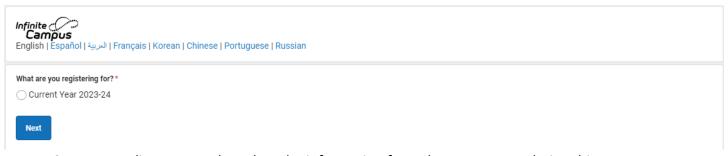# How to Complete an Online Registration (OLR)
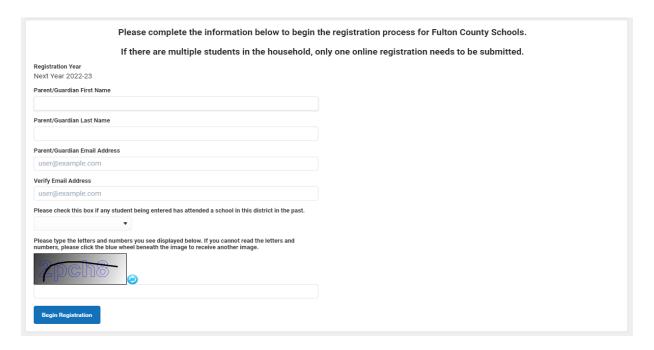
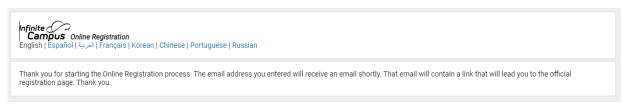**THIS FORM MUST BE COMPLETED BY A CUSTODIAL PARENT/GUARDIAN.**

Registration must be verified by the school before officially being enrolled.

A. Select your preferred language and Registration Option then click NEXT.

B. Create an online account based on the information from the person completing this process.
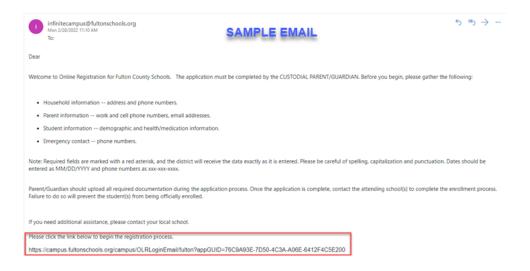

C. You will receive an email containing a link to the official registration page at the email address that you entered

- The email will come from InfiniteCampus@fultonschools.org.
- If you are using a Gmail account, you will need to check both your Spam and Junk folders.

Before beginning the process, verify that you live within the zone for Fulton County Schools.

A. Click on the hyperlink in the email.

B. Select preferred language, enter the enrolling parent's name and click Submit.

C. Begin application (*take note of the application number as you will need to provide that number to the school to complete the process*). Complete all required information in each tab. Applications cannot be saved until all required fields are addressed. All required questions have a red asterisk (*).

- **Student(s) Primary Household Tab -** Enter the information in all four (4) sections. Click next to move to the next section

- **Physical Address** - As you enter the house number, potential addresses will appear in the box. If your address is listed, select the address and upload current proof of residency.

Physical Address —

Please enter your Physical Address into the fields below beginning with the Street Number and Street Name. Once the address appears in the box, click it to populate the other fields.

Please note: Once a change of address is indicated, 2 current proofs of residency documents must be uploaded below or provided to the school.

If the address is NOT located, enter **000 Out of District, Anywhere, GA, 00000** and click **NEXT**. Check the box "This address is both the physical and mailing address." on the **Mailing Address** page and click **NEXT**. On the **Manual Entry** page Choose NO and enter the Physical address that was not located. If there is a separate Mailing address select YES to the question "Is there a separate mailing address?" and enter the address.

