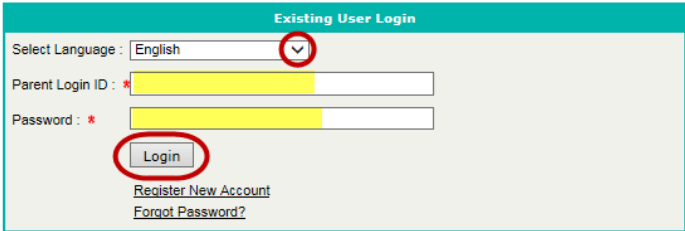
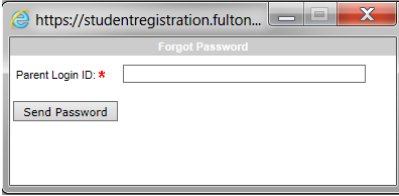
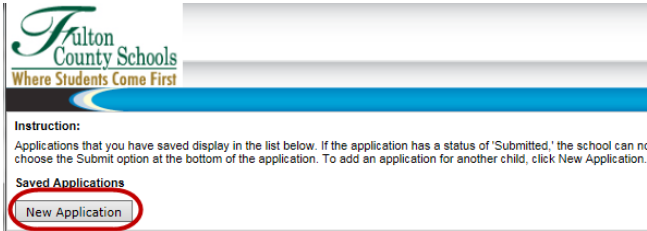
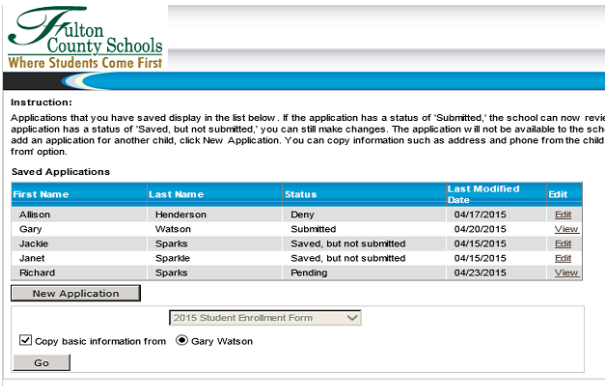


## Online Enrollment

Step	Action
1	Go to the Online Enrollment page : <a href="https://studentregistration.fultonschools.org/EO Parent/User/Login.aspx">https://studentregistration.fultonschools.org/EO Parent/User/Login.aspx</a>
2	Select Language, enter Login ID and password. Click Login. 
3	If you have forgotten your password, click the Forgot Password link and enter Login ID. 
4	From the Home page, click New Application to begin filling out the application form. 
5	If the new student lives at the same residence as a student for whom you previously submitted a form, you can choose the box to Copy the Basic Information from. 

6 The software will pre-populate some of the basic demographic information from the form you have already submitted so you do not have to fill out this same information again. Click Go.

**Instruction:**  
Applications that you have saved display in the list below. If the application has a status of 'Submit' choose the Submit option at the bottom of the application. To add an application for another child,

**Saved Applications**

New Application

Student Enrollment Form

Copy basic information from

**Go**

7 As a reminder, ONLY a custodial parent or guardian should fill out this form. You will also need to have the school verify your documentation prior to the student being accepted into the Fulton County School System.

If you are registering your child for this school year, click the appropriate school year and enter the date the student is expected to attend class. Please note that the date may be changed when the application is accepted. If you are registering for the next school year, you will not need to enter a date as the system will assume it is the first day of the next school year.

**New Student**

Student Enrollment Form - **This form must be completed by the CUSTODIAL PARENT/GUARDIAN.** Submitted data and re required to complete the Online Form.

**Instruction :** Click on 'Show All Sections' to expand all the sections. Click on 'Hide All Sections' to collapse all the sections.

[Show All Sections](#) [Hide All Sections](#)

**Student Information Tab \***

Please Enter Your Child's Demographic Information. Current School Year equals first option and Next School Year equals second option.

