WELCOME TO OUR ONLINE REGISTRATION SYSTEM

This system will allow parents to safely and efficiently register their students online. This guide provides helpful tips.

STEP 1: INFORMATION NEEDED

You will be asked to enter the following information:

- **Mailing Address**: if different from your home address
- **Alternate Address**: if the student will be riding the bus to or from an address other than your home address
- **Emergency Contact Name and Phone Number**: you may add up to 4 contacts (Note: Someone other than a parent should be listed as an emergency contact.)
- **Parent/Guardian Phone Numbers**: home, cell, and work
- **Parent E-mail Address**: e-mail address, if available
- **Student Birth Certificate**: you may need this document to verify full <u>legal</u> name

- **Student Social Security Number**: student's social security number
- **Year Student Entered 9th Grade**: for high school only
- **Health Conditions**: allergies, asthma, etc.
- **Medicine Taken At School**: including dose, frequency, and reason taken
- **Parent Employer**: name, address, and phone number
- **Doctor**: Name and phone number
- **Dentist**: Name and phone number

STEP 2: ACTIVE E-MAIL ADDRESS

The Online Registration System requires that parents have an ACTIVE e-mail address. **If you do not have an e-mail account, it is easy to create one.**

Below are three sites and providers that are frequently used and are free of charge.
(You do not have to use one of these providers. These are just suggestions)
- Google's Gmail https://accounts.google.com/
- SignUp Yahoo! Mail https://login.yahoo.com/config/login
- Microsoft's Outlook http://www.microsoft.com/en-us/outlook-com/

STEP 3: REGISTER YOUR STUDENT

You can access the Online Registration link by visiting **your school's website** and following the link for registration **or** by going to http://www.gcpsk12.org/Page/26139

Important reminder: Make sure that you select the 2022-2023 school year when completing the registration process. (See Step 5 for more detailed information.)
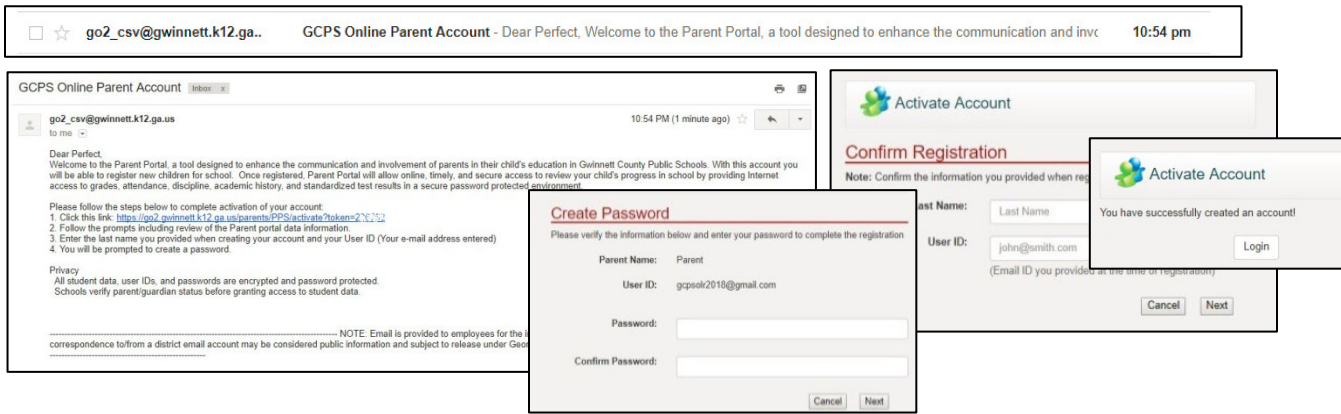
STEP 4: CREATE A NEW ACCOUNT

If you have an existing Parent Portal Account, please log in using your current account.
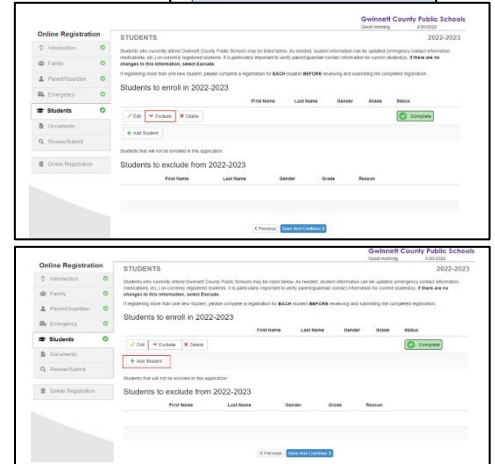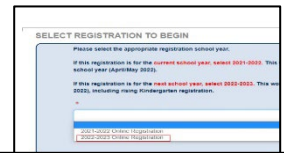

Login Steps for an Existing Parent Portal Account

You will receive an e-mail stating that your online account has been created successfully. **The e-mail will contain a link** that sends you to the **Confirm Registration** page and then to the **Create Password** page. (See examples below.)

STEP 5: BEGIN ONLINE REGISTRATION

- **Select the School Year 2022-2023** from the drop-down menu.

- **Select Exclude Older Siblings** if appropriate. (You will use this option, if you are using an Existing Parent Portal Account and have students currently enrolled for 2021-2022.) If you are registering a kindergartner with older siblings who are displayed in the **Student** Tab, you will need to exclude these older siblings from this 2022-2023 registration submission. (See example *on the right*.) To exclude these older siblings, click on the **Exclude** button for each student.

- Click the **Add Student** button to add your student. Complete all the information, following the prompts.

- **Submit** when finished.

STEP 6: WHAT TO BRING FOR REGISTRATION

When you visit your child's school to complete registration, please bring the following:

- Your child

- An official document showing proof of birth date

- Proof that you live in attendance zone

- A valid Georgia certificate of immunization (GA Form #3231)

- Evidence of Vision, Hearing, Dental, and Nutrition Screening (GA Form #3300-Rev. 2013)

- A photo ID for the adult registering the child

- Proof of authorized person to enroll

- Child's social security number (or you may decline to provide this information)

- Report cards or official school transcript (current K-12 student)

- Withdrawal form from previous school (current K-12 student)

- Discipline records (students enrolling in grades 7-12)

For more information about Kindergarten Registration, visit: http://www.gcpsk12.org/Page/26080