



# School Choice Parent Portal Instructions

**HB251/SB10 School Choice** selection for currently enrolled students in grades K – 11 must be made through Parent Portal. Selection for students who will be entering Kindergarten must be done through the online application. Instructions for completing School Choice are on the following pages.

*Emails indicating that a selection has been made will not be sent through Parent Portal. Emails indicating that a selection has been requested will be sent within 24-48 hours of selection. Emails indicating approval or denial will be sent before the end of the current school year.*



HOLD CONTROL AND CLICK ABOVE TO ACCESS THE  
PARENT PORTAL LOG IN

Any parent who has not created an Infinite Campus Parent Portal account should do so as soon as possible. Directions for creating a portal account are below or can be found at: <https://www.paulding.k12.ga.us/domain/4142>

### Virtual Instructions for Activating a Parent Portal Account

*Requests for Parent Portal accounts are now handled virtually. Please read the [Parent Portal Usage Policy](#) before continuing.*

*Please send an email to [portal@paulding.k12.ga.us](mailto:portal@paulding.k12.ga.us) and include the following information. A copy of **state-issued parent picture ID** must also be included in the email. Your request will be handled within 48 hours.*

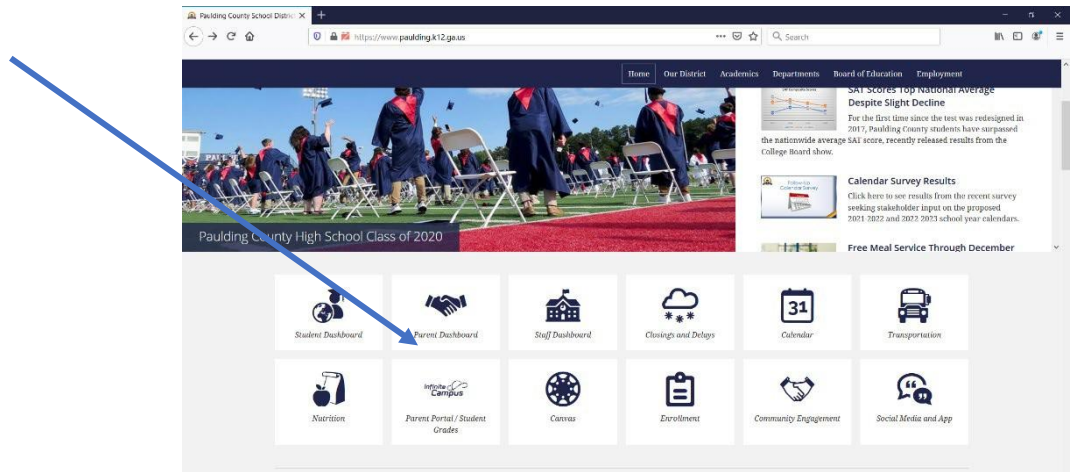
- Parent Name
- Parent Physical Address
- Parent Email Address
- Student's First Name
- Student's Last Name
- Student's Date of Birth
- Student's Physical Address
- Name of School Student Attends

An email will be sent to the parent email address in Infinite Campus providing the activation key and instructions on how to set up an account.

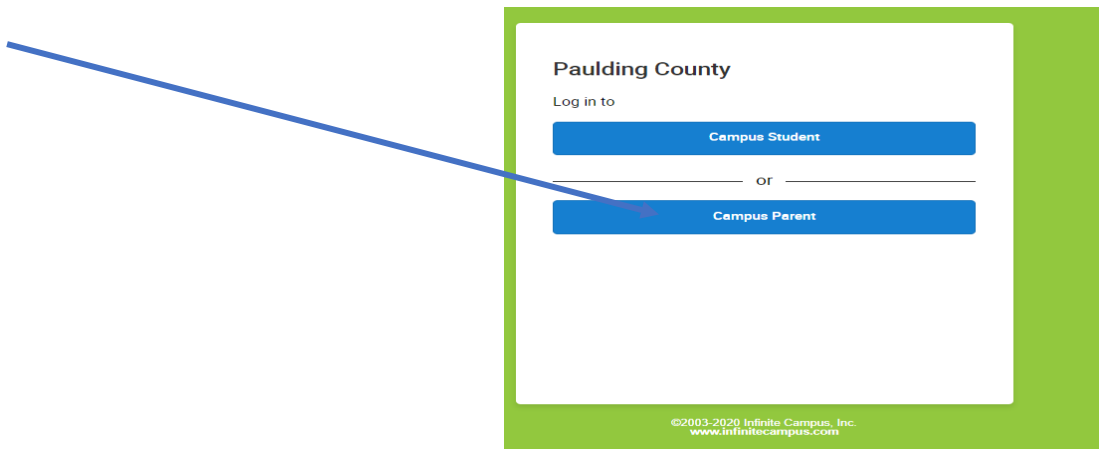
Prior to making a School Choice request, you will need an active Infinite Campus Parent Portal account. See instructions on Page 1. School Choice selections must be made from the enrolling parent account.

