

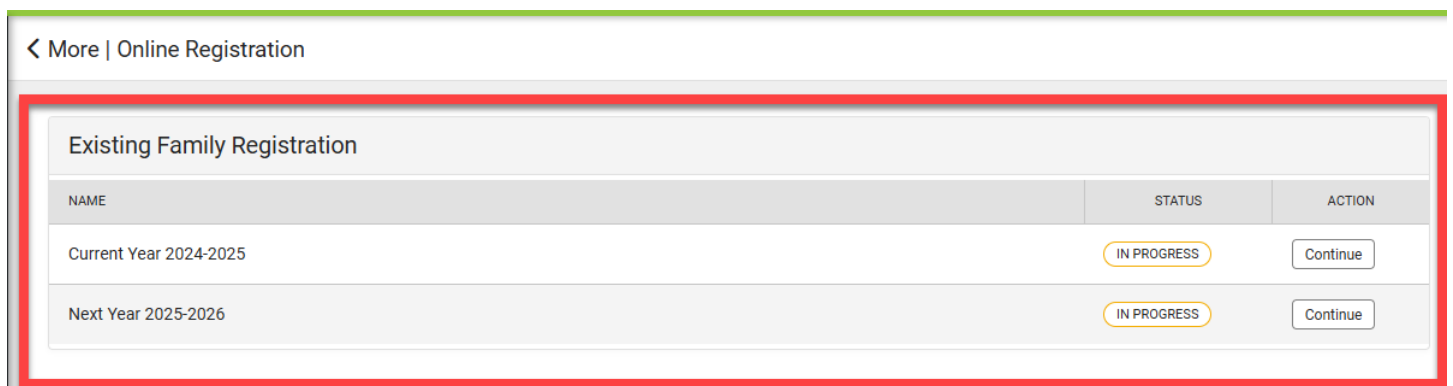
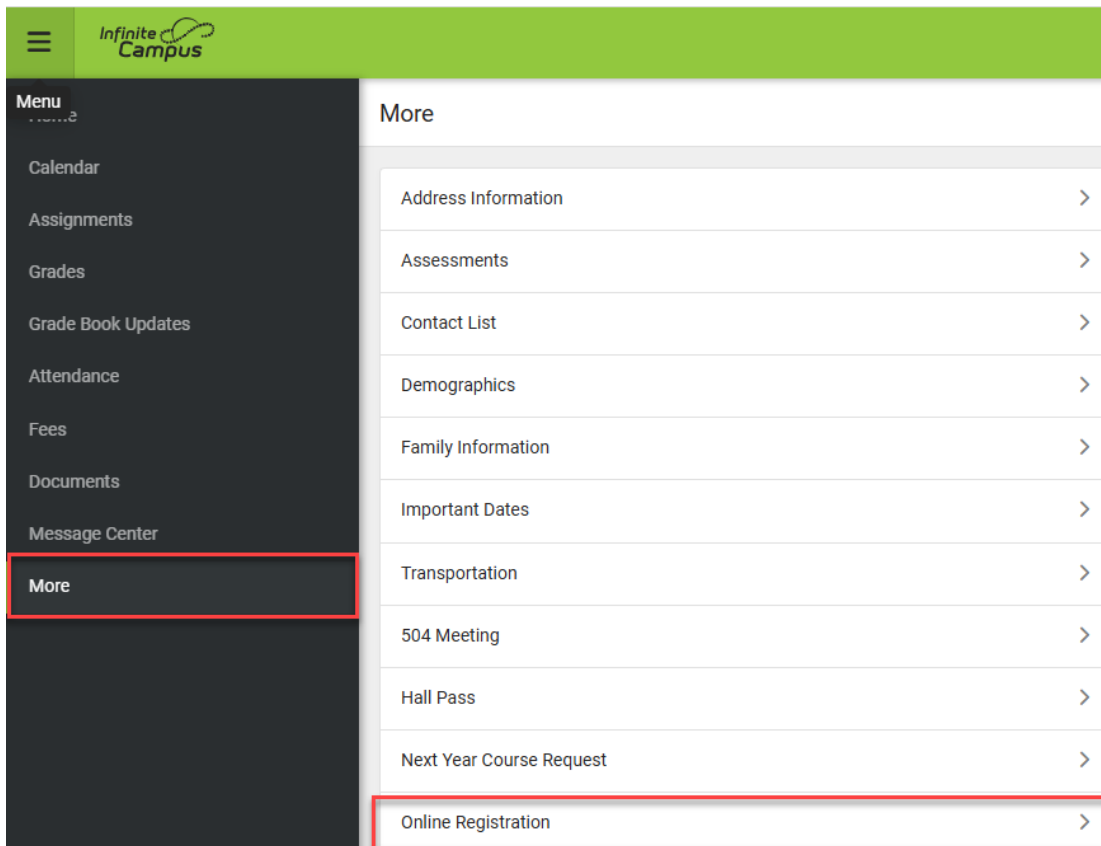


# How to Complete a Census Update

The Online Registration (OLR) system allows parents to update their existing family information through the Census Update feature in the Parent Portal.

