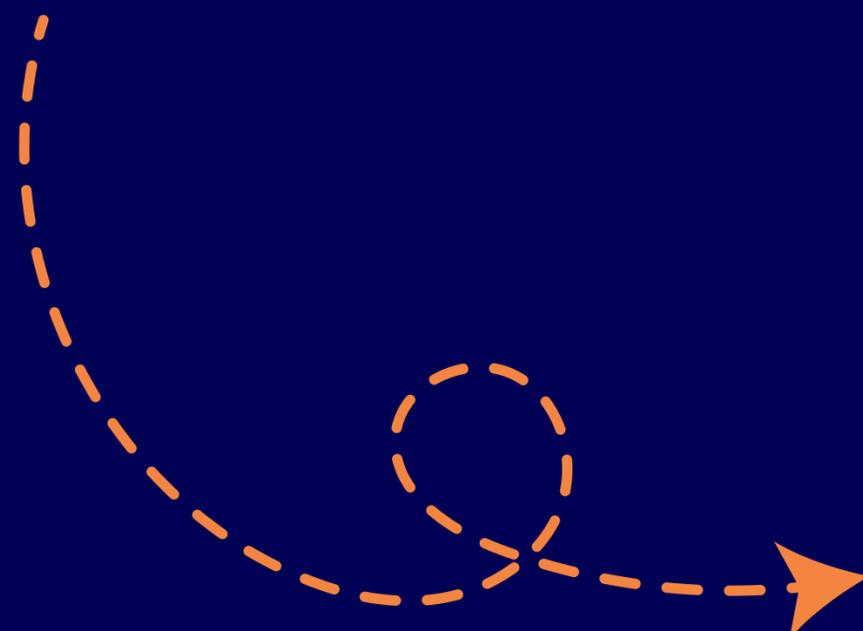




Your Enrollment Guide

Your steps to Application Approval!



Georgia Cyber Academy

Enrollment Process



Lotterease

The first step for enrollment

Where you will apply to get a seat offer (based on grade level capacity)

Where you confirm your seat for admission

Your lotterease registration is not your application.



1

Lotterease

Lotterease is an independent program GCA uses to host the enrollment lottery and to provide / cap seats. Lotterease is independent of the enrollment application.

Infinite Campus OLR

Enrollment Application Portion:

Where you register to get the enrollment application

Where you will start, complete and submit the application

Where you will upload your enrollment documents.

When you receive enrollment approval

2

Infinite Campus OLR





1

Lotterease Registration

Register your parent information first in Lotterease

Continue to place your first student info in Lotterease

If you have siblings, enter sibling information on the next pages.

