**WELCOME TO OUR ONLINE REGISTRATION SYSTEM**
This system will allow parents to safely and efficiently register their students online. This guide provides helpful tips.

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**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 legal 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

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**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/](https://accounts.google.com/)
- SignUp Yahoo! Mail [https://login.yahoo.com/config/login](https://login.yahoo.com/config/login)

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**STEP 3: REGISTER YOUR STUDENT**
You can access the Online Registration link by visiting [your school’s website](http://publish.gwinnett.k12.ga.us/gcps/home/public/about/school-improvement/registration) and following the link for registration or by going to [http://publish.gwinnett.k12.ga.us/gcps/home/public/about/school-improvement/registration](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)*.

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**STEP 4: CREATE A NEW ACCOUNT**
If you have an existing Parent Portal, please login using your current account.

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

[Image of login steps]
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](http://publish.gwinnett.k12.ga.us/gcps/home/public/parents/content/general-info/kindergarten-registration)