



# WELCOME TO OUR ONLINE REGISTRATION SYSTEM

This system will allow parents to safely and efficiently register their students online. This guide provides helpful tips.

## STEP 1: INFORMATION NEEDED

You will be asked to enter the following information:

- **Mailing Address:** if different from your home address
- **Alternate Address:** if the student will be riding the bus to or from an address other than your home address
- **Emergency Contact Name and Phone Number:** you may add up to 4 contacts (Note: Someone other than a parent should be listed as an emergency contact.)
- **Parent/Guardian Phone Numbers:** home, cell, and work
- **Parent E-mail Address:** e-mail address, if available
- **Student Birth Certificate:** you may need this document to verify full legal name
- **Student Social Security Number:** student's social security number
- **Year Student Entered 9th Grade:** for high school only
- **Health Conditions:** allergies, asthma, etc.
- **Medicine Taken At School:** including dose, frequency, and reason taken
- **Parent Employer:** name, address, and phone number
- **Doctor:** Name and phone number
- **Dentist:** Name and phone number

## STEP 2: ACTIVE E-MAIL ADDRESS

The Online Registration System requires that parents have an ACTIVE e-mail address. **If you do not have an e-mail account, it is easy to create one.**

Below are three sites and providers that are frequently used and are free of charge. *(You do not have to use one of these providers. These are just suggestions)*

- Google's Gmail <https://accounts.google.com/>
- SignUp Yahoo! Mail <https://login.yahoo.com/config/login>
- Microsoft's Outlook <http://www.microsoft.com/en-us/outlook-com/>

## STEP 3: REGISTER YOUR STUDENT

You can access the Online Registration link by visiting **your school's website** and following the link for registration or by going to <http://www.gcpsk12.org/Page/26139>

**Important reminder: Make sure that you select the 2021-2022 school year when completing the registration process.** (See Step 5 for more detailed information.)

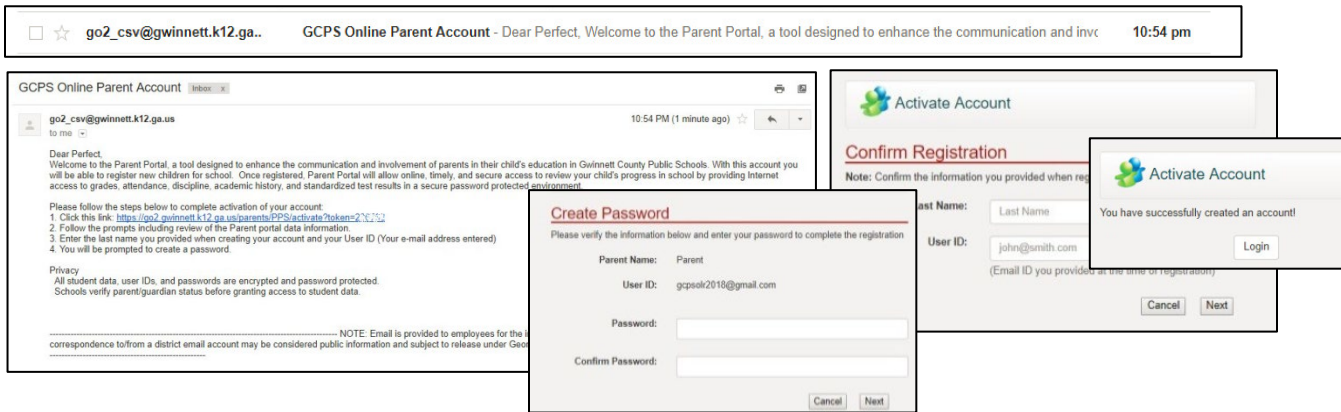
## STEP 4: CREATE A NEW ACCOUNT

If you have an existing Parent Portal Account, please log in using your current account.

### Login Steps for an Existing Parent Portal Account

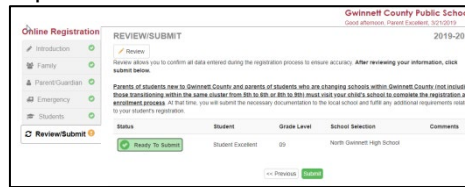
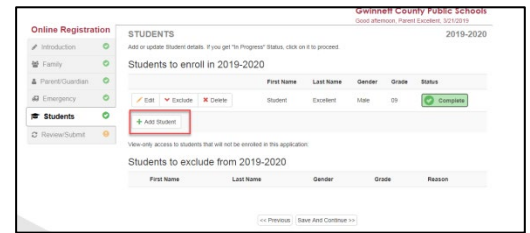
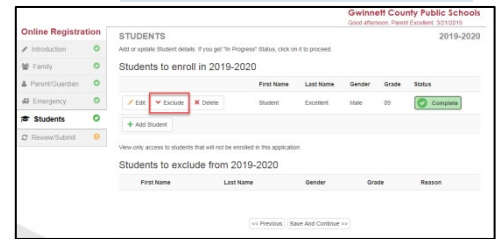
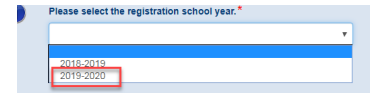
Messages	Date	Subject
Messages	07/11/2017	Online Enrollment is Currently Open <a href="#">Begin Registration</a>

You will receive an e-mail stating that your online account has been created successfully. **The e-mail will contain a link** that sends you to the **Confirm Registration** page and then to the **Create Password** page. (See examples below.)



## STEP 5: BEGIN ONLINE REGISTRATION

- Select the **School Year 2021-2022** from the drop-down menu.
- Select **Exclude Older Siblings** if appropriate. (You will use this option, if you are using an Existing Parent Portal Account and have students currently enrolled for 2021-2022.) If you are registering a kindergartner with older siblings who are displayed in the **Student** Tab, you will need to exclude these older siblings from this 2021-2022 registration submission. (See example *on the right.*) To exclude these older siblings, click on the **Exclude** button for each student.
- Click the **Add Student** button to add your student. Complete all the information, following the prompts.
- **Submit** when finished.



## STEP 6: WHAT TO BRING FOR REGISTRATION

When you visit your child's school to complete registration, please bring the following:

- Your child
- An official document showing proof of birth date
- Proof that you live in attendance zone
- A valid Georgia certificate of immunization (GA Form #3231)
- Evidence of Vision, Hearing, Dental, and Nutrition Screening (GA Form #3300-Rev. 2013)
- A photo ID for the adult registering the child
- Proof of authorized person to enroll
- Child's social security number (or you may decline to provide this information)
- Report cards or official school transcript (current K-12 student)
- Withdrawal form from previous school (current K-12 student)
- Discipline records (students enrolling in grades 7-12)

For more information about Kindergarten Registration, visit:  
<http://www.gcpsk12.org/Page/26080>