



HOW TO COMPLETE THE NEW STUDENT REGISTRATION APPLICATION

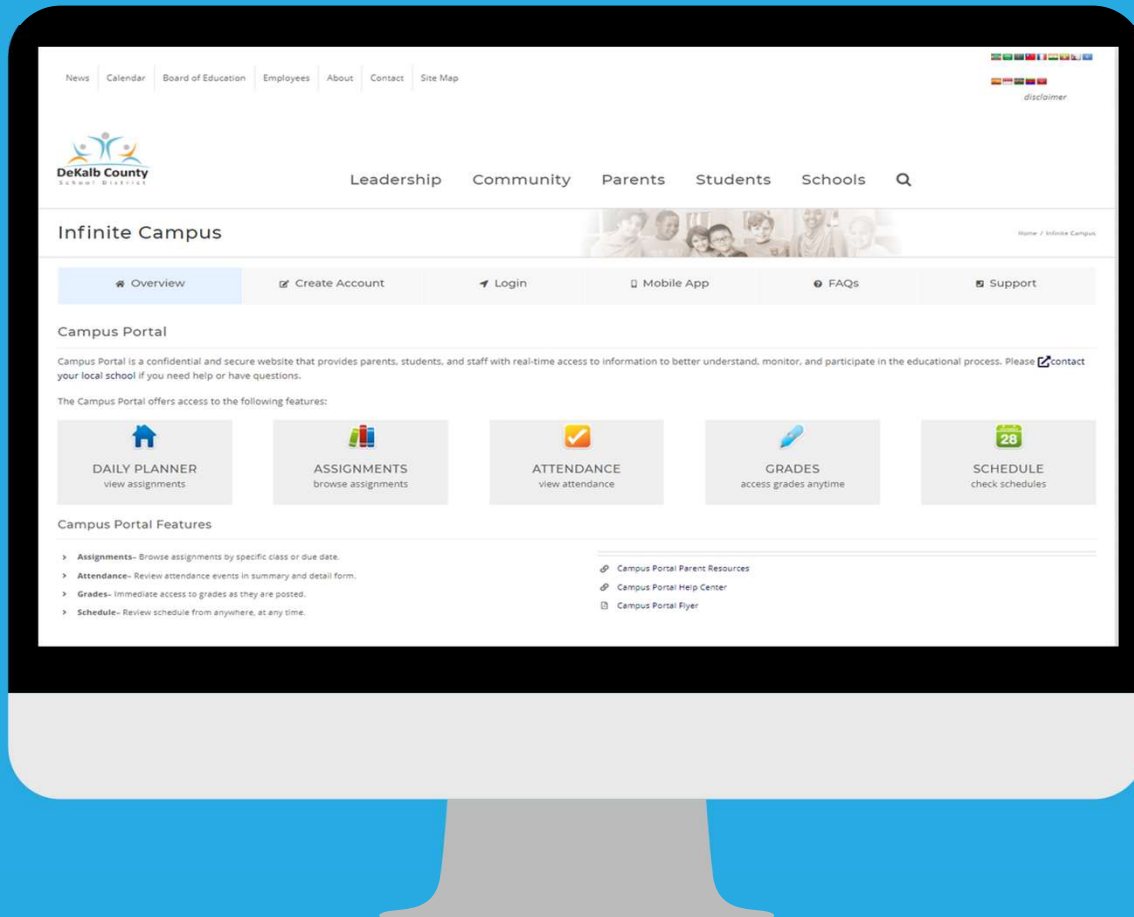




THINGS TO KNOW



If the student is currently enrolled in a school in Dekalb County, the parent/guardian must complete the Annual Verification Application in the Parent Portal.



