

New Resident Student Application Information

Welcome to City Schools of Decatur. Applications for new students must be completed and submitted online. This quick reference guide is designed to provide you with the necessary steps to complete the application. Please use the [School Boundary Map](#) to verify your residency.

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. You 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.

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: [Online Application](#)
Make sure you see: **New Resident Student 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.

The screenshot shows the 'Infinite Campus Online Registration English' form. The title 'Registration Year' and subtitle '26-27 New Resident Student Application' are circled in red. The form includes fields for 'First Name', 'Last Name', 'Email Address', and 'Verify Email Address', each with a red asterisk indicating it is required. There is a dropdown menu for 'Previously Attended this District'. At the bottom, there is a CAPTCHA image and a '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.

Infinite Campus Online Registration
English
Application Number 32078

Household Parent Emergency Contact Student Completed

* Indicates a required field

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@csdecatgur.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@csdecatgur.net or 404-371-3601 x1063. Please do not reply to this email.