

Nonresident Tuition Application Information

Thank you for your interest in City Schools of Decatur. Applications for nonresident paid tuition must be completed and submitted online each year. This quick reference guide is designed to provide you with the necessary steps to complete the application.

Note:

- The application may take 30-60 minutes or longer to complete and submit successfully.
 - Separate applications are **not** required for multiple children who belong to the same household. To apply for multiple students, simply select “**Add New Student**” within the Student Section.
 - A non-refundable application fee of **\$100 per child** must also be submitted. (See Step #4 for details.)
 - Only complete applications, including payment of application fees, will be processed.
-

Step #1: Gather Supporting Documents for Uploads

Throughout the application, you will be asked to upload a number of required supporting documents listed below. You will need to gather all documentation to upload electronically. It is recommended that you gather these required supporting documents in advance of starting your application. There are a total of **five** (5) sections to complete before submitting your application.

Section #1 - Household

Tuition:

To register a child, you must live in the household with the child, as well as have primary charge and responsibility for the child.

- **Upload → Proof of Legal Guardianship**
 - **One** (1) of the following is required:
 - A natural parent. (Step-parents may not register a child for school.)
 - An adoptive parent with properly executed **Certificate of Adoption**.
 - A legal guardian with a **Court-Issued Guardianship Order**.
 - A grandparent, step-grandparent, great-grandparent, or step-great-grandparent with properly executed **Grandparent Power of Attorney** which authorizes them to register the child.
 - A person with a properly executed **Military Power of Attorney** which authorizes them to register the child.
 - A person with a properly executed **Kinship Caregiver Affidavit** which authorizes them to register the child. This requires approval from a school system social worker.
 - A foster parent with **Proof of Student Placement from the Department of Family & Children Services** or a representative thereof.
 - A sponsor with an approved International Exchange Program letter which authorizes them to enroll a child with a J-1 Visa.

Home Address:

- **Upload → Utility Bill**

A current utility bill (issued within the last 30 days) that lists the residence as the service address must be uploaded.

- **One** (1) of the following is required:
 - Gas Bill
 - Water Bill
 - Electric Bill

- **Upload → Proof of Residency**

- **One** (1) of the following is required:
 - **Ownership:**
 - Mortgage Statement
 - Payment/Coupon Book Receipt
 - Deed
 - Property Tax Receipt
 - Settlement Statement
 - **Lease:**
 - Rental Lease Agreement

Note: If you have a lease:

- All resident names (parent/guardian and students) must be listed on the lease.
- Name and contact information of the landlord or rental company must be on the lease.

Section #2 - Parent

Demographics:

Parents and legal guardians must identify themselves by submitting a form of unexpired, picture identification.

- **Upload → Parent Identification**

- **One** (1) of the following is required:
 - Valid Driver's License
 - State Identification Card
 - Passport
 - Other Official Photo Identification (e.g., an ID card obtained through an official government agency or consulate)

Section #3 - Emergency Contact

The District requires a minimum of **two** (2) Emergency Contacts other than the parent/legal guardians.

Section #4 - Student

Demographics:

Students must be identified by submitting a form identification required by State Board Rule JBC 160-5-1.

- **Upload → Student Identification**

- **One** (1) of the following is required:

- Birth Certificate
 - Certified, Hospital-Issued Birth Record
 - Valid Student's Driver's License
 - Passport
 - Adoption Record
 - Religious Record (Authorized by a Religious Official)
 - Affidavit of Age
 - This document must be sworn by the parent, guardian, grandparent, or other authorized person accompanied by a certificate of age signed by a licensed practicing physician, in which the certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

- **Upload → Social Security Card (Or Statement of Objection)**

- **One** (1) of the following is required:

- Student Social Security Card
 - According to state law (O.C.G.A 20-2-150d), an official copy of a child's Social Security card is required for enrollment. However, no student may be denied enrollment for failing to provide their Social Security number.
 - Statement of Objection
 - Any legal parent/guardian who objects to the incorporation of the Social Security number into the child's school records may have the requirement waived by signing a statement objecting.
However, a Social Security number will be required by the State for a student applying for the [HOPE scholarship](#).

Previous Schools:

- **Upload → Official Transcript (Or Most Recent Report Card)**

- **One** (1) of the following is required:

- Official Transcript
 - Most Recent Report Card

- **Upload → Release of School Records**

- Withdrawal Form from Previous School (if applicable)

Note: Release of school records is not required at this time. If accepted, this documentation can be uploaded at a later date, upon enrollment.

- **Upload → Additional School Records** (if applicable)

Health Services - Emergency Information:

- **Upload → Form 3300 - Hearing, Vision, and Dental Screening**

- [Upload → Form 3231 - Immunization](#)

Special Education:

- [Upload → IEP \(Individualized Education Plan\)](#) (if applicable)

Gifted:

- [Upload → Proof of Gifted Eligibility](#) (if applicable)

504 Plan:

- [Upload → 504 Plan](#) (if applicable)

Discipline Information:

- [Upload → Discipline Records](#) (if applicable)

Step #2: Complete the Online Application Form

Once you have gathered all your required supporting documents, you are ready to complete the online application. **Please read each section carefully and complete all required fields.**

To proceed through the application, click the “**Next**” or “**Save/Continue**” button at the end of each section.