### STEP 1 – Log in to Infinite Campus Parent Portal

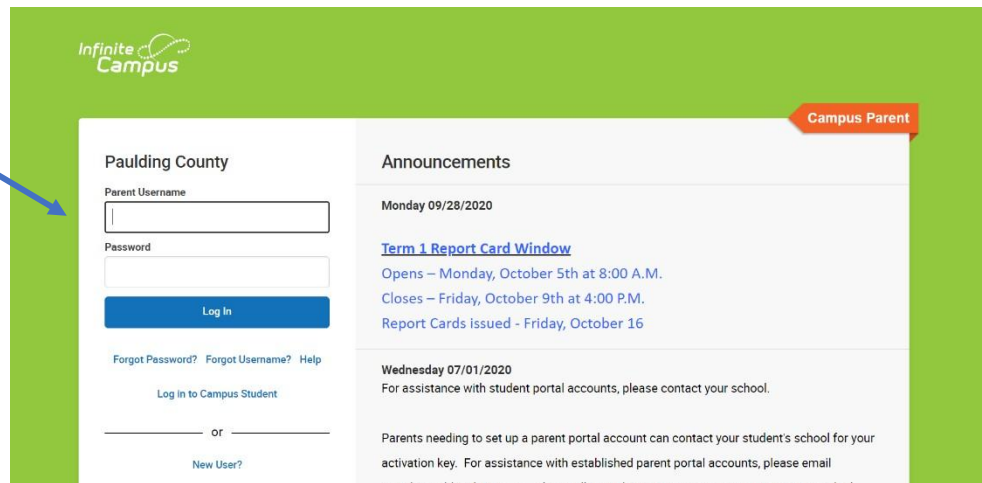
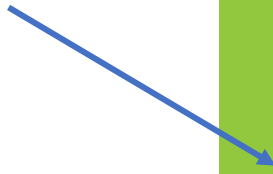
Go to [www.paulding.k12.ga.us](http://www.paulding.k12.ga.us), click Parent Portal/Student Grades.



Click Campus Parent



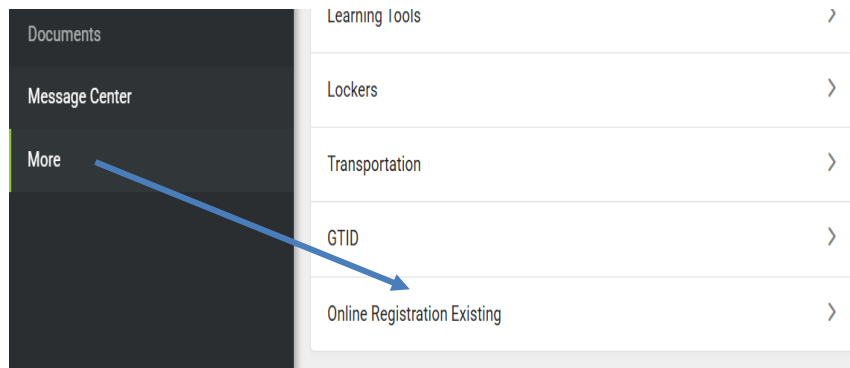
Enter your Username and Password to Log in