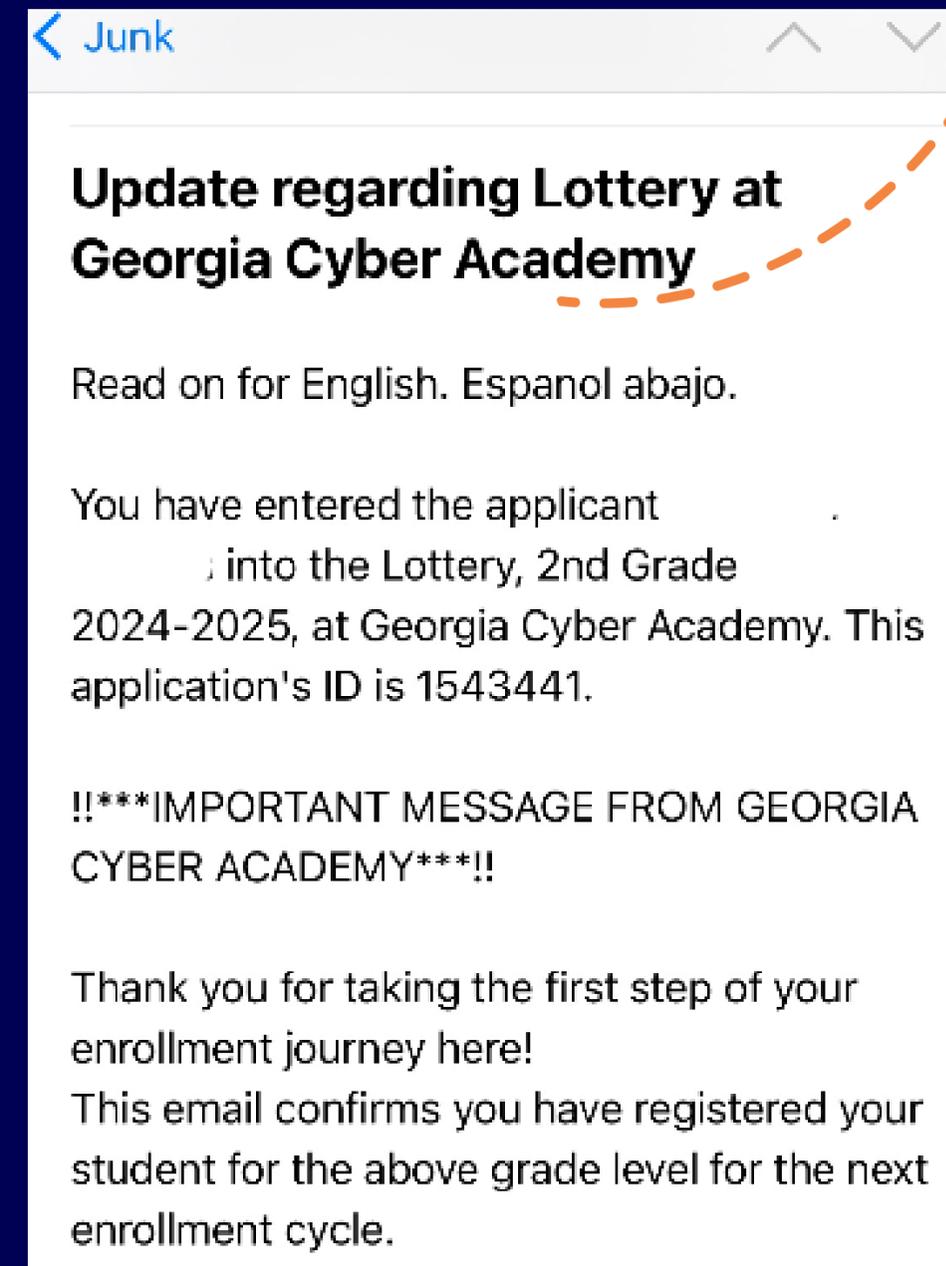
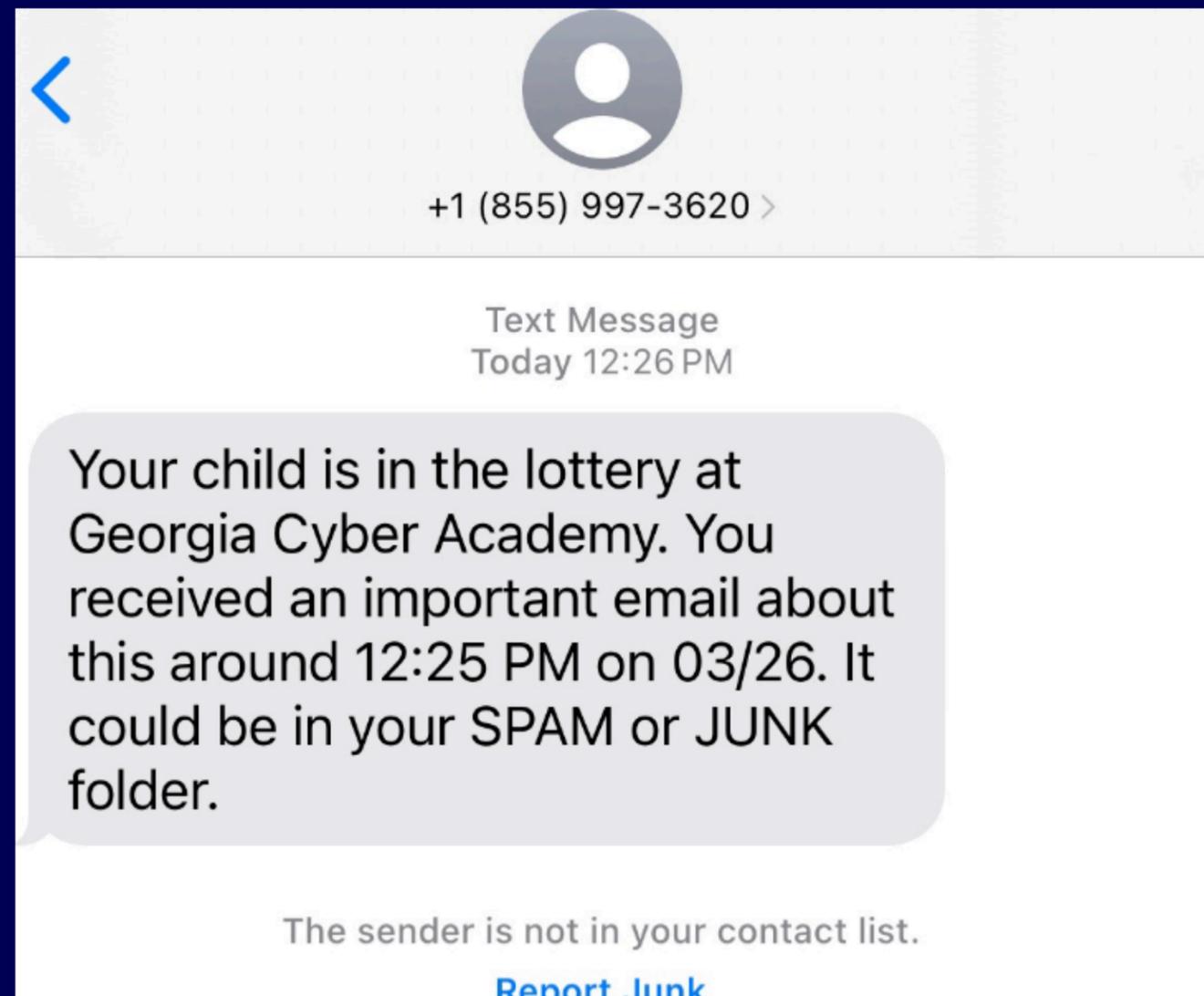