Parents/guardians who do not already have a portal account should visit

<https://www.dekalbschoolsga.org/infinite-campus/>

for instructions



DeKalb County

Student and Staff Single Sign-On (SSO)

_____ or _____

Parent Username

Password

Log In

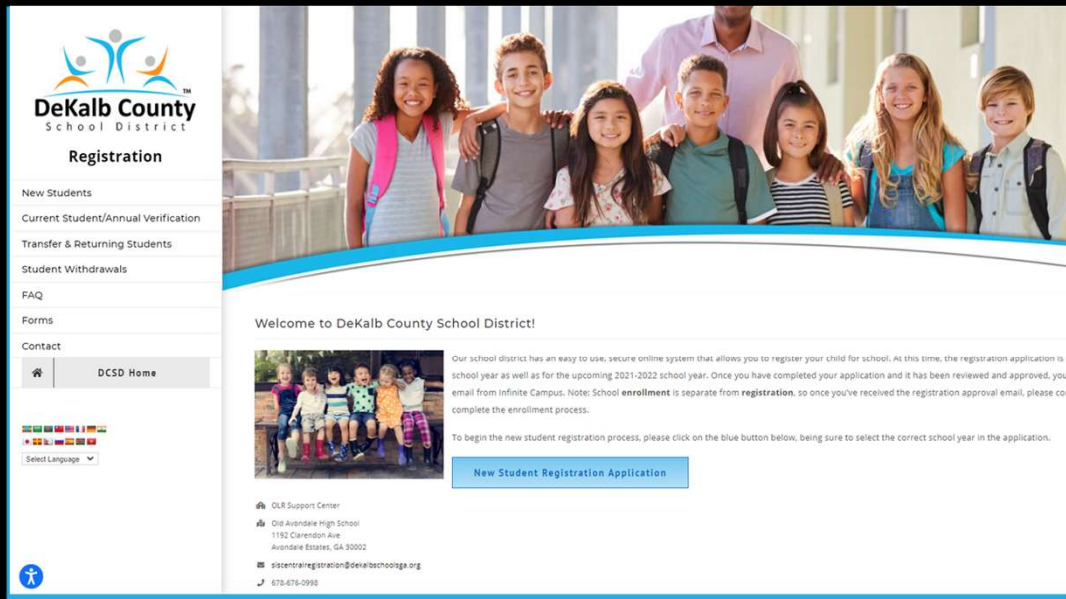
[Forgot Password?](#) [Forgot Username?](#) [Help](#)



Parents/guardians who have forgotten their portal username and/or password should click on the **Forgot username?** or **Forgot password?** link as appropriate on the portal login page

<https://campus.dekalb.k12.ga.us/campus/portal/parents/dekalb.jsp>

Students NEW to Dekalb County School District must complete an online registration application.



If your student is NEW and you do not have a Parent Portal account, go to

<https://www.dekalbschoolsga.org/online-registration/>

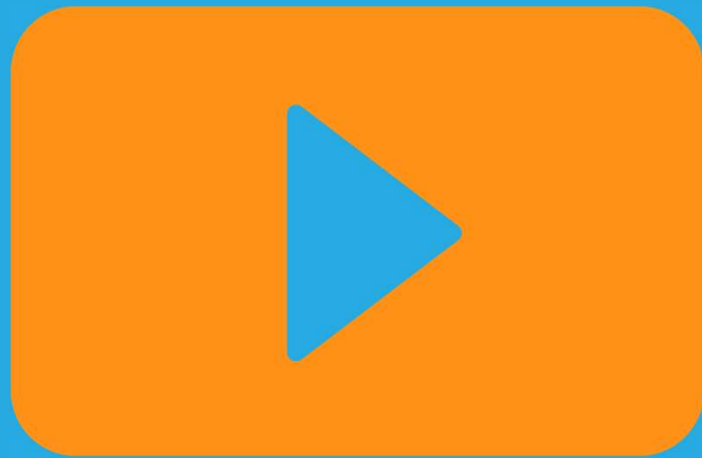
to complete a New Student Registration Application.

Before you begin...

