



# School Choice Parent Portal Instructions

**February 6 – February 17, 2023**

**HB251/SB10 School Choice is open from February 6, 2023 at 9:00 a.m. through February 17, 2023 at 5:00 p.m.**

Selection for currently enrolled students in grades K – 11 must be made through Parent Portal. Selection for students who will be entering Kindergarten in the 2023-2024 school year must be done through the online application.

Instructions for completing School Choice are on the following pages.

*Confirmation emails will be sent prior to the end of the 2023-2024 school year. Parents will not receive an email confirming that a selection has been made through Parent Portal.*



HOLD CONTROL AND CLICK ABOVE TO ACCESS THE  
PARENT PORTAL LOG IN

Any parent who has not created an Infinite Campus Parent Portal account should do so as soon as possible. Directions for creating a portal account are below or can be found at: <https://www.paulding.k12.ga.us/domain/4142>

### **Virtual Instructions for Activating a Parent Portal Account**

*Requests for Parent Portal accounts are now handled virtually. Please read the [Parent Portal Usage Policy](#) before continuing.*

*Please send an email to [portal@paulding.k12.ga.us](mailto:portal@paulding.k12.ga.us) and include the following information. A copy of **state-issued parent picture ID** must also be included in the email. Your request will be handled within 48 hours.*

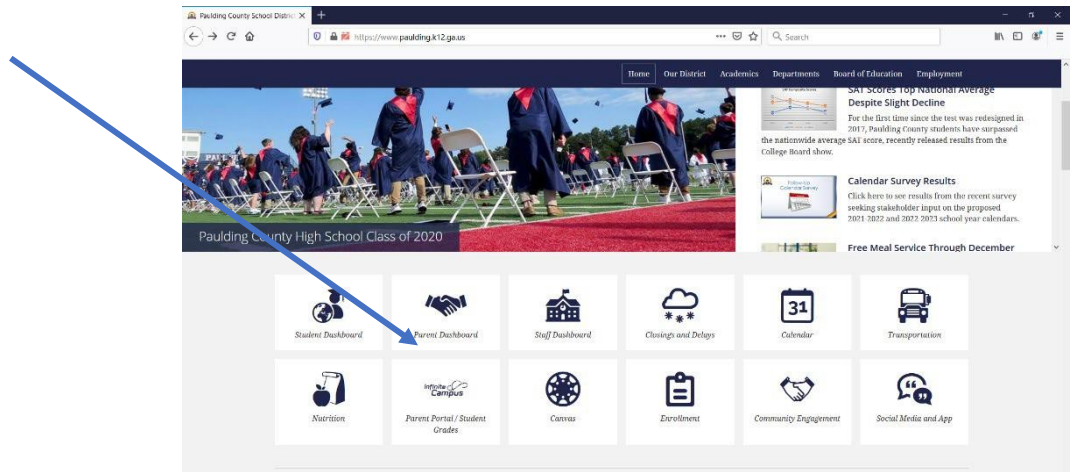
- Parent Name
- Parent Physical Address
- Parent Email Address
- Student's First Name
- Student's Last Name
- Student's Date of Birth
- Student's Physical Address
- Name of School Student Attends

An email will be sent to the parent email address in Infinite Campus providing the activation key and instructions on how to set up an account.

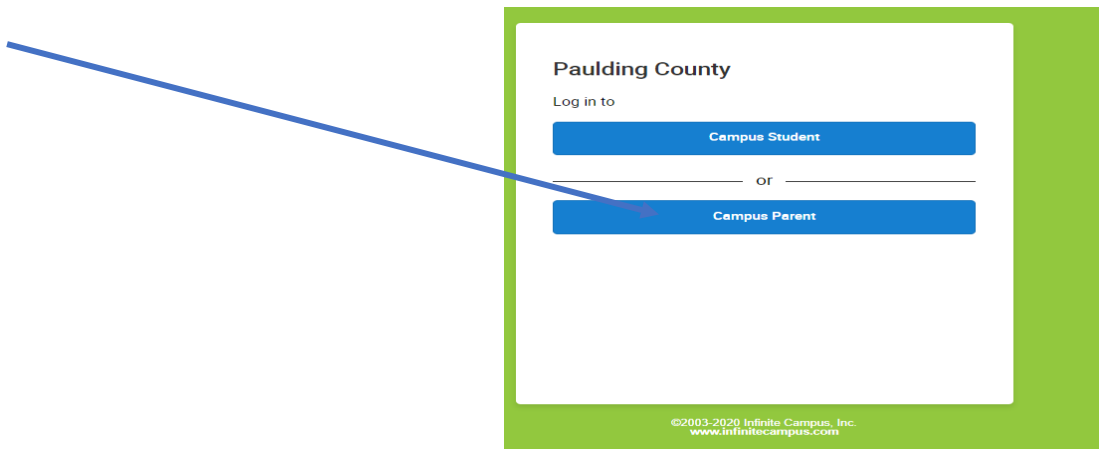
Prior to making a School Choice request, you will need an active Infinite Campus Parent Portal account. See instructions on Page 1. School Choice selections must be made from the enrolling parent account.