2

Lotterease Communication

Lotterease will send an automated email when a legal guardian has 1) registered a student 2) were offered a seat 3) were waitlisted and/or 4) confirmed a seat offer. Check these emails promptly.





3

Lotterease Seat Offer

Seat offers are given to students who are not waitlisted. This means that there is room in that grade level to continue enrollment here. You must confirm your seat, otherwise it will expire in the set amount of time indicated on the seat offer letter.

----- Forwarded message -----
From: <Georgia_Cyber_Academy@lotterease.com>
Date: Thu, Aug 29, 2024 at 09:56
Subject: Confirm your **Seat Offer** at Georgia Cyber Academy

Read on for English. Espanol abajo.

CONGRATULATIONS! The applicant Boyd has been Selected for admission to Georgia Cyber Academy in the lottery, 2024-2025 . We are excited to welcome you to a great educational experience.

To confirm that you will attend Georgia Cyber Academy, click the 'Confirm' link below and you will receive a confirmation email. Check your spam or junk folder. Confirming will not affect Lotterease applications at other schools.

You must confirm by 11:59 pm PST on 08/31/24 or your application will expire and be withdrawn.

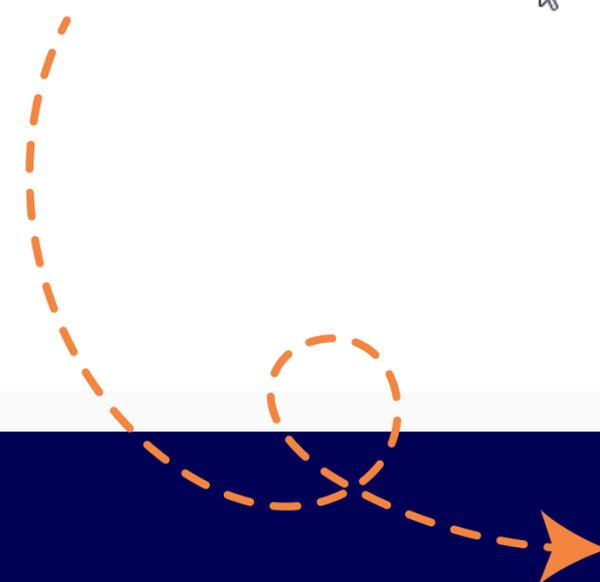
If you know that you will not attend Georgia Cyber Academy then you can click the 'Decline' link to free that slot for another applicant.

Please click your selection:

Confirm Selection: https://app.lotterease.com/cgi-bin/si_V2_1.pl?nav=email_confirm_selection&applicant_lottery_id=1586859&applicant_id=994896&user_id=586723

Decline Selection: https://app.lotterease.com/cgi-bin/si_V2_1.pl?nav=email_decline_selection&applicant_lottery_id=1586859&applicant_id=994896&user_id=586723

!!**IMPORTANT MESSAGE FROM GEORGIA CYBER ACADEMY**!!





Lotterease Seat Confirmation

A seat confirmation lets us know you are ready to proceed with the application! Make sure you click on the application link in the email "Complete Your Enrollment at Georgia Cyber Academy" email from lotterease.



> On Aug 13, 2024, at 7:14 AM, Georgia_Cyber_Academy@lotterease.com wrote:

> Read on for English. Espanol abajo.

> You have confirmed your intent to enroll I. Toh in 4th Grade 2024-2025, at Georgia Cyber Academy. This application's ID is 1706428.

> Follow the instructions below to complete your child's enrollment.

> Thank you for entrusting your child's education with us.

