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 (Note: Someone other than a parent should be listed as an emergency contact.)
- **Parent/Guardian Phone Numbers**: home, cell, and 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 Number**: student's social security number (or waiver may be signed at school)
- **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

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 2020-2021 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 Account, please log in 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 2020-2021** from the drop-down menu.

- Select **Exclude Older Siblings** if appropriate. (You will use this option, if you are using an Existing Parent Portal Account and have students currently enrolled for 2020-2021.) If you are registering a kindergartner with older siblings who are displayed in the **Student** Tab, you will need to exclude these older siblings from this 2020-2021 registration submission. (See example on the right.) To exclude these older siblings, click on the **Exclude** button for each student.

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

- **Submit** when finished.

**STEP 6: WHAT TO BRING FOR REGISTRATION**

When you visit your child’s school to complete registration, please bring the following:

- Your child
- An official document showing proof of birth date
- Proof that you live in attendance zone
- A valid Georgia certificate of immunization (GA Form #3231)
- Evidence of Vision, Hearing, Dental, and Nutrition Screening (GA Form #3300-Rev. 2013)
- A photo ID for the adult registering the child
- Proof of authorized person to enroll
- Child’s social security number (or you may sign a waiver at the school)
- Report cards or official school transcript (current K-12 student)
- Withdrawal form from previous school (current K-12 student)
- Discipline records (students enrolling in grades 7-12)

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