1. Click the following link to start the application: [Nonresident Paid Tuition Application](#)
Make sure you see: **Nonresident Paid Tuition Application** at the top.
2. Enter the required **parent/legal guardian** log-in information below to proceed. Once you click the blue “**Begin Registration**” button, it will send you a confirmation email.

Infinite Campus Online Registration
English

Please complete the information below to begin the registration process.

Registration Year
Nonresident Paid Tuition Application

Parent/Guardian First Name *

Parent/Guardian Last Name *

Parent/Guardian Date of Birth (MM/DD/YYYY) *

month/day/year

Email Address

user@example.com

Previously Attended this District *

Please type the two words you see displayed in the image below *

permm

Begin Registration

3. Write down your six-digit application number.
VERY IMPORTANT! Make sure to keep your application number handy. If you need to

get back into your application before submitting, you will need this number to access your application and resume where you left off.

Infinite Campus Online Registration
English
* Indicates a required field

Application Number 29688
Application For Nonresident Paid Tuition Application

Welcome to online registration for the City of Decatur Schools!

Begin

4. Complete all **five** (5) sections before submitting your application.

- ☐ **Household**
- ☐ **Parent**
- ☐ **Emergency Contact**
- ☐ **Student**
- ☐ **Completed**

Infinite Campus Online Registration
English

Application Number 29685
Application For Nonresident Paid Tuition Application

Household Parent Emergency Contact Student Completed

* Indicates a required field

Tuition	+
Primary Phone	+
Home Address	+
Mailing Address	+
Meal Information	+
Residency Certifications	+

Save

Step #3: Submit Your Application

- Carefully review information included in all **five** (5) sections of the application before clicking the “**Submit**” button.

Note:

- Once submitted, you will **not** be able to edit the application.
- Be sure all required supporting documents are successfully uploaded.
- Only complete applications, including payment of application fees, will be processed.
- You will receive a confirmation email with guidance on how to submit your application fee.
- Click “**Summary/PDF**” to keep a copy for your records.

Infinite Campus Online Registration English

Application Number 29682

Household Parent Emergency Contact Student Completed

* Indicates a required field

Back Summary PDF Submit

Step #4: Send a Confirmation Email

VERY IMPORTANT! Email enroll@csdecatur.net. This email will ensure that your application gets processed faster. Please send the following information in the email:

- SUBJECT: New Student Application
- Application number - This number is found in the top right corner of your application. Please write this number down when you begin your application because you will not see it once you submit your application.
- Your child's name
- Your name

Questions should be directed to Patrice Moore, District Enrollment Specialist, at pmoore@csdecatur.net or 404-371-3601 x1063. Please do not reply to this email.

Step #5: Submit Application Fee

- Click the following link to pay your non-refundable **\$100 application fee per child** online. [City Schools of Decatur - Application Fee](#)
- Select “**Open**” on the Tuition icon, then “**View**” on the “**Application Fee**” icon

Wilson Center Central Office

Categories

Category Search

Apply

Tuition

City Schools of Decatur

ALL IN DECATUR

LEARN. TEACH. LEAD.

Open

Wilson Center Central Office

Tuition

Product Search

Apply

Application Fee

City Schools of Decatur

ALL IN DECATUR

LEARN. TEACH. LEAD.

View

- An “**Application Fee**” box will open to the right. Complete the application fee fields using the instructions below:

Application Fee



Application fee for Nonresident tuition.

Price
\$100.00

Quantity (Required)
1

Total Price
\$100.00

Recipient (Required)
CSD Application Fee

Comments
Application Number: 29682
Student Name: John Doe

Add to Cart Close

Application Fee Fields:

- **Quantity:** Use the drop-down box to select the number of students for whom you are applying for nonresident tuition enrollment. Remember, tuition is for rising grades K-5 only.
- **Recipient:** Type “**CSD Application Fee**”
- **Comments:** Enter your Registration **Application Number** and the name(s) of all student(s) for whom you are applying for nonresident paid tuition
- Click the blue “**Add to Cart**” button.
- At the top right corner click the cart icon to enter payment information.

Checkout | District Store

campus.csddecatur.org/campus/store/decatur/checkout

Checkout

STORE ITEMS	NAME	QUANTITY	AMOUNT
Application Fee	CSD Application Fee	1	\$100.00

Payment Method (Required)
No payment methods available
Add Payment Method

Subtotal: \$100.00
Service Fee:
Total: \$100.00

Email Address for Receipt (Required)
Must be a valid email similar to "user@example.com"

Submit Payment Continue Shopping

- Complete **all required fields** on the “**Checkout**” screen.
- Click “**Apply**” and “**Submit Payment**” buttons located at the bottom of the screen to successfully pay application fees and a receipt confirming payment will be sent to the email address provided on the “**Checkout**” screen.