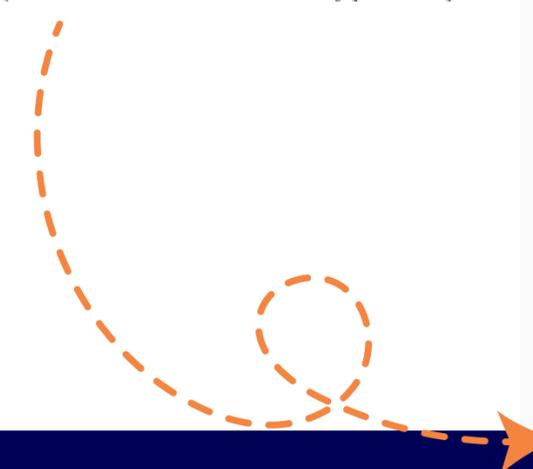
> **!!**IMPORTANT MESSAGE FROM GEORGIA CYBER ACADEMY**!!**

> Thank you for confirming your admissions "seat" offer! This tells GCA you would like to proceed with the enrollment application! (REMINDER, this is not enrollment approval.)

> Your next step: Register for the Infinite Campus Online Application, step 4.

> DIRECTIONS:

- > 1. Click on the link below
- > 2. Answer the brief short registration including your name and email and enter the captcha code.
- > 3. Submit the page
- > 4. Immediately check your email for an email in your inbox or spam "Invitation to Complete Enrollment Application"
- > 5. Complete application entirely, upload required enrollment documents and sign/submit the application





5

Infinite Campus OLR Registration

Infinite Campus Online Registration
English | Spanish | Afar | Amharic | Bengali | Japanese | Korean | Oromo | Portuguese | Russian | Somali | Urdu | Uzbek | Vietnamese | Arabic

Welcome! Please complete the information below as the legal guardian to register for the enrollment application. After you submit this page, a unique application will be generated. Then your enrollment application instructions and your unique application link will be emailed. Please also check spam/junk folders from donotreply@georgiacyber.org.

Registration Year
2024-2025

Parent/Guardian First Name *

This field is required

Parent/Guardian Last Name *

Parent/Guardian Email Address *

Verify Email Address *

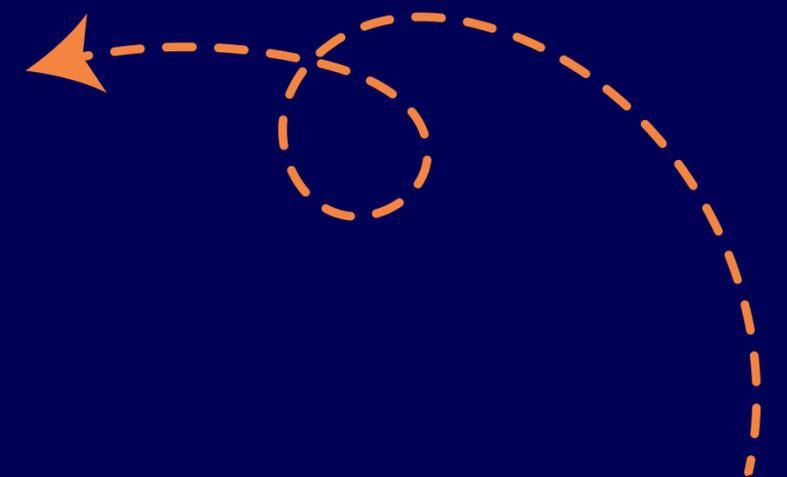
Please check this box if the student you are enrolling has attended Georgia Cyber Academy in the past. *

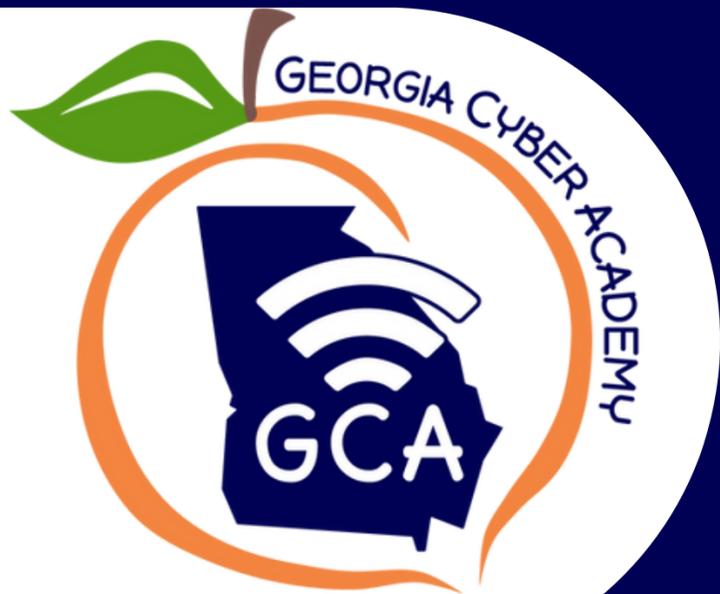
Please type the letters you see displayed in the image below. *



[Begin Registration](#)

When you confirm your seat, you will get an automated email “Complete Your Enrollment at Georgia Cyber Academy”. This email will have the enrollment application registration link. The registration page looks like this form.