Required Documents



- Vision, Hearing, Dental & Nutrition Form 3300
- Parent ID
- Birth Certificate
- Immunization Form 3231
- Social Security Card
- School Records
- Proof of Residency



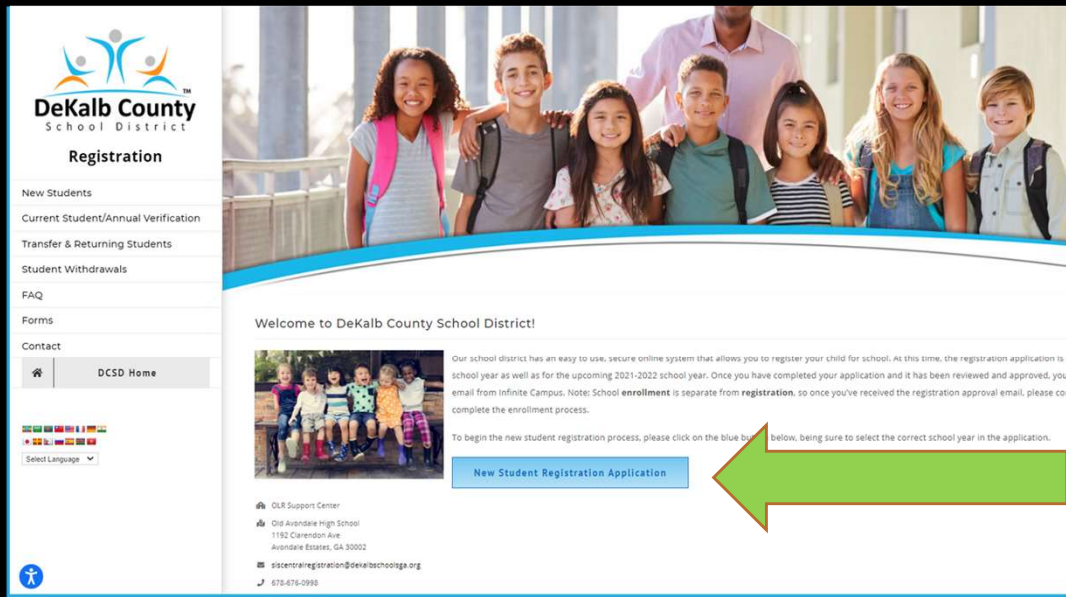
LET'S GET
STARTED

Accessing the New Student Registration Application from the district website...

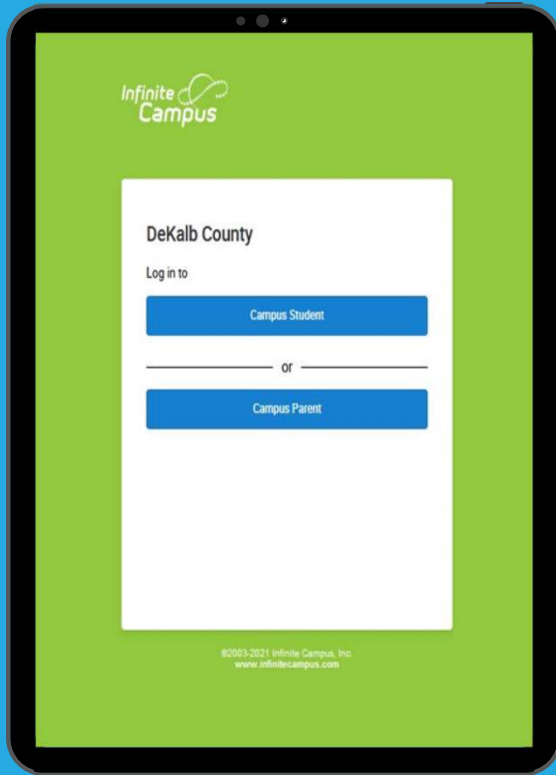
<https://www.dekalbschoolsga.org/online-registration/>

Please Note: You should complete registration from the district website if you don't already have a student in the district. Please skip ahead to slide 16.

Click on the blue button in the middle of the screen.