### STEP 1 – Log in to Infinite Campus Parent Portal

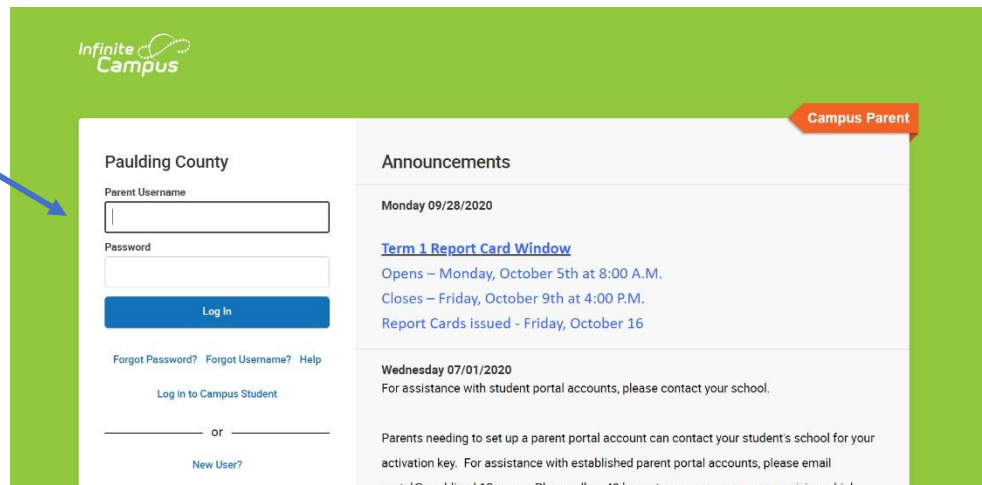
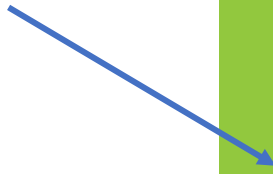
Go to [www.paulding.k12.ga.us](http://www.paulding.k12.ga.us), click Parent Portal/Student Grades.



Click Campus Parent



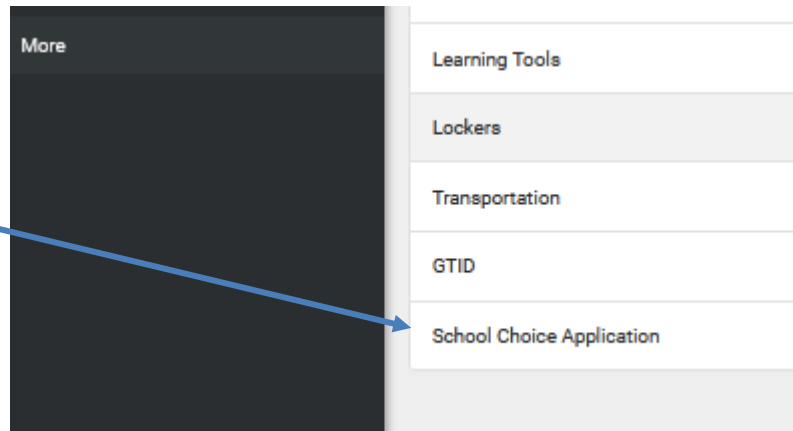
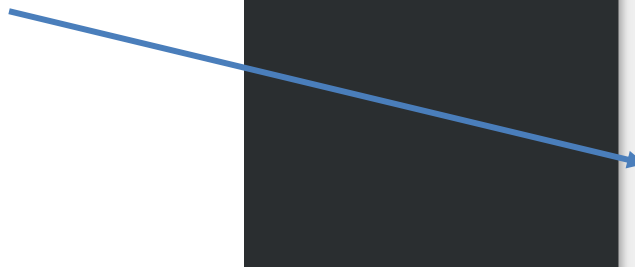
Enter your Username and Password to Log in



**STEP 2 – Complete School Choice Application –**

You may return to these directions during the registration window to make any adjustments as many times as needed. Step 2 needs to be finalized with decision by end of the registration window.

After logging in, parent clicks “More” and selects “School Choice Application.” If you do not see the index, please click on the three lines in the top left corner to open the index.



All students in the household will display. Parent/Guardian will make selection for each student from the two drop-down tabs. Your current residential address and city are required. **Form must be completed for each student in the household.** If school choice is being requested for only one student, "no selection" must be chosen for other students (See Student B below).

### Student A

\* Email Confirmation

Emails are not sent upon submission. Emails will be sent upon approval / denial.

\* Instructions

Please answer all questions below. Click the X at the top of the window to close this screen.

\* School Choice Option

HB251

Parents will be emailed status of their HB251 request by the end of the 2021-2022 school year.

\* School Requesting

Baggett Elementary

\* Current Residential Address

123 ABC Street

(Character limit 255)

\* Current Residential City

Hiram

(Character limit 255)

\* Parent Email

(Character limit 255)

### Student B

\* Email Confirmation

Emails are not sent upon submission. Emails will be sent upon approval / denial.

\* Instructions

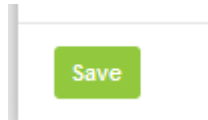
Please answer all questions below. Click the X at the top of the window to close this screen.

\* School Choice Option

No Selection

Parents will be emailed status of their HB251 request by the end of the 2021-2022 school year.

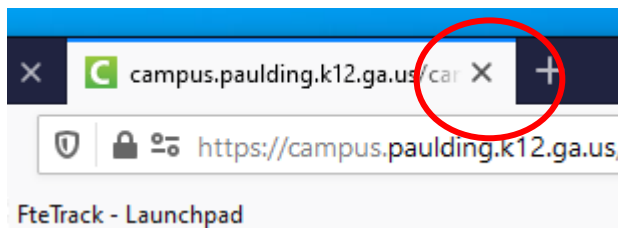
After making your selection, click Save at bottom of screen.



A flyout message will appear indicating that your selection has been saved.



The screen will then display your choices for each student. You can now exit this window by clicking the "X" at top of screen and then logging out of Parent Portal. **Parents will not receive an email indicating that a selection has been made. Emails will be sent before the end of the 2022-2023 school year.**



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This will complete the selection process. If you have questions, please email [portal@paulding.k12.ga.us](mailto:portal@paulding.k12.ga.us).