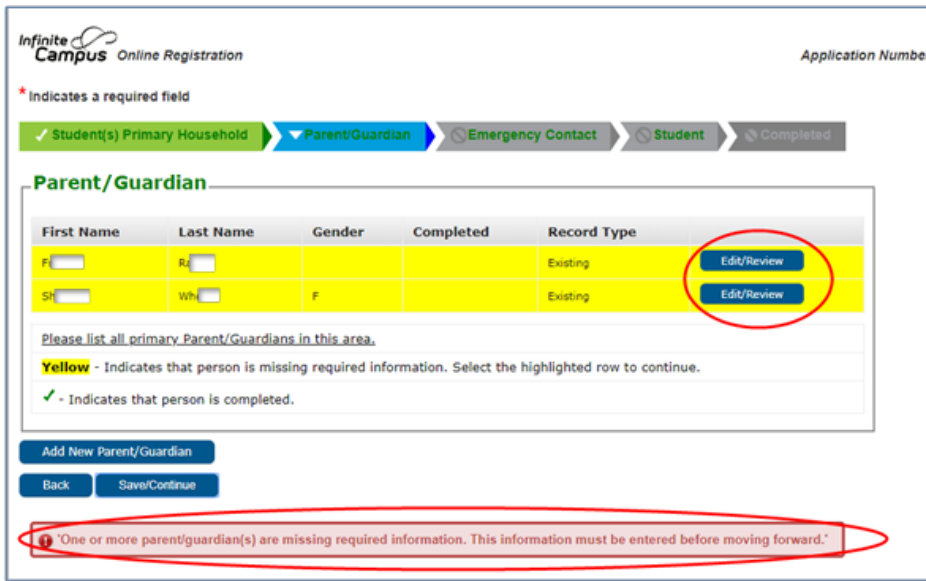
How do we now verify residence?

We now verify by accepting 2 proofs from the approved District list of verifications

<p>One Utility Proof (Must be Current)</p> <ul style="list-style-type: none"> Water Bill Electric Bill 	<p style="text-align: center; color: blue; font-weight: bold;">+</p> <p>One Residence Proof (must be Current)</p> <ul style="list-style-type: none"> Copy of home mortgage payment Lease/Renters Agreement Current bank statement Copy of Section 8/HUD Housing Contract Copy of home contract Homeowner's/Renter's insurance card Current paycheck stub State driver's license/ID with current address Current HOA Bill/Statement
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***Proofs should be collected upon entering K, 6th grade, 9th grade, for new enrollees, and change of address.
 ***We no longer collect annual verifications.

Continue through each section, Parent/Guardian, Emergency Contact, and Student verifying that the information from Infinite Campus is correct. Note: The application cannot be saved until all required information is entered.



Infinite Campus Online Registration Application Number

* Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type
F	R			Existing
St	Wh	F		Existing

Please list all primary Parent/Guardians in this area.

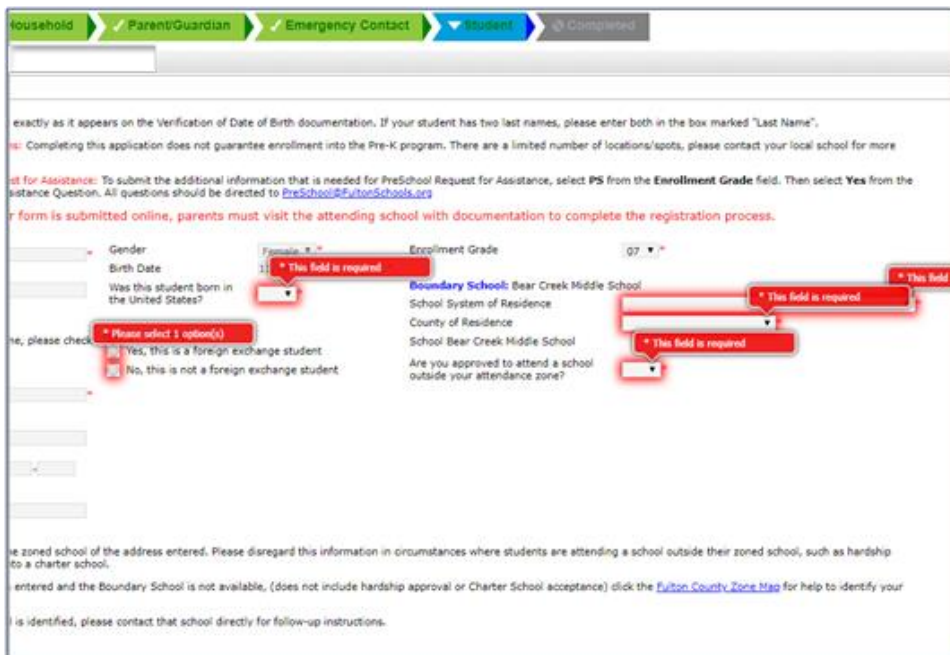
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue

One or more parent/guardian(s) are missing required information. This information must be entered before moving forward.



household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

exactly as it appears on the Verification of Date of Birth documentation. If your student has two last names, please enter both in the box marked "Last Name".

Completing this application does not guarantee enrollment into the Pre-K program. There are a limited number of locations/spots, please contact your local school for more information.

Request for Assistance: To submit the additional information that is needed for PreSchool Request for Assistance, select **PS** from the **Enrollment Grade** field. Then select **Yes** from the **Assistance Question**. All questions should be directed to PreSchool@FultonSchools.org

If form is submitted online, parents must visit the attending school with documentation to complete the registration process.

Gender: Female * This field is required

Birth Date: * This field is required

Was this student born in the United States? * This field is required

Please select 1 option(s):

Yes, this is a foreign exchange student.

No, this is not a foreign exchange student.

Enrollment Grade: Q7 * This field is required

Boundary School: Bear Creek Middle School * This field is required

School System of Residence: * This field is required

County of Residence: * This field is required

School: Bear Creek Middle School * This field is required

Are you approved to attend a school outside your attendance zone? * This field is required

is zoned school of the address entered. Please disregard this information in circumstances where students are attending a school outside their zoned school, such as hardship approval to a charter school.

entered and the Boundary School is not available, (does not include hardship approval or Charter School acceptance) click the [Fulton County Zone Map](#) for help to identify your zone.

is identified, please contact that school directly for follow-up instructions.

All information that is updated will be automatically populated into Campus without the need for review except for the following fields:

- Changed or New Address
- New people added to include parents, emergency contacts, other household members, and students
- Students with any added medical or mental health conditions and/or medications
- Applications where there is a Parent/Guardian that has been added or removed as a guardian

If any of these fields are changed by the parent, the school will need to review the application prior to approving the parent's changes.