6

Infinite Campus OLR Enrollment Application Invitation Email

Once you register for the application, you are almost immediately sent the Invitation to Complete GCA Enrollment email. This email will contain the 5 digit application number. THIS NUMBER IS YOUR APPLICATION NUMBER.



donotreply@georgiacyber.org

2:12 PM >

TO Invitation to Complete GCA Enrollment Applic...

...Application Number: **87248** Dear ...



6

Infinite Campus OLR Enrollment Application Invitation Email



----- Forwarded message -----

From: <donotreply@georgiacyber.org>
Date: Wed, Sep 4, 2024 at 11:27 AM
Subject: Invitation to Complete GCA Enrollment Application
To: _____

This is an automated email. Please do not reply to this email.

If this email is in your spam folder, please place it in your inbox for best email quality and access to hyperlinks.

Application Number: 87483

Dear Camelia Reid,

Thank you for confirming your student's seat offer. **IMPORTANT: Your next step is to fill out the enrollment application!** Your student is not enrolled until the application is approved. Please read the following important information:

1. Make note of your Application Number listed above.
2. Your application must be submitted within 10 calendar days of this email or by the end of the [enrollment cycle](#) _____ NOTE: Applications submitted after the 10 day allotment or after the end of the [current enrollment cycle](#) (whichever comes first) may be denied. Once your application is reviewed and approved, you will receive an enrollment approval email indicating your student is officially enrolled.
3. You will upload documents when completing the application. A detailed list of documents we require for enrollment can be found here on our [Required Enrollment Documents](#) page. During the enrollment process, it is the sole responsibility of the legal guardian to provide and upload all required enrollment documents.
4. **Sibling Information:**
If you currently have a sibling on the Lotterease waitlist, or a sibling of the student you are enrolling, [please view here](#) your next instructions.
5. Failure to upload required documents within the application may result in a denial. NOTE: Georgia DPH Health forms can be submitted up to 90 days after a conditional approval.
6. Status updates about your application are automated and will be sent directly to your email.

In order to receive your application updates, please ensure that georgiacyber.org emails are on your safe senders list. [Read article here](#)
7. You can reference How to [Upload Enrollment Documents](#) to help you maneuver through the application.
8. Select the link below to begin the application.

BEGIN THE APPLICATION HERE: <https://gacyber.infinitecampus.org/campus/OLRLoginEmail/gacyber?appGUID=44DD9FA2-CBC5-4A54-9ED5-EEB47C5DF0BC>

**This is your
application
link. Do not
delete this
email!**



7

Infinite Campus OLR

Completing the Enrollment Application

Section 1
Completing Household Section
and Uploading Proof of
Residence

Section 2
Completing Parent / Guardian
section and uploading parent /
legal guardian ID

Infinite Campus Online Registration

Application Number 87248
Application For 2024-2025
English | Spanish | Afar | Amharic | Bengali | Japanese | Korean | Oromo | Portuguese | Russian | Somali | Urdu | Uzbek | Vietnamese | Arabic

1 ✓ 2 3 4 5 6

* Indicates a required field

✓ Expectations —

In order to help ensure you and your student(s) understand the expectations of Georgia Cyber Academy, visit georgiacyber.org.

Please click this box to indicate that you have read and understand the expectations of Georgia Cyber Academy, and have shared those expectations with all enrolling students, as well as designated Learning Coaches. *

Next >

- ✓ Home Address +
- ✓ Primary Phone +
- ✓ Migrant Worker +
- ✓ Referral +

Infinite Campus Online Registration

Application Number 87248
Application For 2024-2025
English | Spanish | Afar | Amharic | Bengali | Japanese | Korean | Oromo | Portuguese | Russian | Somali | Urdu | Uzbek | Vietnamese | Arabic

1 ✓ 2 3 4 5 6

* Indicates a required field

Parent/Guardian

Please list legal Parents/Guardians in this area.

Parents/Guardians must be listed on the birth certificate or have legal (court) documentation to establish guardianship.

All other adults will be listed under "Emergency Contacts" or "Other Household Members."

FULL NAME	GENDER	COMPLETED





7

Infinite Campus OLR

Completing the Enrollment Application

Section 3
Completing Emergency
Contact Information.

Section 4
Completing Household
Members information
EXCLUDING students you wish
to enroll.

