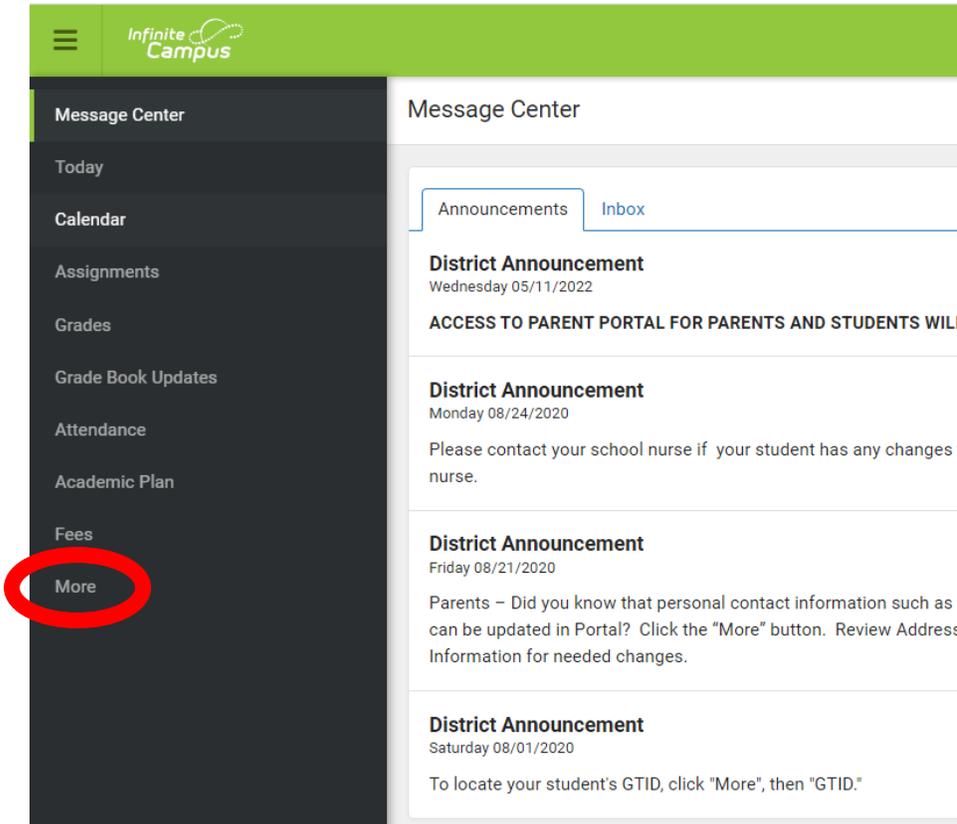


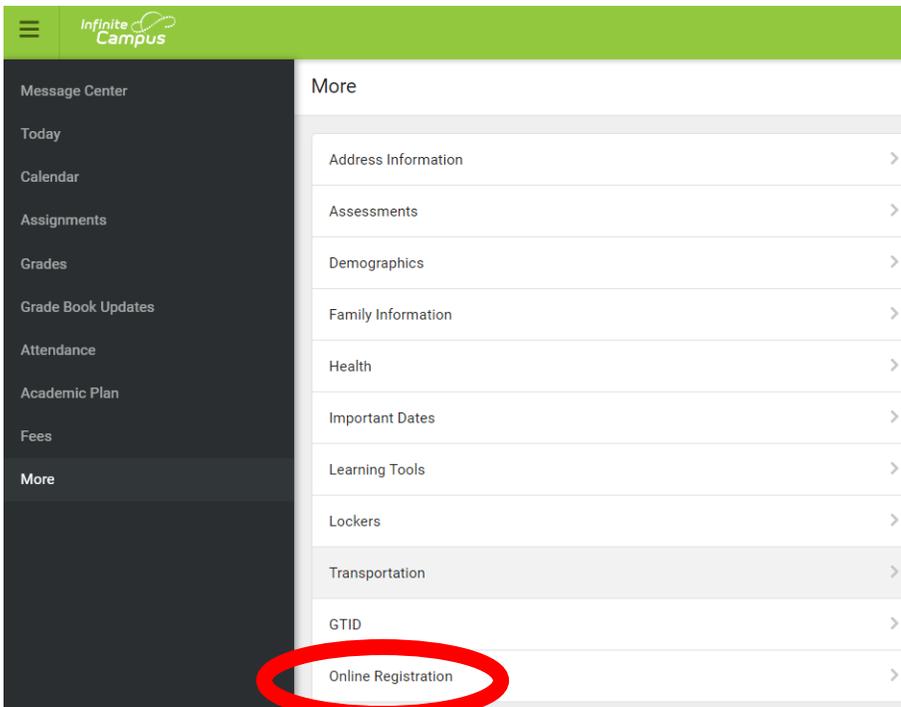
Instructions on completing the Existing Online Registration Application

