



# ONLINE REGISTRATION FOR NEW STUDENTS OPENS JULY 5

Gwinnett County Public Schools uses an Online Registration System to register students new to the district. This system allows parents to safely and efficiently complete much of the paperwork required for registration. **Contact your local school to begin the enrollment process.**

## STEP 1: GATHER DOCUMENTATION

Make sure you have all the required information below at your fingertips prior to starting online registration.

### REQUIRED 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:** Provide all contact numbers (home, cell, work)
- **Parent E-mail Address:** Parents may choose to provide student e-mail address, as well
- **Student Birth Certificate:** You may need this document to verify full legal name
- **Student Social Security Card:** This is documentation providing the student's social security number
- **GCPS Student ID:** If your student has ever been enrolled in a Gwinnett school, he or she has a GCPS student ID number
- **Year Student Entered 9th Grade:** High school students only
- **Health Conditions:** Allergies, asthma, etc.
- **Medicine Taken at School:** Include dose, frequency, and reason medications are taken



### OPTIONAL INFORMATION THAT CAN BE PROVIDED

- **Parent Employer:** Name, address, and phone number
- **Doctor:** Name and phone number
- **Dentist:** Name and phone number



## STEP 2: ACCESS THE ONLINE REGISTRATION WEBSITE

- Go to your local school website to review specific registration information.  
<http://publish.gwinnett.k12.ga.us/gcps/home/public/schools>
- From there, connect to the main GCPS webpage for student registration.
- Select the appropriate colored tab and begin generating your OLR account.



## STEP 3: REPORT TO YOUR SCHOOL TO COMPLETE THE REGISTRATION PROCESS

- Take paper copies to your school providing confirmation of:  
Your Student's Age--Authorization of Person Enrolling Student--Gwinnett County Residence--Updated Immunization Records--Previous School Attendance Records--Grade Reporting Documentation

**THE FIRST DAY OF SCHOOL IS MONDAY, AUGUST 8!**