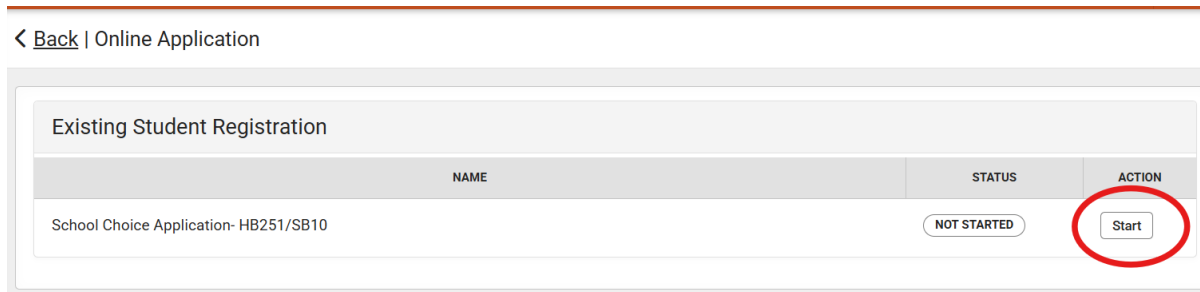
### STEP 2 – Complete School Choice Application –

You must submit your application at the end for the submission to go through. Until you hit the submit button you can return to the application at any point during the registration window. Once you have submitted, there is not an option to change your selection.

After logging in, parent clicks “More” and selects “**Online Registration Existing.**” If you do not see the index, please click on the three lines in the top left corner to open the index.



You will now be on the page below. Please click start to begin your application.



All students in the household will display. When you click “Begin Registration” a new window will pop up with the application.

< Back | Existing Student Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.

STUDENT'S LEGAL NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
	06	yes	Included	no
	08	yes	Included	no
	10	yes	Included	no

Begin Registration

Please note on the new screen that you will need to type your name. On this screen you will also see the registration number at the top. You also have the ability to complete the application in Spanish.

Application Number 65559  
Application For School Choice Application- HB251/SB10  
English | Español

\* Indicates a required field

Welcome ! Please type in your first and last name in the box below.

By typing your name into the box below, you affirm that you are an authorized user of this account and the data you are entering/verifying is accurate and true to the best of your knowledge.

Type Your First and Last Name to Continue \*

Submit

Application Number 65559  
Application For School Choice Application- HB251/SB10  
English | [Español](#)



\* Indicates a required field

✔ Primary Phone

Parent/Guardian will need to navigate through all 4 sections of the application.

In Section 1: review your household information. Please update your address if needed in this section.

In Section 2: review the parent/guardian information for each guardian in the household (**Please note, this is a visual review only. If you need to make changes, please complete a household form at your student's school).**

In Section 3: You will complete each section noted below. You will need to do this for each student in your household. If you do not want to make a school choice selection for one of your students, please select 'No' in the second section and then complete the remaining selections.



\* Indicates a required field

Student Name:

✔ Demographics

✔ HB251 School Choice Application

Relationships - Parent/Guardians

Relationships - Siblings

School Choice Acknowledgements:

● HB251 School Choice Application

HB251 School Choice

Are you applying for School Choice for this student? \*

Yes

Grade your student will be in next year: \*

School Selection \*

If you do not see a school listed in the drop down above, they are not a open for school choice during the 26-27 school year.

On section 4 you will be on the 'Completed' portion of your application. You will have the ability to review your application here or click the 'Submit' button. Once submitted, you will receive an email confirmation of your submission.

English | [Español](#)

Household Parent/Guardian Student **4** Completed

\* Indicates a required field

Parent/Guardian: I swear/affirm, under penalty of law, that the information given on this registration is correct, that the household address entered is the primary residence where my child and I live, and that I will notify the school of any change in residence status within 10 days of the change.

Thank you for completing the Paulding County School District's HB251 School Choice application. Please review the application by clicking on the PDF link below. If necessary, changes can be made by clicking on the green tabs above.

Once the application has been submitted (by clicking the below Submit Button), changes cannot be made to the application. Applications will be processed following the close of the School Choice window and notifications send out in late April or May via email.

Please visit the School Choice page here on the Paulding County School District website for more information on HB251 School Choice.

[Back](#) [Application Summary PDF](#) [Submit](#)

Once you submit your application, no changes can be made to your selection.

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This will complete the selection process. If you have questions, please email [portal@paulding.k12.ga.us](mailto:portal@paulding.k12.ga.us).