Street Number *	Prefix	Street Name *	Tag	Direction	Apartment
1535	▼		▼	▼	

City *	State *	Zip *	Ext.	County
	▼			

[Clear Address Fields]

Click on your address if it appears in box

1535 BAINBRIDGE LN ROSWELL, GA 30076
1535 BAKERS GLEN DR DUNWOODY, GA 30350
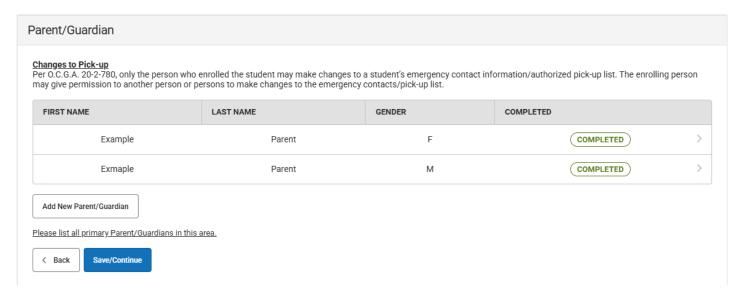1535 CHAPARRAL PL SANDY SPRINGS, GA 30350
1535 Chicory WAY Alpharetta, GA 30005
1535 DEERFIELD PT ALPHARETTA, GA 30004

You must select an address from the list above.

If the address is not listed, follow the instructions in the box. Click Next and complete the remaining information regarding the addresses especially mailing if different that physical address. Press SAVE/CONTINUE**.**

- **Parent Guardian Tab** - Complete the information for all parent(s)/guardian(s).
  - Add all parents and guardians for the student. Include all parents and guardians for the student, regardless of whether the student lives with them. Ensure the information entered is accurate. Click SAVE/CONTINUE**.**

Parent/Guardian

Changes to Pick-up
Per O.C.G.A. 20-2-780, only the person who enrolled the student may make changes to a student's emergency contact information/authorized pick-up list. The enrolling person may give permission to another person or persons to make changes to the emergency contacts/pick-up list.

FIRST NAME	LAST NAME	GENDER	COMPLETED	
Example	Parent	F	COMPLETED	›
Exmaple	Parent	M	COMPLETED	›

[Add New Parent/Guardian]

Please list all primary Parent/Guardians in this area.

[‹ Back] [Save/Continue]

- **Emergency Contacts -** Enter ALL emergency contact information of individuals **OTHER THAN the parent/guardian**. This includes name, gender, and phone as required information. Enter only emergency contacts that have authorization to pick up the student if parent/guardian is not available. **At least one emergency contact is required.** If you do not have someone local, please enter the information for someone who can make decisions on your behalf should you not be available and there is an emergency.

Emergency Contact

Changes to Pick-up
Per O.C.G.A. 20-2-780, only the person who enrolled the student may make changes to a student's emergency contact information/authorized pick-up list. The enrolling person may give permission to another person or persons to make changes to the emergency contacts/pick-up list.

FIRST NAME	LAST NAME	GENDER	COMPLETED	
Emergency	Contact	F	COMPLETED	>

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
Example Parent	Already in this application as a Parent/Guardian
Example Parent	Already in this application as a Parent/Guardian

[Add New Emergency Contact]

Please enter information for **at least one** emergency contact. **Do not include anyone listed in the parent/guardian section of the application.** If the school is unable to reach a parent/guardian in the event of an emergency, emergency contacts will be called in order of priority. Please be sure to note if any of these people are allowed to make changes to the emergency contact list in the event we are unable to reach the enrolling parent/guardian. Proper identification will be required before a student is released to emergency contacts.

The maximum number of Emergency Contacts is 4

[< Back] [Save/Continue]

- **Student -** Please enter all the information for each student you want to enroll. You can enter all your students within the same application. Select NEXT to move between sections.

Student

FIRST NAME	LAST NAME	GENDER	SCHOOL	COMPLETED	
Example	Student	F	Hembree Springs Elementary School	COMPLETED	>

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
Example Parent	Already in this application as a Parent/Guardian
Example Parent	Already in this application as a Parent/Guardian
Emergency Contact	Already in this application as an Emergency Contact

[Add New Student]

Please include all students that need to be enrolled.

[< Back] [Save/Continue]

After entering the information for all students, click Save/Continue and affirm the information is correct. After reviewing the information, sign the application and Submit.

After the form is submitted, contact the enrolling school for each student with the application number to complete the enrollment process.