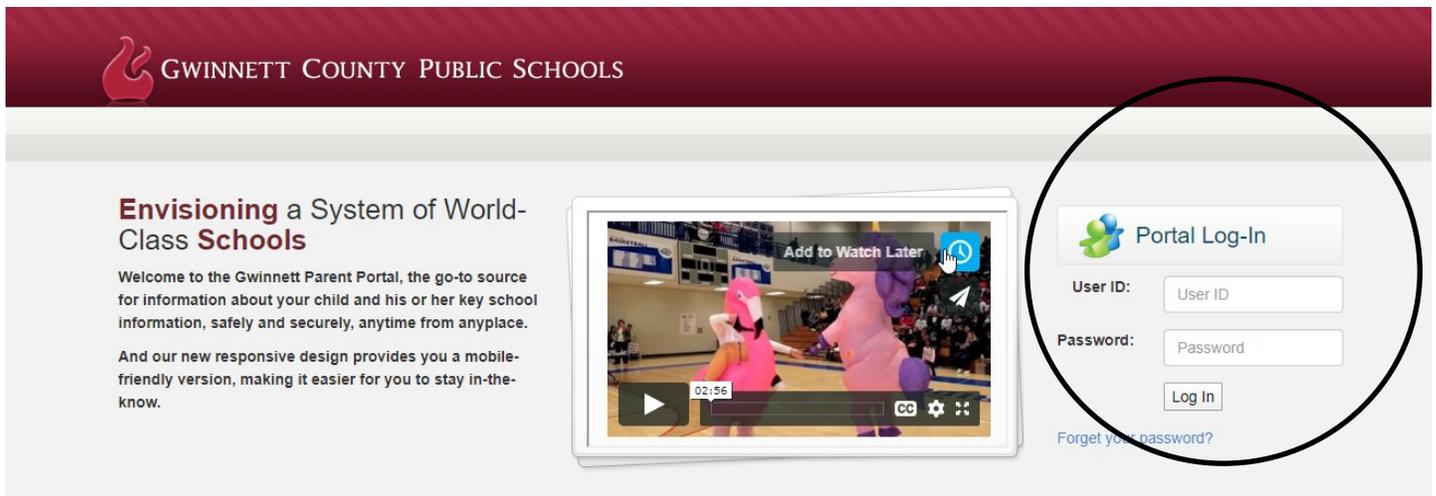
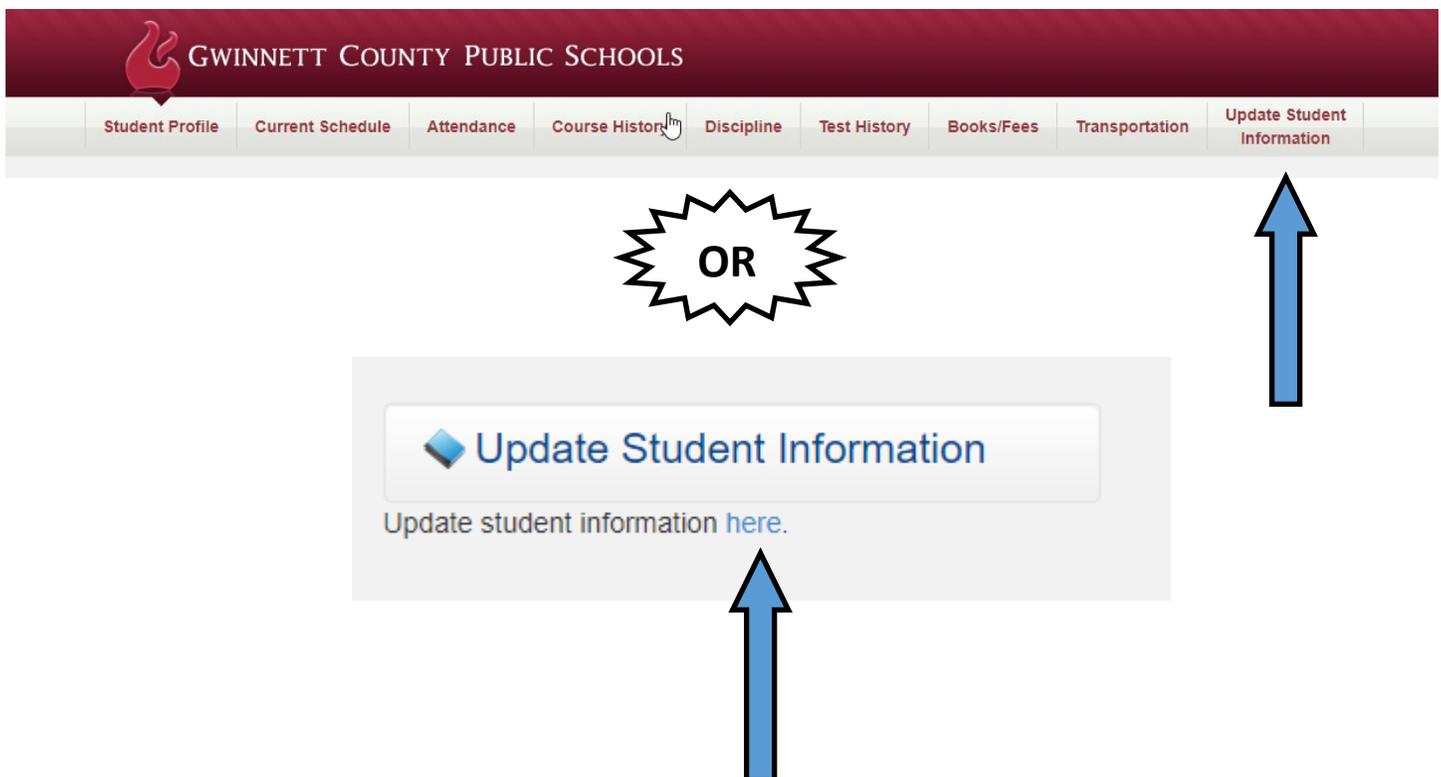