Infinite Campus Online Registration
Application Number 87248
Application For 2024-2025
English | Spanish | Afar | Amharic | Bengali | Japanese | Korean | Oromo | Portuguese | Russian | Somali | Urdu | Uzbek | Vietnamese | Arabic

Progress: 1 ✓ 2 ✓ 3 (active) 4 5 6

* Indicates a required field

Emergency Contact

If the parent/guardian cannot be contacted, Georgia Cyber Academy will attempt to reach individuals listed as emergency contacts.

Parents/Guardians cannot be listed as emergency contacts.

Proper identification will be required before a student is released or information is shared with any emergency contacts.
List no more than three emergency contacts

If your student will have a **Learning Coach** that is not a household member listed in this application, please add him/her as an emergency contact.

Infinite Campus Online Registration
Application Number 87248
Application For 2024-2025
English | Spanish | Afar | Amharic | Bengali | Japanese | Korean | Oromo | Portuguese | Russian | Somali | Urdu | Uzbek | Vietnamese | Arabic

Progress: 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6

* Indicates a required field

Other Household Members

In this section, **ONLY** include students (who do not attend GCA) and non parental adults who live in the home. Other household examples: siblings attending a different school, grandparents residing at the same address, etc.

This section is used to capture all individuals you would include when completing the Family Income Form (FIF).

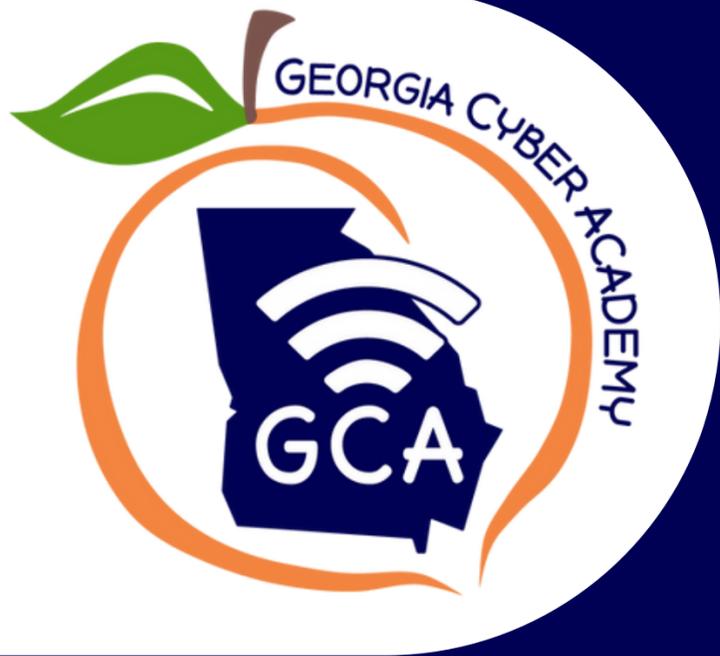
FULL NAME	GENDER	COMPLETED
-----------	--------	-----------



Tip: After fully completing each section, you will select "Save and continue".

< Back

Save/Continue



7

Infinite Campus OLR

Completing the Enrollment Application

Section 5

Completing each enrolling student information and uploading each students proof of age, social security card, report card or transcript and health forms.



Infinite Campus Online Registration

Application Number 87248
Application For 2024-2025
English | Spanish | Afar | Amharic | Bengali | Japanese | Korean | Oromo | Portuguese | Russian | Somali | Urdu | Uzbek | Vietnamese | Arabic

Progress: 1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 (Active) 6

* Indicates a required field

Student

Please add all students requesting enrollment at Georgia Cyber Academy. After adding your students, please click the Save/Continue button to submit your application.

Age requirements to enroll at GCA are as follows:
Students must be age 5 on or before September 1, 2024 to enter Kindergarten.
Students must be age 6 on or before September 1, 2024 to enter 1st grade.
Students may only be enrolled until their 21st birthdate.
Students with a **current Individualized Educational Plan (IEP)** may stay enrolled until their 22nd birthdate. (GA public school age requirements)

FULL NAME	GENDER	COMPLETED
-----------	--------	-----------

Tip: To add multiple students to an application, click "Add New Student" after submitting each student.



After adding all students, click "Save/Continue" to go to the last page to submit.





7

Infinite Campus OLR

Submitting the Enrollment Application

Section 6

Sign the application and submit the application in section 6 of the application. If the application is not submitted, GCA cannot process your application.



