

Courtesy Tuition Application Information

Thank you for your interest in City Schools of Decatur. Applications for courtesy 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.

Courtesy Tuition is reserved for children of CSD employees.

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.

Information about the required documents is available on the [Required Registration Documentation](#) webpage. Parents/guardians will be required to scan and upload documents. Please ensure the documents you upload are in PDF format (although single-page documents can be submitted as a JPEG or PNG file). Before uploading any documents, please ensure the document text is legible. New applicants must have all required documents to register.

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.

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: [Courtesy Tuition Application](#)

Make sure you see: **Courtesy Tuition Application (CSD Employees Only)** 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.

The screenshot shows the 'Infinite Campus Online Registration English' form. At the top, it says 'Please complete the information below to begin the registration process.' Below this, the 'Registration Year' is set to '26-27 Courtesy Tuition Application', which is circled in red. The form includes fields for 'First Name *', 'Last Name *', 'Email Address *' (with 'user@example.com' entered), and 'Verify Email Address *' (also with 'user@example.com' entered). There is a dropdown for 'Previously Attended this District *'. A CAPTCHA image is shown with the instruction 'Please type the word or words you see displayed in the image below. *'. At the bottom is a blue 'Begin Registration' button.

3. Within the email click the personalized link to start the application process. Please keep this email so you can return to your application in the case that you are not able to complete in one setting.
4. Before you submit your application, **write down your application number**. This number is found in the top right corner of your application.
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.

This screenshot shows the top of the registration form. In the top right corner, a red arrow points to the text 'Application Number 32043' and 'Application For 26-27 Courtesy Tuition Application'. The form header includes the 'Infinite Campus Online Registration English' logo and a note '* Indicates a required field'. Below the header is a welcome message: 'Welcome to online registration for the City of Decatur Schools!'. At the bottom left is a blue 'Begin' button.

5. Complete all **five** (5) sections before submitting your application.
 - **Household**
 - **Parent**
 - **Emergency Contact**
 - **Student**
 - **Completed**

Infinite Campus Online Registration
English

Application Number 32078
Application For 2026-2027 Courtesy Tuition Application
(CSD Employees Only)

Household Parent Emergency Contact Student Completed

* Indicates a required field

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 will be processed.
- 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: Courtesy Tuition 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

A few reminders about courtesy tuition:

- Courtesy tuition is contingent upon space availability as determined by class size and enrollment.
- The student must be in good standing with CSD or the school system from which the employee/parent seeks to transfer the student.
- Acceptance or rejection of an application shall lie within the sole discretion of CSD.

- Information considered in an application may include but is not limited to, attendance records, progress reports, and disciplinary records.

Please note that courtesy tuition student assignments to schools will be based on enrollment and staffing numbers. Again, courtesy tuition applications for the 2026-2027 school year should be completed as soon as possible.

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.