Atlanta Public Schools

Online Enrollment Guide for NEW Parents & Students
This guide is only for new parents/guardians enrolling a new student into Atlanta Public Schools.

The preferred Internet browsers are Google Chrome and Firefox.

**TECHNICAL ASSISTANCE**
Please email OLRsupport@atlantapublicschools.us or call the APS Service Desk (404-802-1000) if you encounter any issues related to this process.

**BEFORE YOU BEGIN, PLEASE GATHER THE FOLLOWING:**
- Household information -- address and phone numbers.
- Parent information -- work and cell phone numbers, email addresses.
- Student information -- demographic and health/medication information.
- Emergency contact -- phone numbers.
- Before you begin, please verify your school zone: [VERIFY MY ZONE SCHOOL](#).

**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, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx. The student’s name should be entered exactly as shown on the student’s birth certificate.

For questions regarding documents required to complete enrollment or re-registration, click on the link below:
[WHAT DO I NEED TO ENROLL/RE-REGISTER IN APS](#)

**THINGS TO KNOW**
- The enrollment process should take 15-30 minutes.
- Applications can be saved if more data entry is needed, and reopened at a later time. If data is not completed at the time of original entry, upon returning to the application, information displays in yellow.
- Required fields display with a red asterisk**.
- It is not possible to move to the next panel without using the Previous and Next buttons available on each panel. A warning message displays if this is done.
- You will still need to physically visit your school or the designated enrollment site to complete verification and other required/optional tasks.
- It is highly recommended that you complete the online enrollment portion before visiting your school or the designated enrollment site.
- Don’t forget to submit your online enrollment application (big red submit button) once all student information has been entered & verified.

**EMAIL ACCOUNTS**
Every parent will need a valid email address to add to the Infinite Campus Parent account. If you do not have an existing email address, you can create one for free. Some of the more prominent free email sites are:
- Google Gmail: [https://www.google.com](https://www.google.com)
- Yahoo: [https://www.yahoo.com](https://www.yahoo.com)

**DOCUMENT UPLOAD**
- You will have the option to upload documents in the application.

---

**Frequently Asked Questions—Online Enrollment & Registration**

**Online Enrollment — NEW STUDENTS**

What is the purpose of online enrollment?
An online enrollment system allows parents to enroll new students, when and where it is most convenient for them, and in just a few minutes. Parents will have the ability to enter the student’s information and securely upload documents.
Who can use the online enrollment system?
Only parents and guardians designated with legal rights to student records may use the online enrollment.

What Can Parents/Legal Guardians Do Online?
The online enrollment process allows a parent/guardian the ability to complete the following forms, update information and tasks prior to visiting the school:

- Parent Contact/Demographic Info
- Student Contact/Demographic Info
- View/Approve APS student notices
- Emergency Contact information
- Health Services & Physician information
- Medical & Mental conditions information

What kind of software or computer is needed for online enrollment?
To effectively access the online enrollment systems, parents and guardians need:

1. Internet Access
2. Valid email address
3. Computer with a processor speed of 500Mhz or better (MAC or PC)
4. Web Browser — we suggest Microsoft Internet Explorer 8.0 or better, Firefox 19, or Google Chrome 24
5. Adobe Reader™ — This is a free document reader available for download on the web at http://www.adobe.com/products/acrobat/readstep2.html. There are some Infinite Campus reports that require the Adobe Reader.

Can I access the online enrollment from my smartphone or tablet?
Yes you can access the online enrollment system from Android and iOS devices.

<table>
<thead>
<tr>
<th>Device</th>
<th>Minimum OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apple Mobile Devices (iPod Touch, iPhone)</td>
<td>iOS 6.0+</td>
</tr>
<tr>
<td>Apple Tablet Devices (iPad, iPad Mini)</td>
<td>iOS 6.0+</td>
</tr>
<tr>
<td>Android Mobile Devices (Phones)</td>
<td>Android 2.2+</td>
</tr>
<tr>
<td>Android Tablet Devices</td>
<td>Android 2.2+</td>
</tr>
</tbody>
</table>

How secure is online enrollment?
Infinite Campus uses a 32-bit, secure socket layer (SSL) encryption technology to protect information. The technology is similar to that used in other industries such as health care and banking.

Do I use the online enrollment system if my student attended the same school last year?
No. Only new students should be enrolled using the online enrollment system.