Select which school year your child will begin attending class? \*  2016-17  2017-18

Which day will your child begin attending class? \*

What grade will your child be in the selected school year? \* -- Select --

First Name \*

8 Provide the requested information. Remember that all fields with the red asterisk are required and must be filled out in order to submit your form. If you try to submit the form with one of those fields unanswered, you will receive and error.

**Student Information Tab \***

Please Enter Your Child's Demographic Information. Current School Year equals first option and Next School Year equals second option.

Select which school year your child will begin attending class? \*  2016-17  2017-18

Which day will your child begin attending class? \*

What grade will your child be in the selected school year? \* -- Select --

First Name \*

Middle Name

Last Name \*

Generation -- Select --

Preferred Name

Gender \*  Male  Female

Birth Date \*

9 A social security number must be entered for the student. If you do not wish to submit your child's social security number online, please exit the form and visit your home school.

It is VERY important to fill out the Home language, Native Language, and Language of Correspondence. The form cannot be accepted without these fields filled out.

Screenshot of a form section with red arrows pointing to the Social Security Number field, the Race dropdown menu, and the Home Language, Native Language, and Language of Correspondence dropdown menus.

10 Some of the Address and phone information will be pulled in from the registration page. If the physical address is the same as the Mailing Address, check the box under the Mailing Address Header and whatever was entered for the physical address will be filled in to the Mailing Address.

Enter the phone type in the phone number area. There is a button to add a new phone or to delete the phone if it is incorrect. Please enter the student's home phone number.

Screenshot of the 'Address and Phone' form section. A red circle highlights the 'Same as Physical Address' checkbox in the Mailing Address section. Another red circle highlights the 'Add Phone' and 'Delete Phone' buttons in the Student Phone Number section.

11 Enter contact information including parent, step-parent, guardian, and others who have authorization to pick up the student in the order in which they should be contacted.

Screenshot of the 'Contact Information' form section. It shows a message: "Please complete this information for each parent, step-parent, or guardian, as well as for any persons who have authorization to pick-up your child during school hours and can be reached at the numbers you list for them." Below this, it says "No contacts currently exist for this student" and has "Save" and "Add Contact" buttons.

**Contact Information**

Please complete this information for each parent, step-parent, or guardian, as well as for any persons who have authorization to pick-up your child during school hours and can be reached at the number. No contacts currently exist for this student.

**Contact Types \***

Guardian  
 Emergency  
 Other

**Contact Correspondence Flags**

Title: -- Select --  
 First Name: Jane  
 Middle Name:   
 Last Name: Doe  
 Generation: -- Select --  
 Relationship Label: Mother  
 Home Language: -- Select --  
 Language Of Correspondence: -- Select --  
 Use Language For Mailing  
 Email Address: jdoe@yahoo.com x  
 Use Email For Mailing  
 Education Level: -- Select --

**Contact Address**  
 Same as Student's mailing address  
 Apartment:   
 Complex:   
 House Number: 123  
 Street Prefix: -- Select --  
 Street Name: Main  
 Street Type: Street  
 Street Suffix: -- Select --  
 Subdivision:   
 City: Roswell  
 State: Georgia  
 Zip: 30076

Phone Type	Phone Number
Home	(555)678-4321

Buttons: Add Phone, Delete Phone, Save, Cancel Update Contact

12 The Building Information section populates a suggested building if your address is within the district. If the suggested building does not populate, please refer to the information in the header for additional instructions on what to do. If you live outside the district you will not have a suggested building to show.

**Building Information**

If form has been saved and no suggested building is shown and you do not have a hardship approval, please visit website: <http://edulogweb.fultonschools.org/edulog/webquery> for help to identify your school zone. Once you have been given a school zone please contact that school directly for follow-up instructions. \*School Contact numbers can be found at this website <http://www.fultonschools.org/en/divisions/ops/trans/Pages/default.aspx>, then select the school level for your child.