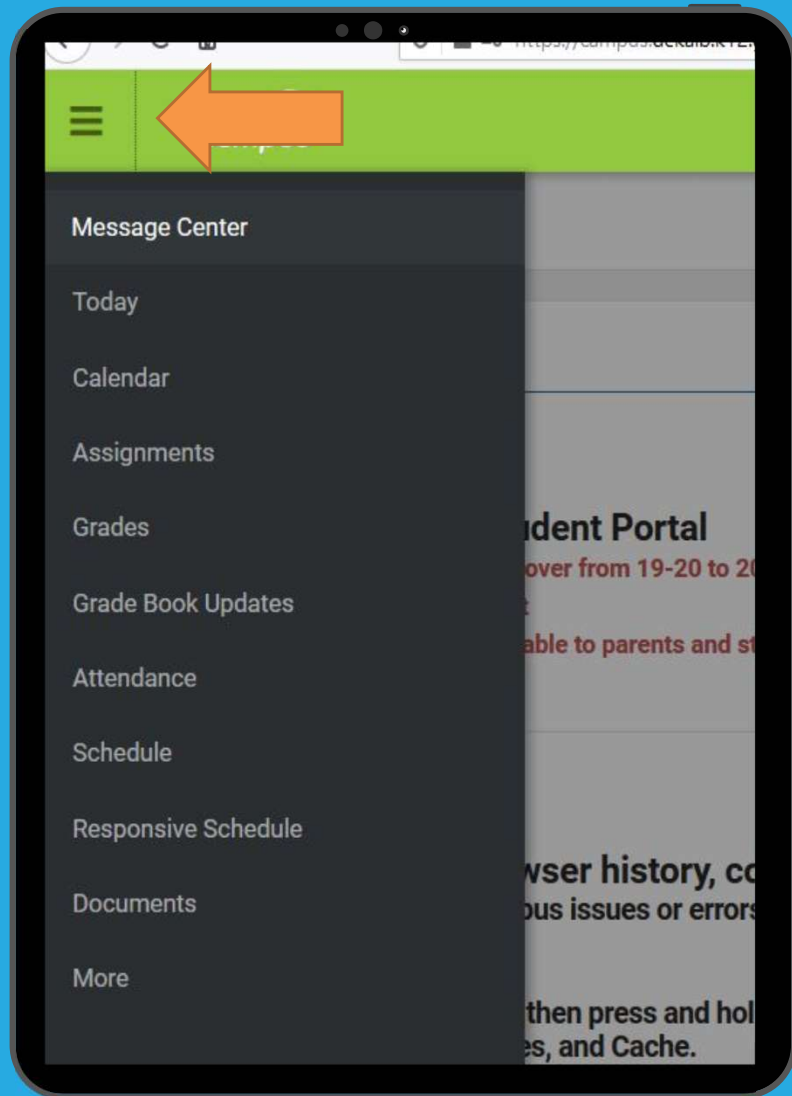
Accessing the New Student Registration Application from the Parent Portal...



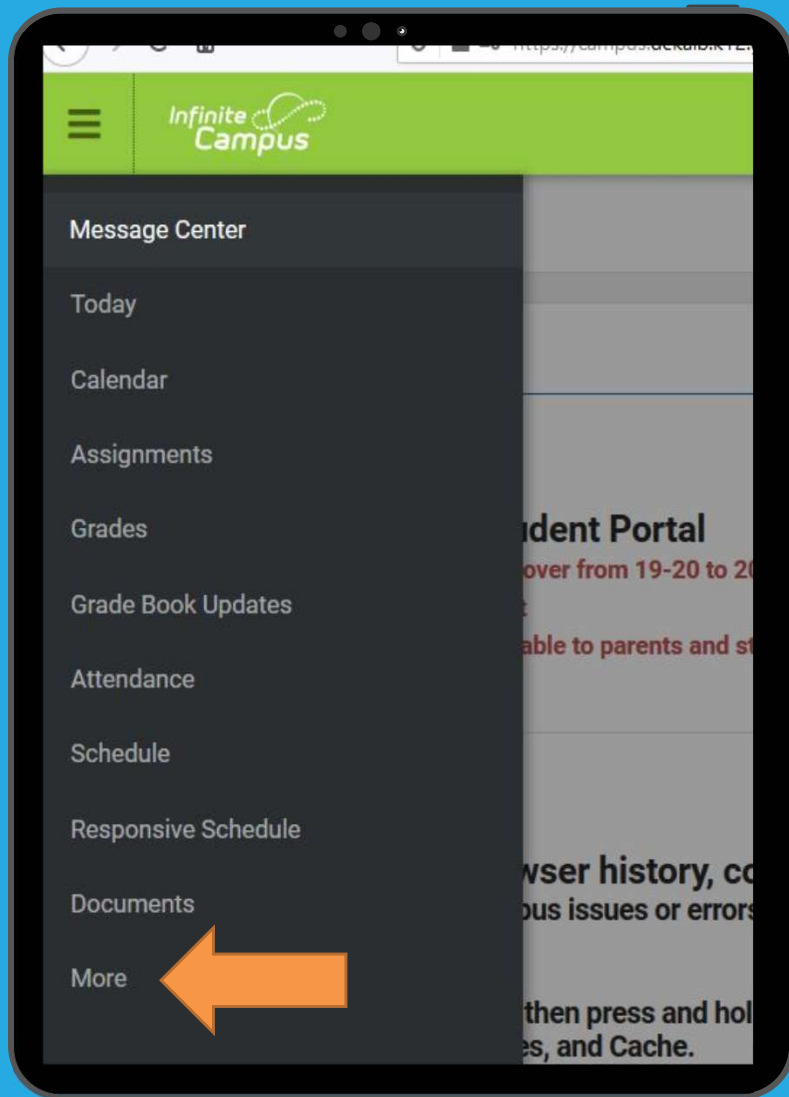
<https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp>

