



# WELCOME TO GCPS' ONLINE REGISTRATION SYSTEM

This system will allow parents to safely and efficiently register their students online. This guide provides helpful tips. If you have questions beyond this guide, please contact your school.

## STEP 1: INFORMATION NEEDED

You will be able 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
- **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

## 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)

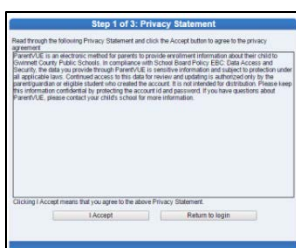
- Google's Gmail <https://accounts.google.com/>
- SignUp Yahoo! Mail <https://login.yahoo.com/config/login>
- Microsoft's Outlook <http://www.microsoft.com/en-us/outlook-com/>

## STEP 3: REGISTER YOUR STUDENT

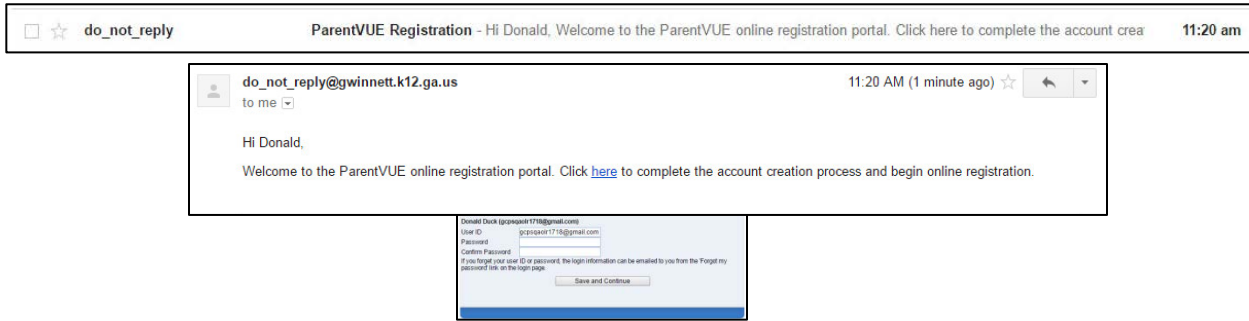
You can access the Online Registration link by visiting **your school's website** and following the link for registration or by going to <http://publish.gwinnett.k12.ga.us/gcps/home/public/about/school-improvement/registration>

**Important reminder: Make sure that you select the 2017-2018 school year when completing the registration process** (See Step 5 for more detailed information).

## STEP 4: CREATE A NEW 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 **Create Password** page (See examples below).



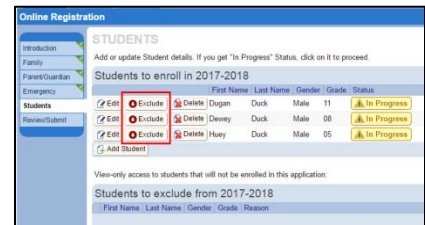
## STEP 5: BEGIN ONLINE REGISTRATION

- Select the School Year **2017-2018** from the drop down



- **Exclude Older Siblings:**

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 2017-2018 registration submission.

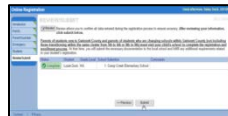


To exclude these older siblings, click on the **Exclude** button for each student.

- 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>