# How to Upload Documents for GCPS Online Registration

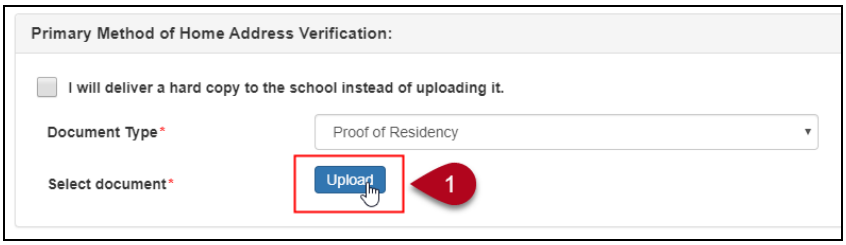
The following documents can be uploaded during the online registration process. Most document attachments (PDF, JPG, DOC, PNG, etc) are compatible. The file size limit is 2 MG.

**Note:** If documents are not available at the time of registration, they can be provided at a later date.

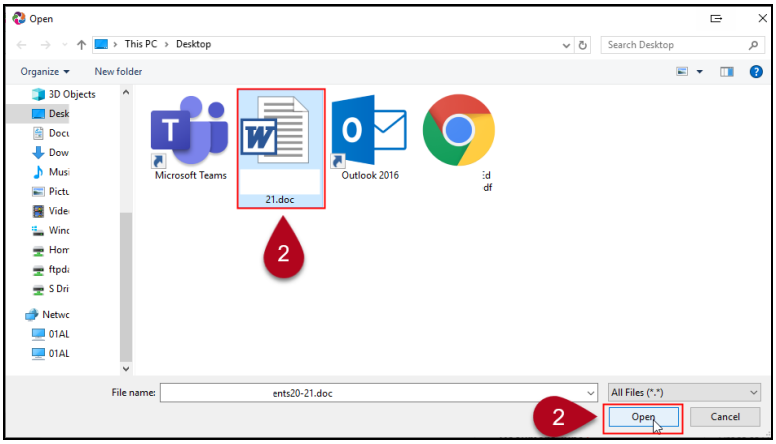
- Two Proof of Residency documents – A current utility bill, excluding gas bills and telephone bills, plus one other document that includes the same address.
- Birth Verification – Student's Birth Certificate, Passport, etc.
- A Georgia certificate of immunization (Georgia Form #3231)
- Evidence of Vision, Hearing, Dental, and Nutrition Screening obtained in the past year (a current Georgia Form #3300-Rev.2013)
- Proof of authorized person to enroll – This is only required for Non-Birth Parents
- A photo ID for the adult registering the child
- Child's social security number – Students will be enrolled, even if this number is not provided.
- Non-GCPS Report Card/Transcript
- Non-GCPS Discipline Records
- Previous School's Withdrawal Form

## How to upload documents while completing Online Registration

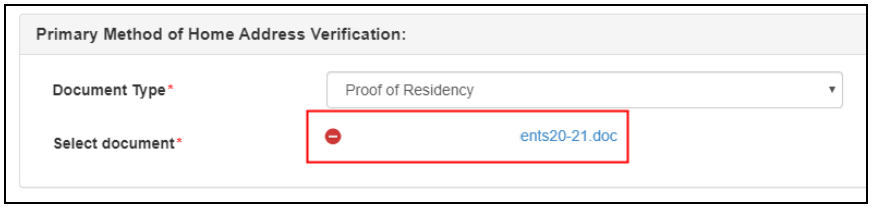
1. To upload documents go to the **Documents** section of registration, select **Upload**.



2. Choose the document to upload, click **Open**.

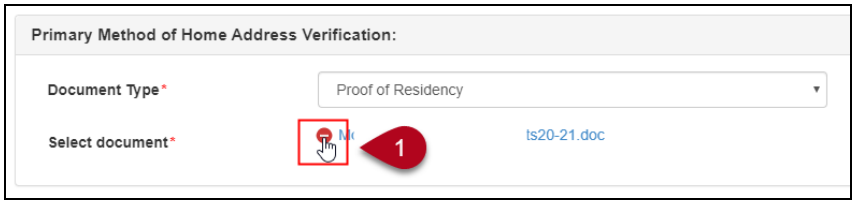



The document will appear in the **Select document** field.




## Deleting a Document

1. To delete a document, select the red circle icon next to the file name.




2. Click **Yes** to delete the document.

