



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.

The screenshot shows the Infinite Campus logo at the top left. Below it, there are language options: English | Español | العربية | Français | Korean | Chinese | Portuguese | Russian. The main question is "What are you registering for? *". There is a radio button for "Current Year 2023-24". A blue "Next" button is located at the bottom left of the form.

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

The screenshot shows the Infinite Campus logo at the top left. Below it, there is a heading: "Please complete the information below to begin the registration process for Fulton County Schools." followed by "If there are multiple students in the household, only one online registration needs to be submitted." The form includes fields for "Registration Year" (with "Next Year 2022-23" selected), "Parent/Guardian First Name", "Parent/Guardian Last Name", "Parent/Guardian Email Address" (with "user@example.com" entered), and "Verify Email Address" (with "user@example.com" entered). There is a dropdown menu for "Please check this box if any student being entered has attended a school in this district in the past." and a CAPTCHA image with the text "apch8". A blue "Begin Registration" button is at the bottom left.

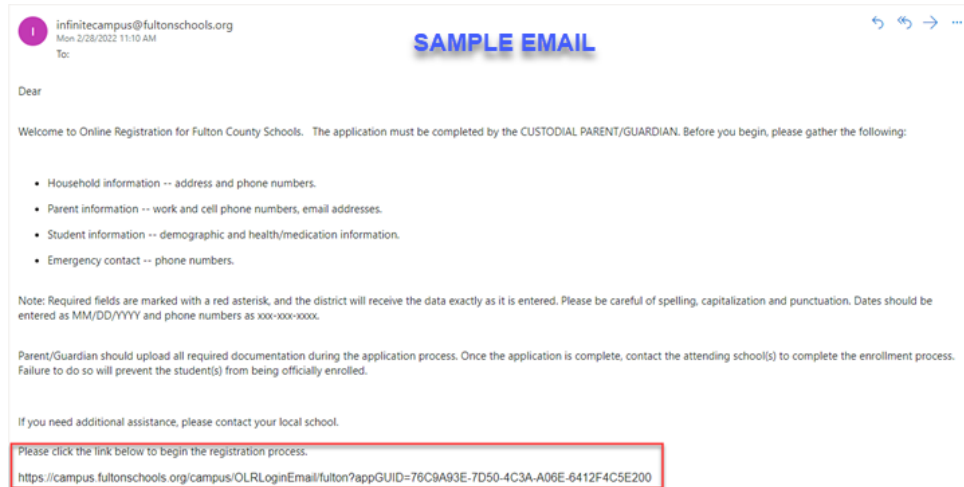
The screenshot shows the Infinite Campus logo at the top left. Below it, there is a heading: "Infinite Campus Online Registration" followed by "English | Español | العربية | Français | Korean | Chinese | Portuguese | Russian". The main text reads: "Thank you for starting the Online Registration process. The email address you entered will receive an email shortly. That email will contain a link that will lead you to the official registration page. Thank you."

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

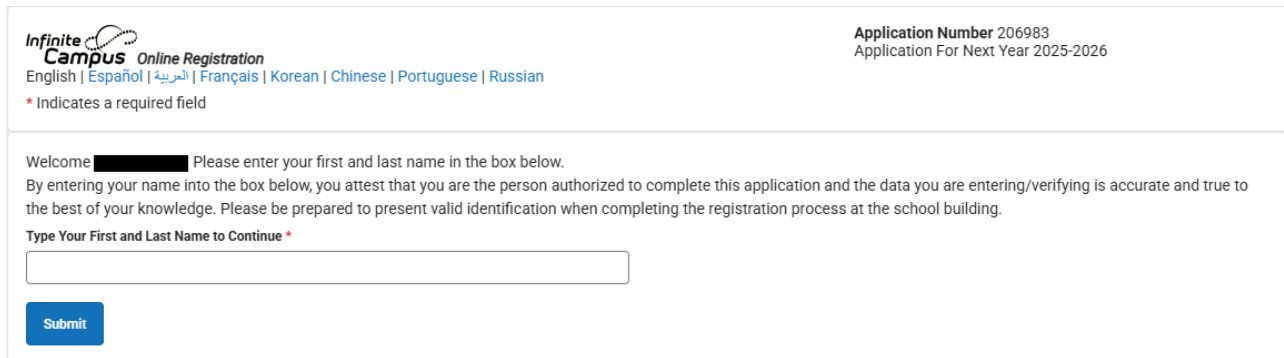
- The email will come from InfiniteCampus@fultonschools.org.
- If you are using a Gmail account, you will need to check both your Spam and Junk folders.

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

A. Click on the hyperlink in the email.

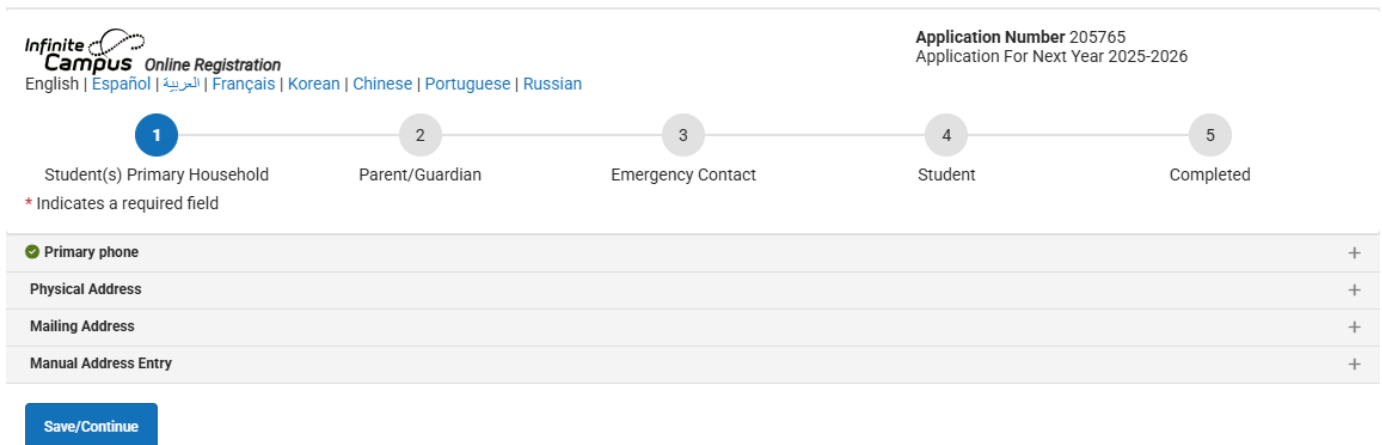


B. Select preferred language, enter the enrolling parent's name and click Submit.



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 >
Exmapple	Parent	M	COMPLETED >

Add New Parent/Guardian

Please list all primary Parent/Guardians in this area.

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- **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

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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.

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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.