Suggested Building Label: ● Creekside High School [Primary] ●

13 The next section contains additional questions the district needs to know to accept the student in to the district. Please fill out all fields except for those that say District Use or Internal Use Only.

**Additional Information**

Country of Birth: 2310  
 US School entry date:   
 PreK Program Attended: -- Select --  
 District of Residence:   
 County of Residence: Fulton County  
 Family Physician:   
 Physician Phone:   
 Physician Phone Extension:   
 Insurance Company:   
 Active Military (Y or N)  
 Restrict Student's Name/ID from Directory (Y or N)  
 Restrict Student's Address from Directory (Y or N)  
 Restrict Student's Phone from Directory (Y or N)  
 Restrict Student's Photo from Directory (Y or N)  
 Ear Exam Y or N (District Use Only)  
 Eye Exam Y or N (District Use Only)  
 Dental Exam Y or N (District Use Only)  
 Immunization Code (District Use Only): -- Select --  
 Immunization Follow-up Date (District Use Only):   
 Emerg Signature Card (District Use Only): -- Select --  
 Birth Certificate (District Use Only): -- Select --  
 HS Course of Study/Grad Track (District Use Only): -- Select --

14 At the bottom of the form, there is a link to upload a file. If you have an electronic version of the required supporting documentation such as a copy of the Social Security card, birth certificate, or immunization record, you can upload those documents and attach them to the form. Please submit only .pdf documents or image files with the extension of such as .png, .tiff, .jpeg.

**Documents**

Pursuant to Fulton County Board Policy JBC-School Admissions the following documents are acceptable proof for enrollment purposes: • Birth certificate or Adoption record • Social Security Card • Certificate of vision, hearing, dental (Form 3300) • Immunization Certificate (Form 3231). Acceptable file formats are .pdf, .png, .tiff, .gif, .bmp, or .jpeg. Please be reminded that you are still required to present the originals to your school. You may find additional information by going to this website: <http://www.fultonschools.org/en/about/newtofcs/Pages/Registration.aspx>

[Click here to upload new file](#)

To the best of my knowledge, the information provided is accurate and complete. I agree not to hold Fulton County Schools responsible for any errors in information provided.

I Agree

To submit please select 'I Agree'

By selecting "I Agree" you agree to the following: The information I provided is true and correct, and I understand it is subject to verification by Fulton County Schools. If any information I provided is false, my child(ren) may not be enrolled or may be subject to withdrawal from the school. I understand my child is NOT ENROLLED until documentation is presented and approved at the school.

15 Back on the home page, the student's form will now be in the list of forms. The status column will indicate the current status of the form. Saved but not submitted indicates it has not been sent to the district. If the status is Deny, an email will be sent indicating the reason the form was denied. Pending means the district is still looking at the form. If you see an application in the Pending status, click on View. Review the "For Internal Use Only" field on the Grade Based Information section to see why the submission was put in the pending status. Additional information may be needed or specific documentation may need to be taken in before accepting the student application. Submitted means the form has been sent but not looked at yet by the district. Notice that you can only view forms that have been submitted or are pending. You cannot make changes once the district has the form.

**Instruction:**  
Applications that you have saved display in the list below. If the application has a status of 'Submitted,' the school can now review it. You can view it, but will not be able to make changes. If the application has a status of 'Saved, but not submitted,' you can still make changes. The application will not be available to the school until you choose the Submit option at the bottom of the application. To add an application for another child, click New Application. You can copy information such as address and phone from the child you select to the new application by selecting the 'Copy basic information from option.

First Name	Last Name	Status	Last Modified Date	Edit
Allison	Henderson	Deny	04/17/2015	<a href="#">Edit</a>
Gary	Watson	Submitted	04/20/2015	<a href="#">View</a>
Jackie	Sparks	Saved, but not submitted	04/15/2015	<a href="#">Edit</a>
Janet	Sparks	Saved, but not submitted	04/15/2015	<a href="#">Edit</a>
Richard	Sparks	Pending	04/23/2015	<a href="#">View</a>