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 (someone other than a parent should be listed as an emergency contact)
- **Parent/Guardian Phone Numbers**: home, cell, work
- **Parent E-mail Address**: e-mail address, if available
- **Student Birth Certificate**: you may need this document to verify full <u>legal</u> name

- **Student Social Security Card**: for the 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://publish.gwinnett.k12.ga.us/gcps/home/public/about/school-improvement/registration

Important reminder: Make sure that you select the 2018-2019 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, please login using your current account.

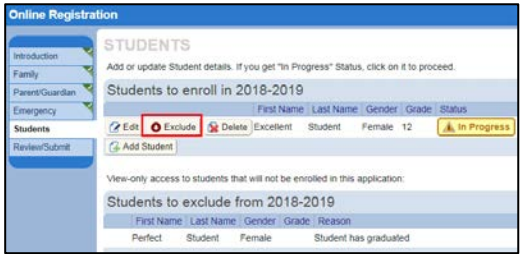**Login Steps for an Existing Parent Portal Account**

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).
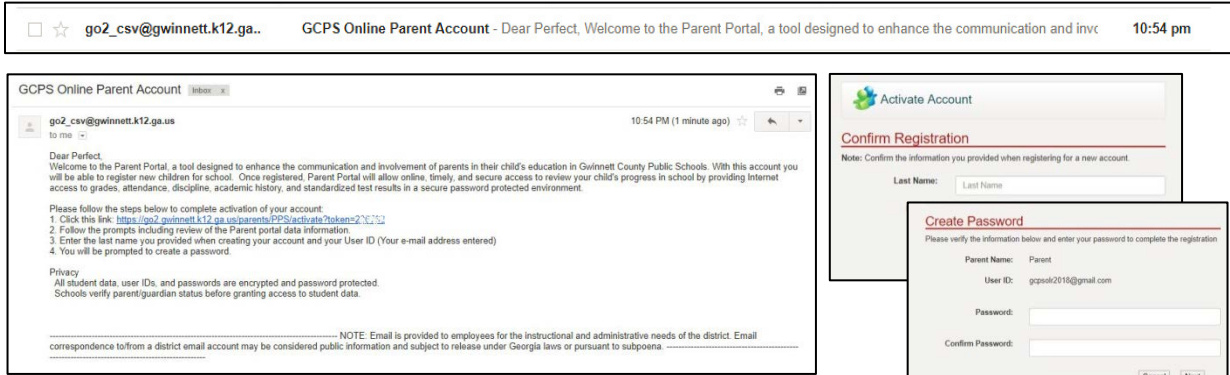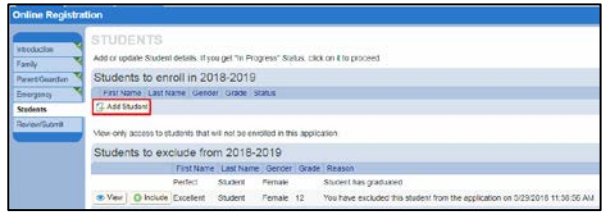

STEP 5: BEGIN ONLINE REGISTRATION

- **Select the School Year** *2018-2019* from the drop down

- **Exclude Older Siblings:**
  (You will use this option, if you are using an Existing Parent Portal Account and have students currently enrolled for 2018-2019.)
  If your kindergartener has older siblings that are displayed in the **Student** Tab (See example *on the right*), you will need to Exclude these older siblings from this 2018-2019 registration submission.
  To exclude these older siblings, click on the **Exclude** button for each student.

- Click the **Add Student** button to add your kindergarten student. Complete all the information following the prompts.

- **Submit** when finished.

STEP 6: WHAT TO BRING FOR REGISTRATION

When you visit your school to complete registration, please bring:
- Your child
- An official document showing proof of birth date
- Proof of residency in attendance zone
- A Georgia certificate of immunization
- Evidence of Vision, Hearing, Dental, and Nutrition Screening
- A photo ID
- Proof of custody/guardianship
- The child's social security number
- A copy of the Pre-K progress report if your child has attended a state Pre-K program

For more information about Kindergarten Registration visit:
http://publish.gwinnett.k12.ga.us/gcps/home/public/parents/content/general-info/kindergarten-registration