Can I upload documents? What happens if I can’t upload my documents?
Yes, parents have the option to upload documents into the enrollment system. If you are unable to upload documents, you will need to bring the documents to the school.

Can I enroll more than one student?
Yes. Parents can enroll multiple students in a household at one time.

How long does it take to complete online enrollment?
The new student online enrollment process takes approximately 20-30 minutes. You will still need to visit your local school to complete enrollment and other required tasks. You are also required to bring your documents so the staff can review and verify authenticity.

Can I start my enrollment now and finish it later?
Applications can be saved if more data entry is needed and reopened at a later time.

Who do I contact if I have questions about online enrollment?
If you are experiencing technical difficulties or need help logging in, please contact the service desk (404) 802-1587 or email OLRsupport@atlanta.k12.ga.us.

How will I know that my enrollment was received?
Once the online enrollment process is completed, parents will receive a receipt confirming their enrollment application has been submitted. Parents should print the completed application for their records.

Once my application is submitted can I go back and make changes?
No. In order to make any changes to a submitted application you will have to notify the school when you visit to complete enrollment. The enrollment staff can make the changes for you.

03/21/2018
Click the link on the district website or click here:
Select your desired language – English or Spanish
Enter the First Name, Last Name, Email Address and Verify Email Address of the person who will be entering the enrollment data. This should be the parent or legal guardian of student.
Please select the enrollment year. This should be the year the student is enrolling in APS (the upcoming school year).
Enter the words that appear in the CAPTCHA box in the provided text field. This field is case sensitive and must be entered exactly.
Click the Blue Begin Registration button when ready.
An email will be sent to the entered email address.

Select the “Begin Registration” button to start the new enrollment process.

For assistance with Captcha, you can select the reset button (yellow arrow) for a new word or the speaker button (blue arrow) to hear the words spoken.
You will also receive a confirmation number. Please write this number down in case you become disconnected.
Once you receive your email, click the link in the email to start the enrollment process.

ENROLLMENT APPLICATION
When you open the enrollment application you will notice a progress row with sections for student household, parents, emergency contacts, other household members, and student information. Each section has multiple tabs to enter information. As you progress through the application, the section that is in progress is **BLUE**. Each section of the progress bar turns **GREEN** as you complete it.

HOME PHONE
Begin by entering the primary home phone number and notification preferences and hit the “Next” button.

PRIMARY HOUSEHOLD
Enter the home address of the student and select “Next”. Click here for Residency FAQs.
Confirm or update the mailing address of the household. Then select the blue “Save/Continue” button to go to the next section.

PARENT/GUARDIAN
Please add any Parent/Guardian, including yourself, whether or not the Parent/Guardian is in the household with the student(s). Select “Next” when ready.
Please add required and optional Parent/Guardian demographics. Select “Next” when ready.

Enter the parent/guardian contact information and preferences. Select “Next” when ready.

Please make the appropriate selection regarding migrant worker status (state requirement). Select the blue “Save/Continue” button when ready.
Repeat this section for any new parent/guardian as needed, including basic demographic and contact information. You will need to enter in the new parent/guardian’s birthday as a security feature. Select the blue “Save/Continue” button when ready.

**Parent/Guardian**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Adams</td>
<td>M</td>
<td>✓</td>
</tr>
</tbody>
</table>

Please list all primary Parent/Guardian’s in this area.

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

✓ - Indicates that person is completed.

**EMERGENCY CONTACT INFORMATION**

Please add any new Emergency Contact as needed, including basic demographic and contact verification. Parents are required to provide at least one emergency contact. Select the blue “Save/Continue” button when ready.

**STUDENT SECTION**

The student section is the last section to complete prior to submission. You will enter the following required and optional information regarding the new student.

- Demographics
- Race/Ethnicity
- Housing
Please add required and optional student demographics information and select “Next” when ready.

Race Ethnicity

Required by Federal reporting, mark the following checkboxes related to the student’s race/ethnicity.

1. Is the student Hispanic or Latino?
2. Mark all of the following that apply to the student's race ethnicity:
   - American Indian or Alaska Native
   - Asian
   - Black or African American
   - Native Hawaiian or Other Pacific Islander
   - White
Housing
Mark either Yes or No for the student's homeless status. Click here for Homeless Information

Language Information
This information determines the student's knowledge of English and helps the district personnel determine if the student may need additional guidance and services in English language programs.