## Steps to Complete the Census Update:

1. **Login** to the Parent Portal.
2. Navigate to **More > Online Registration** and select the appropriate academic year under "Existing Family Registration."



- All associated students will be listed. Click **Begin Registration**, select your preferred language, and enter the enrolling parent's name. Note the application number and click Submit.

< Online Registration | Existing Family Registration

This Registration Form is to update or enter registration data for students in the following scenarios:

- In-System Transfer - If you already have a student currently enrolled in Fulton County Schools and you have moved or have an approved reason (i.e., COSA, charter school approval) to transfer to another school within the district, registration information can be updated for review and enrollment into the new school.
- Census Update - If a household's members or address needs to be updated without transferring to a new building or emergency contact information needs to be added.
- New Student in Existing Household - If you have an existing household and have a new student that needs to be registered, the new student can be added to the application in the student section.
- Health Condition Changes - If you have an existing student that you need to add or update a health condition and/or medication for.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?

Infinite Campus Online Registration  
 English | Español | العربية | Français | Korean | Chinese | Portuguese | Russian  
 \* Indicates a required field

Application Number 205412  
 Application For Next Year 2025-2026

You will load into application number 205412

**Begin Registration**

Welcome Shyri Butler! Please enter your first and last name in the box below.  
 By entering your name into the box below, you attest that you are the person authorized to complete this application and the data you are entering/verifying is accurate and true to the best of your knowledge. Please be prepared to present valid identification when completing the registration process at the school building.

Type Your First and Last Name to Continue \*

**Submit**

- Select the **Application Type**: In-System Transfer, Census Update, Add New Student, or Update Health Information.

Application Type

Please choose an application type:  
 In-System Transfer - Existing Fulton County Student transferring to another Fulton County School.  
 Census Update - Existing Fulton County family updating a household address or members.  
 New Student in Existing Household - Existing Fulton County family adding a new student to an existing household.  
 Health Condition Changes - Existing Fulton County student needing to add or update a health condition and/or medication.

Will this application be for an **In-System Transfer**, a **Census Update**, or **New Student in an Existing Household**? \*

Census Update

Next >

### Key Sections to Verify and Update:

- Student Primary Household:**
  - Verify the Physical Address.
  - If incorrect, check the update box and upload two approved proofs of residency.

#### Physical Address

Your address as listed in the portal

Is this address current? \*

Yes

Persons enrolling a student shall submit two proofs of residency of residency must be provided with the parent(s)/guardian(s) name and address. [Residency documents](#) below; however, students are provisionally accepted for residency if necessary to ensure proper residency verification.

Upload Current Water or Electric Bill ONLY

And one of the following to show proof of residency:

Upload Home Mortgage Bill

or

Upload Home Sales Contract

Documents Accepted	One Residence Proof (Must Be Current)
<p><b>One Utility Proof (Must Be Current)</b></p> <ul style="list-style-type: none"> <li>Electric Monthly Statement; or</li> <li>Water Monthly Statement</li> </ul> <p><b>NOTE: Gas bills are not accepted.</b></p>	<ul style="list-style-type: none"> <li>Home Mortgage Bill; or</li> <li>Home Sale Contract; or</li> <li>Current Apartment/House Lease; or</li> <li>Section Eight/HUD Housing Document; or</li> <li>Current HOA Bill; or</li> <li>A current year tax bill or assessment</li> </ul>

- **Parent/Guardian, Emergency Contact, and Student Sections:**

- Review and update information.
- Complete all required questions. Applications cannot be saved until all required fields are addressed.
- Duplicate entries are flagged at the bottom of the application.

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
			Existing	INCOMPLETE >
			Existing	INCOMPLETE >
			Existing	INCOMPLETE >
			Existing	INCOMPLETE >

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
	Already in this application as an Emergency Contact
	Already in this application as an Emergency Contact
	Already in this application as an Emergency Contact
	Already in this application as an Emergency Contact
	Already in this application as a Student
	Already in this application as a Student

**Automatic vs. Reviewed Updates:**

- **Automatically Updated:** Emails and phone numbers.
- **Require Review and Approval:**
  - Address changes.
  - Added individuals (parent/guardian, emergency contacts, students).
  - Health conditions or medications.
  - Changes to guardianship status.

Ensure all sections are accurate to prevent delays.