**Login with your username
and password.**

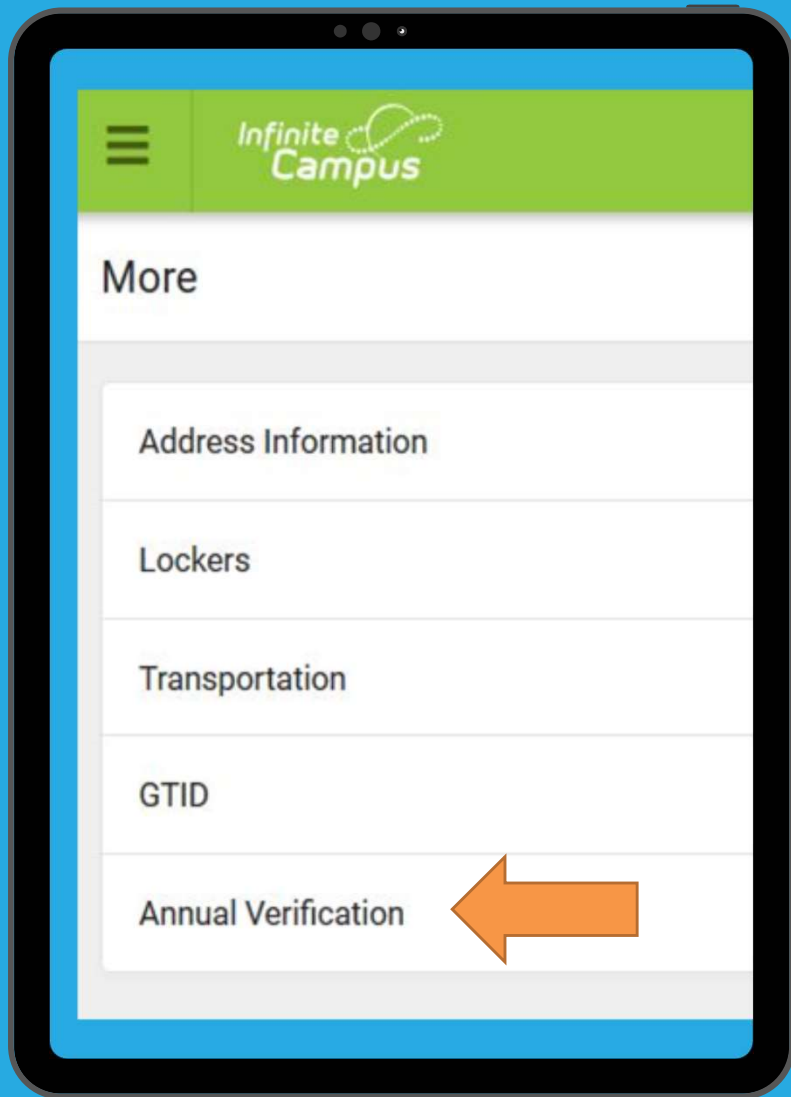
Please Note: The next few slides are for parents who already have a child in the district and who have a Parent Portal account.