Application Number 87248
Application For 2024-2025
English | Spanish | Afar | Amharic | Bengali | Japanese | Korean | Oromo | Portuguese | Russian | Somali | Urdu | Uzbek | Vietnamese | Arabic

✓ ✓ ✓ ✓ ✓ 6

* Indicates a required field

Click Here To Sign

STOP

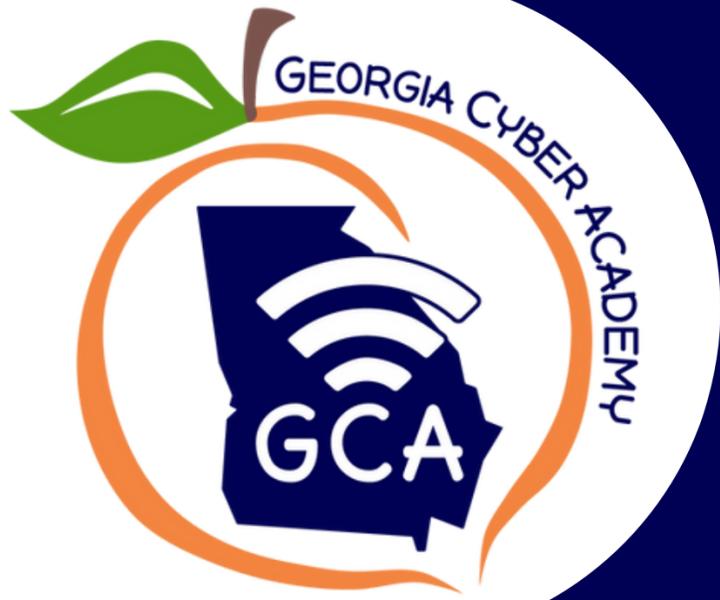
You are about to submit your enrollment application! Have you added all students you wish to enroll at GCA? If not please return to the previous section to add your students. Have you uploaded all required enrollment documents? If not, your application may be denied for enrollment at GCA. Your application is not considered submitted until you click on the submit button below. Once submitted, you will receive a confirmation email. If you do not receive it, please check your spam/junk folder, as our application status updates will be emailed to you from donotreply@georgiacyber.org.

Back Submit



Once your application is submitted GCA will process your application within the given time frame. During peak enrollment seasons application processing time will vary.

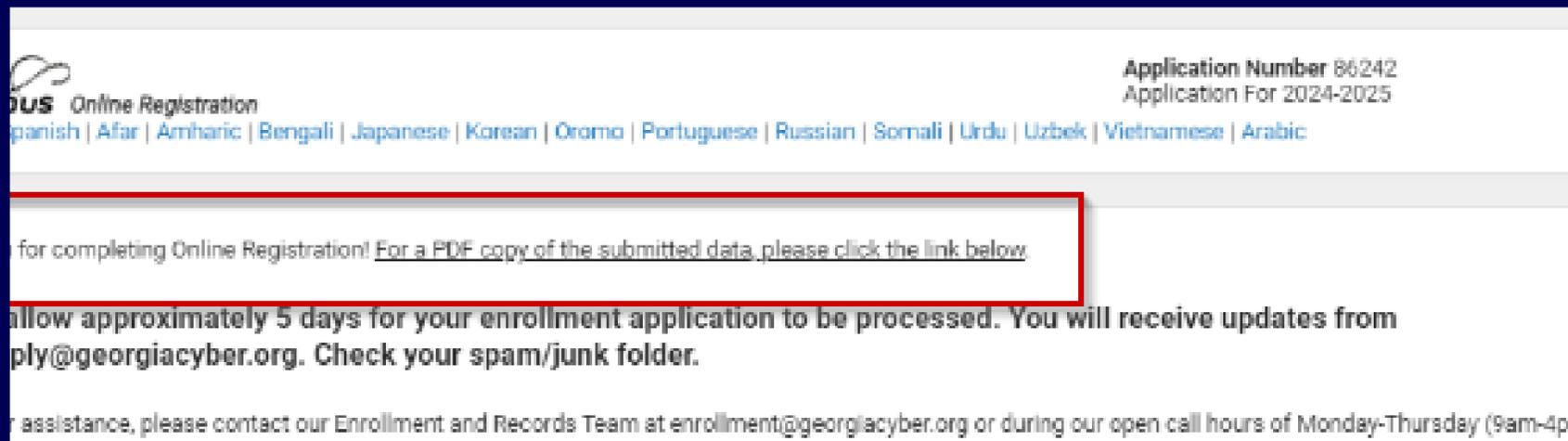




7

Infinite Campus OLR Enrollment Application Verification

After submitting the application, a legal guardian may download the PDF version to verify the information that was submitted to GCA. It is the due diligence of the legal guardian to ensure all students are included and all enrollment documents are uploaded.





8

Infinite Campus OLR Enrollment Application Approval

A student is enrolled when the application has been approved with an assigned start date. The approval email also has the next steps after the enrollment process is completed.



Application Denial

If you receive a denial letter for a GCA application, it means that one or more documents were not acceptable or not uploaded to the application. Please check the denial notes - which includes the reason for the denial. In the denial letter there is a link to return to your application to re/upload the correct document and submit it again. Unsubmitted applications will not be processed.