# HOW TO REGISTER A NEW STUDENT WHEN YOU ALREADY HAVE A GCPS STUDENT

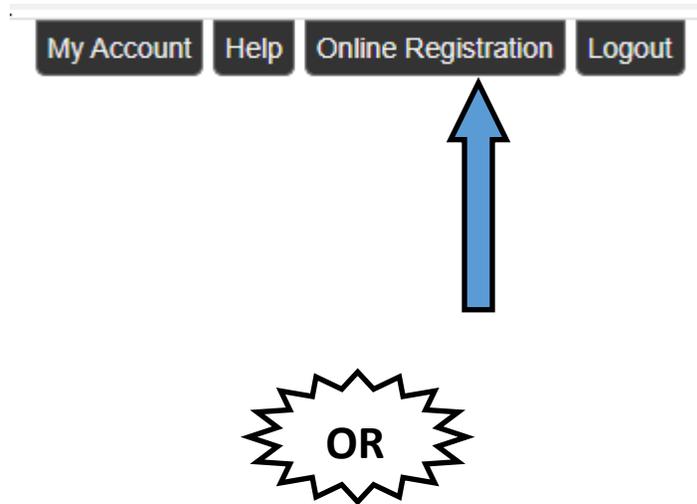
1. Log in to your Parent Portal Account. (You MUST have this portal set up for your current student(s). Please do not create a new account using a new email because all students in the same family need to be linked under the same email account.)