**Once here, click on the 3 lines
in the top left corner.**



And then click on “More” at the bottom left.



**Click on Annual Verification to
continue.**

Online Registration

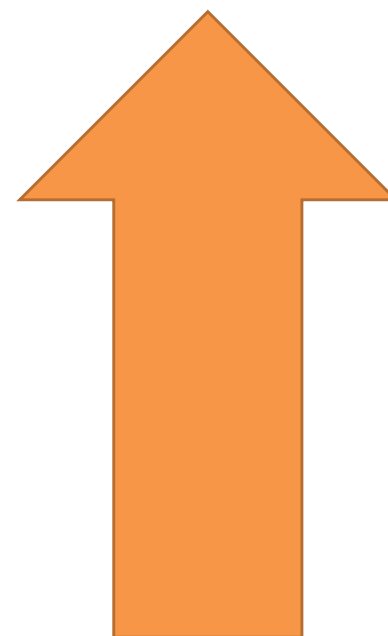
Please select from the following:

Register student(s) who are currently enrolled in this district. **OR** Register student(s) who have never been enrolled in this district.

[Click here to go to Existing Student Registration](#)

[Click here to go to New Student Registration](#)

**Select "Click here to
go to New Student
Registration" to begin
the registration
process.**



Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue Note: Save you can modify application and update documents later – with application id. Submit is the FINAL application and know additional changes to application or documents.

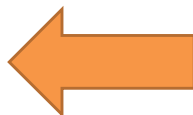
New Student Registration

This editor is to update data for students that have never been enrolled in the District.

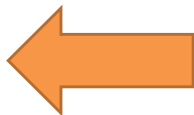
If you have existing student please use the link below to go to the Existing Student Registration form where you will be able to update both existing students and add new students for the selected year.

[Click here to go to Existing Student Registration](#)

Registration Year *



[Begin Registration](#)



Select the appropriate registration year and Click on "Begin Registration".



Infinite Campus Online Registration

العربية | বাংলা | English | Français | हिन्दी | नेपाली | Soomaali | Español | Tiếng Việt



Select your language

Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please contact your child's school during business hours.

Begin

Click on "Begin"

Completing the Application

* Indicates a required field



Data for your currently enrolled children will populate in the verification application

Required fields are marked with a red asterisk.*

Once you begin a tab, you must enter data in all required fields in that tab before saving

Each tab must be completed before moving to the next tab. After the required fields for a tab have been completed, you can move freely between tabs

Be sure to press the Save/Continue button after the completion of each Tab

You can move forward and backward through the tabs using the Next and Previous buttons

Uploading Documents

Click on the appropriate blue button to upload your document.

