



# Medlock Bridge Elementary School

## How To: CENSUS UPDATES

2024-2025

**TO UPDATE EMAIL ADDRESS OR PHONE NUMBER YOU ONLY NEED TO CLICK ON “MORE” “FAMILY INFORMATION” AND “EDIT” TO UPDATE OTHER INFORMATION PLEASE FOLLOW THESE STEPS:**

- 1) Login to your Parent Portal Account
- 2) Click on “More” then “Online Registration”
- 3) Under Existing Student Registration click “Start Another”
- 4) Click on “Begin Registration”, choose your language, enter your first name, sign and click “Submit”
- 5) Click on “Begin”
- 6) Choose “Census Update” on the Application Type tab type in the update you are making (ie. Address, contact info, immunization forms)
- 7) You will then navigate through the pages of the application making updates, uploading documents and confirming required information
- 8) Don’t forget to save and “SUBMIT APPLICATION” Please email your application # to [MBESenrollment@fultonschools.org](mailto:MBESenrollment@fultonschools.org)

### **Information Parents Should Keep Current in the Portal:**

- 1) Adding a Social Security number & uploading the card
- 2) Change of address – must upload the following
  - a. Proof of Residence #1 – Current Electric or Water Bill
  - b. Current lease/Copy of Sales Contract/Mortgage Bill/Current HOA Bill/Section 8 Hud Housing/Current Tax Assessment
- 3) Adding an additional Parent’s and uploading Photo ID
- 4) Updating/Adding Emergency contact information
- 5) Uploading updated Georgia Immunization form 3231
- 6) Uploading updated Georgia Ear, Eye, Dental form 3300

*Welcome to Medlock Bridge! We educate and inspire all students to be lifelong learners.*

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