1. Click More



The screenshot shows the Infinite Campus interface. On the left is a dark sidebar with a menu. The 'More' option at the bottom of the sidebar is circled in red. The main content area is titled 'Message Center' and shows a list of announcements. The first announcement is dated Wednesday 05/11/2022 and is titled 'District Announcement'. The second is dated Monday 08/24/2020 and is titled 'District Announcement'. The third is dated Friday 08/21/2020 and is titled 'District Announcement'. The fourth is dated Saturday 08/01/2020 and is titled 'District Announcement'.

2. Click Online Registration



The screenshot shows the Infinite Campus interface with the 'More' menu open. The 'More' option in the sidebar is circled in red. The 'More' menu lists various options: Address Information, Assessments, Demographics, Family Information, Health, Important Dates, Learning Tools, Lockers, Transportation, GTID, and Online Registration. The 'Online Registration' option at the bottom is circled in red.

3. Click Start.

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Academic Plan

Fees

More

< More | Online Application

NAME	STATUS	ACTION
22-23 Existing Student Registration	NOT STARTED	Start

4. Click Begin Registration

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Academic Plan

Fees

More

< Online Application | Existing Student Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.

STUDENT'S LEGAL NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
[REDACTED]	12	yes	Included	no

Begin Registration

5. Click your preferred language.

Infinite
Campus Online
Registration

English | Español

Please pick your preferred language.

Por favor, elija su idioma preferred.

Application Number .

6. Type your first and last name in the box then click Submit.



Application Number

English | Español

Welcome [redacted]! Please type in your first and last name in the box below.

By typing your name into the box below, you affirm that you are an authorized user of this account and the data you are entering/verifying is accurate and true to the best of your knowledge.

7. Read the instructions then click begin.



Application Number

English | Español



Welcome to the Paulding County School District's Online Application. Before you click begin, please gather the following:

- Household information -- address and phone number
- Parent(s) information -- work and cell phone numbers, email address
- Student information -- demographic and health/medication information
- Forms to upload -- student's birth certificate, social security card(if providing), GA Form 3231 immunization, GA Form 3300 EEDN, student's with enrolling parent's picture ID, and 2 proofs of residency
- Emergency Contacts - phone numbers

Note: Required fields are marked with a red asterisk, and the District will receive the data exactly as it is entered. Please be careful of spelling, capital be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.



8. Review the information listed then click the next button. When there is not a next button, click save to go to the next tab.

* Indicates a required field

▼ Household ▶ Parent/Guardian ▶ Student ▶ Completed

▼ Primary Phone

Primary Phone *

Next ▶

▶ Residential Address

Address

Save

9. Click Edit for each parent listed. Review the information listed and make any changes to contact information for each parent. If a new parent needs to be added, click the Add New Parent/Guardian button. Once you have verified the contact information for each parent, click the Save/Continue button.

* Indicates a required field

✓ Household ▶ ▼ Parent/Guardian ▶ Student ▶ Completed

Parent/Guardian

In this section, please add each parent/guardian, one at a time, by clicking the "Add New Parent/Guardian" button and completing the questions.

First Name	Last Name	Gender	Completed	Record Type	
		M		Existing	Edit
		F		Existing	Edit

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue

10. Click the Edit button to verify information for each student listed. You will review the parent/student handbook and other important information as well. Click next after each section. Once there is not a next button, click save.

* Indicates a required field



Student

First Name	Last Name	Gender	School	Completed	Record Type
[Redacted]	[Redacted]	M	[Redacted]		Existing

Edit

Description of Add Student

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Back **Save/Continue**

11. You will need to enter the contact order for each parent listed in the order you want them contacted.

Emergency Contacts

Relationships - Parent/Guardians

Please select the relationship to the student for the person listed below. At least one person must have the "Guardian" box checked to move forward.*

Legal Name	Relationship*	Guardian	Mailing	Portal	Messenger	Contact Order*
[Redacted]	Father	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student AND will allow this person to pick up from school and/or be contacted in an emergency from the enrolling parent.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will flag this person for a portal account, if eligible, and this person will be able to view student information within the portal when the account is activated.

Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system.