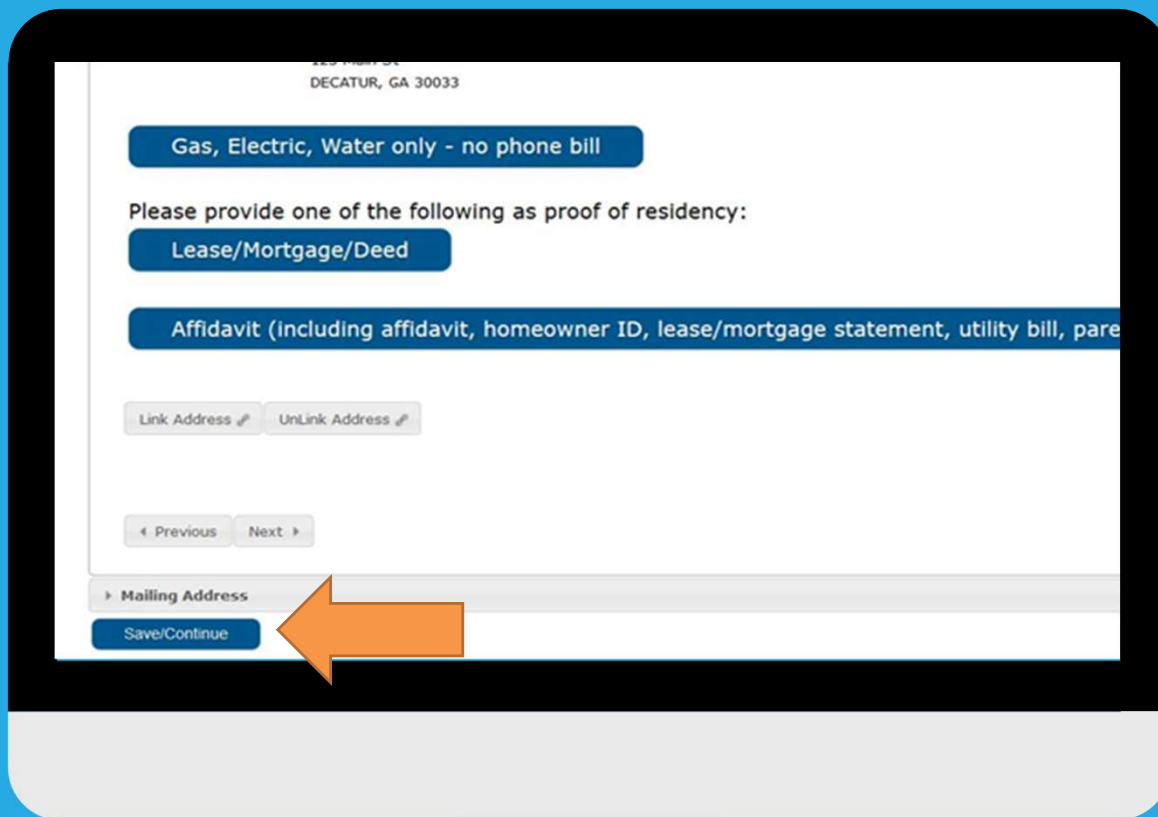
You will do this in 2 Tabs:

Student Primary Household

Student

The screenshot shows a web form for address verification and document upload. The form includes fields for Street Number (123), Prefix (Main), Street Name (Main), Street Abbreviation (St), Direction, Apartment, City (DECATUR), State (GA), Zip (30033), and County. A 'Clear Address Fields' button is present. Below the address fields, a text box displays 'Your address as entered above' followed by '123 Main St' and 'DECATUR, GA 30033'. A blue button labeled 'Gas, Electric, Water only - no phone bill' is shown. Below this, a prompt asks the user to 'Please provide one of the following as proof of residency:'. Two blue buttons are provided: 'Lease/Mortgage/Deed' and 'Affidavit (including affidavit, homeowner ID, lease/mortgage statement, utility bill, parent mail)'. At the bottom of the form, there are 'Link Address' and 'UnLink Address' buttons, a 'Previous' and 'Next' navigation bar, and a 'Save/Continue' button.

Uploading Documents



123 Main St
DECATUR, GA 30033

Gas, Electric, Water only - no phone bill

Please provide one of the following as proof of residency:

Lease/Mortgage/Deed

Affidavit (including affidavit, homeowner ID, lease/mortgage statement, utility bill, parent/guardian ID)

Link Address  UnLink Address 

◀ Previous Next ▶

▶ Mailing Address

Save/Continue

An orange arrow points to the 'Save/Continue' button.

Click on the appropriate blue button to upload your document.

You will do this in 2 Tabs:

Student Primary Household

Student

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Student ▼ Completed

DO NOT submit application until you verify your application.

Submit

STOP Your registration will not be finalized until this step is complete. 1. Select application Summary PDF to review your data 2. Click the BACK button to make any changes Save: you can modify application and update documents later – with application id. **Submit** is FINAL the application and no additional changes to application or documents. You will receive an email notification that your application was received after clicking submit application.

Back

[Registration Summary PDF](#)

Be sure to click the Submit button when you are finished with your new student registration application.

Once you have submitted your application, you will see this screen.

Please check your email for a confirmation message from Infinite Campus.



Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)