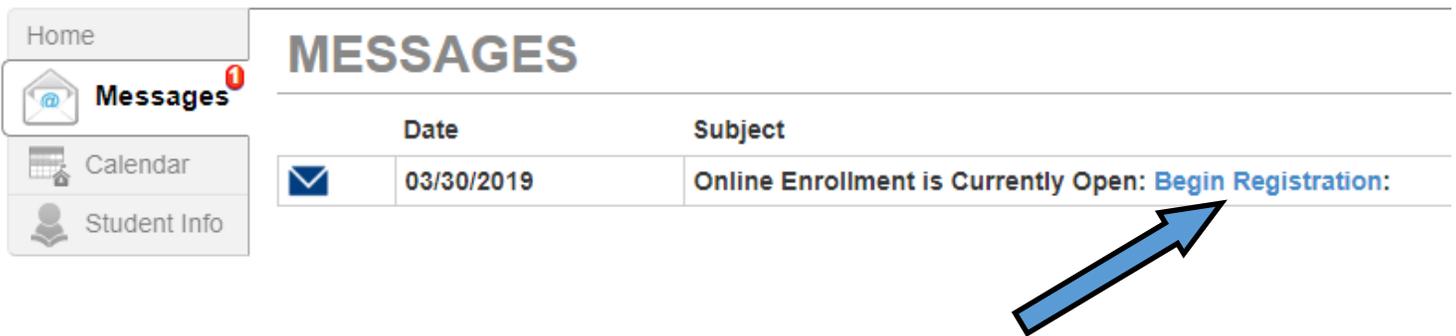
2. After logging in, you will choose to “**UPDATE STUDENT INFORMATION.**” You can click on either of the following links:



3. You will now be on a page where you will click on **“ONLINE REGISTRATION”** tab in the top right corner.



You can click on the **“MESSAGES”** tab on the left side and then choose **“BEGIN REGISTRATION”**:



4. Be sure to click the drop down arrow and choose the 2020-2021 school year and then click **“BEGIN NEW REGISTRATION.”**

Please select the appropriate registration school year.

If this registration is for the **next school year, select 2020-2021**. This would apply to any student registering and entering GCPS next year (beginning in August 2020), including Kindergarten registration.

If this registration is for the **current school year, select 2019-2020**. This would apply only to new students registering and entering GCPS for the remainder of this school year (April/May).

\*

[Begin New Registration >](#)

- The next page you see is an introduction/welcome page. You will just click the “**CONTINUE**” button at the bottom of the page.

The screenshot shows the 'Online Registration' portal for the 2020-2021 school year. The page is titled 'INTRODUCTION' and features a navigation menu on the left with options: Introduction (selected), Family, Parent/Guardian, Emergency, Students, and Review/Submit. The main content area is titled 'Welcome' and contains a blue information box stating: 'Students currently registered in Gwinnett County Public Schools are listed below. Please choose Save and Continue to review current contact information, and to begin the process of registering a new student and/or updating existing information.' Below this is a thank-you message and a list of documents to have ready for registration. A table lists these documents and their details.

For each child you will be registering you may want to have the following documents for reference:			
Student's birth certificate	Mailing address if different from your home address	Health conditions	Discipline history
Student's Social Security card	Parent's employer name, address, phone number (optional)	Doctor name and phone number (optional)	Parent email address
Proof of Residency (some examples are a current utility	Alternate address information		

- At this point you will begin reading through the screens, making any needed changes, and clicking “**SAVE AND CONTINUE.**” If you see a yellow box with an exclamation point, you must click on it and verify the information. When you are about halfway through the online registration, you will reach a screen that has any current Gwinnett County students listed AND there will be a button that says “**ADD NEW STUDENT**” - **this is where you will add your new kindergartener.** (If you notice a place where it asks if you want to EXCLUDE any students from registration, you would choose your current students for exclusion. THIS DOES NOT MEAN THEY WILL NOT BE REGISTERED FOR SCHOOL! You are excluding them because they are already students and do not need to be re-registered.) Continue filling in the information for your new kindergartener.
- Because of the different situation this year, you will be uploading your documentation at the end of the online registration. There will be a list of what documents to upload, which will be printed and put in your child’s permanent record.
- Be sure to hit the “**SUBMIT**” button at the end. You will be receiving contact from the school at some point after your online registration is complete.