Contact Order - Adding a contact order on contacts will prompt district staff to contact these persons in the order that you specify.

- Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student.

Next

12. Click the button if no medical or mental health conditions need to be listed for your student. If a condition needs to be listed, please click the add button.

Health Services - Medical or Mental Health Conditions

Please indicate below if student has any medical / mental health conditions, medical nutritional needs, and/or any life-threatening food or insect allergies. If more than two conditions exist, please discuss with Central Registration at time of appointment.

If student has a medical nutrition need that is a disability or an anaphylactic food allergy, a Special Needs Form must be completed. This form is located on the Paulding County School District's website under Nutrition Services .

Either "Add" or "No medical or mental health conditions" must be checked. If "Add" is checked, the no medical or mental health conditions box must be checked.

No medical or mental health conditions

Previous **Next**

13. Click the button if no medications need to be listed for your student. If you need to list medications, please click the add button.

▼ Health Services - Medications

No medications

◀ Previous Next ▶

14. You must click on each link to review the information with your student. You must click the check box next to each “Yes, I have” statement. Please review each document carefully. Please read the statements listed then type your student’s and your legal name. Click Save.

▼ Parent & Student Information Guide and Acknowledgement Forms

Middle and High School Parent & Student Information Guide
[Middle and High School Parent & Student Information Guide*](#)

* Yes, I have accessed, read, and understand the Parent and Student Information Guide in its entirety. I am verifying that I have reviewed with my student the Paulding County School District Student & Parent Handbook online for the current school year. I have reviewed the information contained therein with my child concerning:

- The Family Educational Rights and Privacy Act (FERPA)
- Protection of Pupil Rights Amendment of 1978 (PPRA)
- The "Right to Know" Professional Qualifications Notification
- Paulding County School District Policies: JCDB (Student Dress Code), JD (Student Discipline), JD-R (3) Student Code of Conduct Middle & High School, JB (Student Attendance), and IFBGA (Internet Acceptable Use).

Athletic Code of Conduct
[Athletic Code of Conduct Acknowledgement Form*](#)

* Yes, I have reviewed the Athletic Code of Conduct and understand the consequences set forth in the code of conduct.

Technology Acceptable Use
[Technology Acceptable Use and Internet Safety Agreement- User Access*](#)

* Yes, I have reviewed the Technology Acceptable Use and Internet Safety Agreement and understand the consequences set forth in the Technology Agreement.

Parent & Student Acknowledgement
[Parent & Student Acknowledgement Form*](#)

* Yes, I have reviewed the Parent & Student Acknowledgement Form and understand the consequences set forth in the Parent & Student Acknowledgement Form.

- I understand that I must notify the school within 10 days of enrollment or the first 10 days of the academic school year if my child will go home in a different manner other than normal during an emergency.
- Parents, legal guardians, or eligible students may make a written request to the Principal of the school where a student is enrolled, within the first 10 days of the academic school year, to request their child's picture/student work not be taken for use in local newspapers, school newsletters, schools websites, etc
- Parents, legal guardians, or eligible students may make a written request to the Principal of the school where a student is enrolled to have their number removed from receiving informational notifications. The number identified in that request will still receive emergency notifications. Parents may opt-out of receiving notifications (emergency and informational) at any time.

I confirm and agree that the below typed names shall be considered an original signature for all purposes and shall have the same force and effect as an original signature.

I understand that by typing the student's name, I am acknowledging that the student has also reviewed, read, and understands the Parent and Student Information Guide in its entirety. I understand that by typing the parent's name, I am acknowledging that the parent has reviewed, read, and understands the Parent and Student Information Guide in its entirety.

Student Signature:

Parent Signature:

◀ Previous

15. Click Submit.

* Indicates a required field



Thank you for completing the Paulding County School District's online application. Please review the application by clicking on the PDF link below. If necessary, changes can be made by clicking on the green tabs above.

Once the application has been submitted (by clicking the below Submit Button), changes cannot be made nor uploads added to the application. Once you leave the application, you cannot return to it. An appointment must be made in order for application to be processed. If the required documentation was not uploaded to the online application, please email the required documents to centralregistration@paulding.k12.ga.us.

Please visit the Enrollment page [here](#) on the Paulding County School District website for more information on the required documents that must be provided for the registration to be processed.

Submit

Parent/Guardian: I swear, under penalty of law, that the information given on this registration is correct, that the household address entered is the primary residence where my child and I live, and that I will notify the school of any change in residence status within 10 days of the change.

Back

[Application Summary PDF](#)