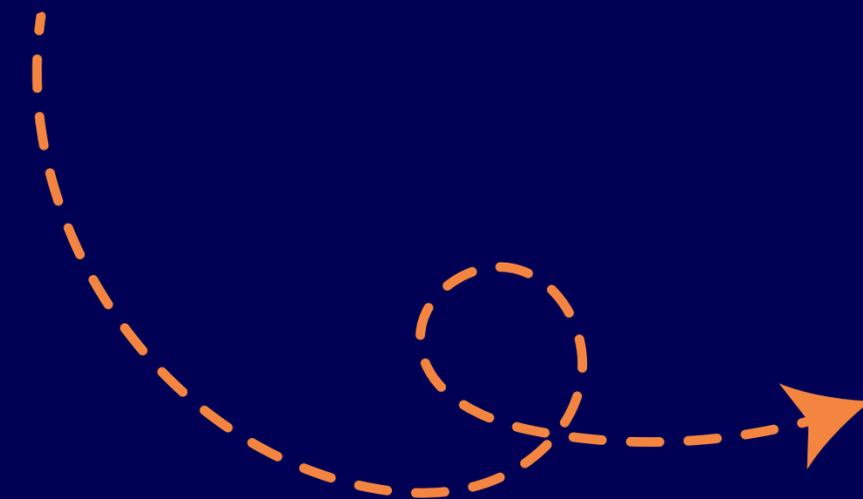


Email Communication

We ask parents and enrolling guardians to be timely and prompt through the enrollment process by checking their email regularly to avoid a delay or denial in the application process.

Best practice is to use the same email address throughout the enrollment process to ensure all communication is received promptly.

Enrollment application status updates will be automatically emailed once the application has been processed from donotreply@georgiacyber.org.





Required Enrollment Documents

- ◆ Legal Guardian Photo ID
- ◆ Proof of Residence
- ◆ Birth Certificate of all enrolling students
- ◆ Social Security Number of all enrolling students
- ◆ Unofficial Academic Report Card or Transcript
- ◆ Verification of Guardianship

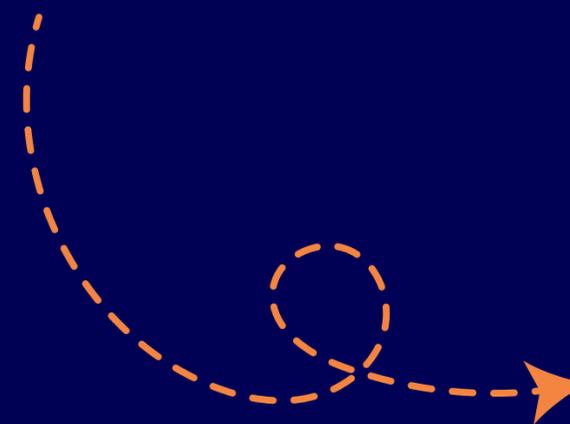
Health Documents

Health documents are not required in the enrollment application, but they are required to be on file for the school year after enrollment approval. It's the responsibility of the enrolling legal guardian to ensure the health documents are on file for their student.

Georgia Certificate of Immunization Form 3231

Georgia Health Screening Form 3300

Georgia Scoliosis Screening for enrolling grades 6 and 8



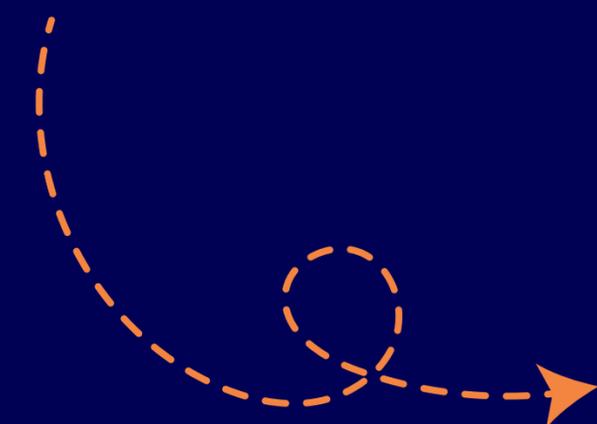


Acceptable Enrollment Documents

Throughout the application, GCA identifies acceptable enrollment documents to upload. Any document that is submitted contrary to the document, the application risk being denied.

It is the enrolling legal guardian responsibility to ensure the documents that are uploaded are clear, legible and acceptable.

For best practice, PDF documents are the best for upload.





Georgia Cyber Academy

Enrollment & Records Team

Our team is ready to assist you with your enrollment questions and to help you get to enrollment approval!

Phone: 470-400-7887

Phone hours: M-Th 9am-1pm F 9am-1pm

Email: enrollment@georgiacyber.org