- Select the **Student Language** from the dropdown list. This is the language the student most often speaks at home.
- Select the **Parent Language** from the dropdown list. This is the language the parent most often speaks at home.
- Click the **Next** button when finished.

SCHOOL ENROLLMENT
Note: This tab may not be visible during the registration process, which is ok. The boundary assigned school is based on the student address. If you are attending a school other than your boundary (choice/charter), or if the school listed is incorrect, then just select the “Next” button. To verify your school zone, click here: MYZONESCHOOLLOCATOR
Previous Schools
Enter the student's school of enrollment for the last school year and previous years.

Pre-K Experience
If the student attended a Pre-K program, mark the checkbox. Click the Next button to continue.

Relationships/ Parent/Guardians
Select the Relationship option for the parent/guardian from the dropdown list. Select the Contact Preferences for this person. A Description of each type is provided on the panel. Enter the Contact Sequence for this person.
If this person should not have a relationship with the student, mark the No Relationship checkbox. Click the Next button when finished.
Emergency Contacts
Select the **Relationship** option for the emergency contact from the dropdown list. Enter the **Contact Sequence** for this person. If this person should not have a relationship with the student, mark the **No Relationship** checkbox. Click the **Next** button when finished.

Other Household
Select the **Relationship** option for the emergency contact from the dropdown list. If this person should not have a relationship with the student, mark the **No Relationship** checkbox. Click the **Next** button when finished.

Health Services
The Health Services entry is entered on several panels that include information on medications, medication conditions and doctor information. You will also be able to upload the student’s immunization records during this section.

Emergency Information
Enter the student’s Primary Care Provider name (clinic name or doctor's name). Enter the Phone Number for the Primary Care Provider. Click the Next button.
Medical or Mental Health Conditions
If the student does not have medical or mental health conditions, mark the **No medical or mental health conditions** checkbox and click the **Next** button. Doing this will remove the entry fields from panel.

- Select the **Health Condition** for the student from the dropdown list.
- Enter any **Comments** related to the health condition.
- If a second condition exists, select that **Health Condition** from the dropdown list.
- Enter any **Comments** related to the second health condition.
- Click the **Next** button.

Medications
Medications can be listed for Daily Medications, Emergency Medication or Medication as Needed.
If the student does not have any medications to list, mark the **No Medication** checkbox.

- Mark the **Daily Medication** if the student takes a medication on a daily basis.
- Select where the **Medication is Dispensed** - Home, School or Both.
- Enter **Daily Medication Instructions**.
- Mark the **Emergency Medication** if the student takes a medication for emergency situations only.
- Select where the **Medication is Dispensed** - Home, School or Both.
- Enter **Emergency Medication Instructions**.
- Mark the **Medication as Needed** checkbox to indicate the student takes medication only when needed (not for emergency, not daily).
- Select where the **Medication is Dispensed** - Home, School or Both.
- Enter **Medication as Needed Instructions**.
- Click the **Next** button.

Media
Determine if the district can use the student's photograph, voice or name in the media. This includes newspaper articles, district websites, videos promoting school projects, etc. Select the **Yes** or **No** radio buttons accordingly.
Click the **Next** button.

Submitting the Application
The student entry is now complete. Upon clicking the **Save** button, the **Student Entry** screen will display. If additional students need to be entered, repeat the previous steps. If the entered student's name appears in yellow, a required field is missing data. Clicking on the student's name will open the panel where the information is needed. If student entry is complete, click the **Save/Continue** button. Repeat this section TO ADD MORE NEW STUDENTS. Select the blue “Save/Continue” button.
You can review any enrollment material by either selecting the back button (orange arrow), any top menu link (green) or selecting a PDF summary (lavender arrow). Once you verify that all of the information is correct, click the large red “Submit” button on the page (see blue arrows). You will receive an email verification. You should also close your browser if you are on a public computer.

You have now completed the online enrollment expectation for new parents and students. You will still need to physically attend your on-site building registration to complete the entire registration process. There are some portions that cannot be completed online (schedule change requests, counselor meeting requests, obtaining a photo id, joining clubs, etc.).

Click here to visit the STUDENT ENROLLMENT AND REGISTRATION section of the APS webpage page: for Enrollment and Registration dates and times and related online enrollment and registration information.

Adapted from the Infinite Campus Online Registration Manual