

CCPS STUDENT ENROLLMENT CENTER



Frequently Asked Questions

Who can enroll a student? A parent or legal guardian can enroll a student. If a student is in your care and you do not have custody or guardianship, see Belinda Crisman or Tom Tyler at the Student Enrollment Center to discuss whether this student can legally be enrolled.

How do I enroll my student(s)? All registration is done using Registration Gateway, an electronic registration process. Register online by going to <https://registration.catoosa.k12.ga.us>. After completing the electronic enrollment on-line, the parent or legal guardian will then be instructed to schedule an appointment to bring all required documents to the Student Enrollment Center.

How does the electronic enrollment work: The system is very easy to use and begins with you creating a username and password. You will then click through fillable pages to collect basic information about you, your child and your emergency contacts. After completing the last page, you will be prompted to schedule an appointment to bring the required documents to the Student Enrollment Center. The Student Enrollment Center will verify and scan the documents into your child's record; then your enrollment is complete.

What if I don't have access to a computer? The Student Enrollment Center has computers for your use. If you need assistance, we will be happy to help. Remember to bring the required legal documents with you.

Why do I have to come in person to the Student Enrollment Center? Schools are legally required to collect copies of specific documents in order to enroll students and to document that the child was enrolled by someone with the legal authority to do so.

Can I send the documents by someone else to enroll my child(ren)? No, only the parent or legal guardian can enroll the child. If you have a specific problem that prohibits you from enrolling your child, call the Student Enrollment Center for help.

My student is new to Catoosa County Schools. What documents must I provide? You will provide (1) a photo id of yourself, (2) two proofs of residence, (3) your child's birth certificate, (4) your child's social security card or notarized waiver, (5) custody papers, if applicable, (6) Georgia Immunization Form 3231, (7) Georgia Health Screening Form 3300 (for any Pre-K, Kindergartener, and new student to Georgia schools). In addition, bring a copy of special education IEP or 504 plan, if applicable.

What if I don't have one or more of the required documents listed above? Call the Student Enrollment Center (706-965-8725) before you come for alternative documents.

What documents can be used as proof of residency?

- Electric bill
- Water bill
- Gas bill
- Phone bill
- Signed lease
- Mortgage statement (of primary legal residence)
- Bank statement
- Georgia voter registration card
- Car tag registration receipt
- Driver's license
- Government or court document (IRS, Social Security)
- Insurance (medical, life, auto or home)

What if I am living with someone and none of the above documents are in my name? You may sign a residency affidavit. Bring the person with you who can sign an affidavit showing either they live with you at that address or that they are renting the property to you.

I have misplaced my child's birth certificate. How do I obtain a certified copy? Each state has an agency that is responsible for vital records. Contact the agency for the state in which your child was born. Provided below are links to Georgia Department of Vital Records and VitalChek. VitalChek is a fast and convenient way to order certified vital records online from all states.

Georgia Department of Human Resources/Vital Records: 404-679-4701

<http://health.state.ga.us/programs/vitalrecords/birth.asp>

VitalChek <http://www.vitalchek.com/> (NOTE: VitalChek charges a small processing fee for use of this service.)

I have misplaced my child's social security card. How do I obtain a copy? An application for a social security card will need to be completed and taken to a local Social Security Administration office along with other required documents. A tax form with the student's social security number can be used to complete enrollment until the card is replaced.

Social Security Administration: 800-772-1213

<http://www.socialsecurity.gov/ssnumber/>

How do I obtain a Georgia Immunization Form 3231 and/or a Georgia Certificate of Vision, Hearing, Dental, and Nutritional Screening Form 3300? Contact your child's (Georgia) medical provider or visit the Catoosa County Health Department at 145 Catoosa Circle Ringgold, GA 30736 (706-406-2000).

(NOTE: If you have completed forms from another state, you must visit the Catoosa County Health Department or another Georgia medical provider to have the information transferred to the approved Georgia Form 3231/3300.)

How do I re-enroll a student who previously attended a Catoosa County School? Follow the same instructions as a new student with the exception of documents to provide. You will not need to bring a birth certificate and social security card if the previous CCPS school had them. If custody has changed, bring the most recent custody papers.

Must I re-enroll for each grade? No, enrollment is required only for Pre-K and Kindergarten as long as you have continuous enrollment in a Catoosa County School.

How long does online registration take? The online registration process takes about 15-20 minutes. If you need to stop before completing registration, you can save your information to finish the process at another time.

What if I need to register siblings? You will register each of them separately online but the process will be quicker for siblings after registering the first child because you only have to provide family information one time.

Can I use a smartphone? While the system is web-based, using a laptop or desktop computer or tablet to complete the online forms is recommended for best results.

What if I need to stop and finish later? You can save your work and return to the file to complete it. When you log back in to complete, the system will open on the start page. Click ahead to where you stopped. The information you submitted will be saved.

What does a red asterisk mean? It means you are required to answer that question or provide that information.

What if my street address does not pop up when I start typing? It means your address is not in our system for various reasons. Choose "Other" in order to type the information in yourself in the additional fields.

What if I need to apply for free or reduced lunch? A link to that application is included in the online system. You will need to know your household income in order to complete the application. If you are registering multiple children, you only need to complete one form for your family.

How do I know which school to attend? All Catoosa County schools are assigned by a geographical zone. If you are unsure of your school zone, please visit the Transportation Department website at www.catoosa.k12.ga.us/departments/transportation

Can I attend a school other than the one I am assigned? Schools may accept out of zone students if there is room in the school. To request OoZ attendance, use the *Request to Attend an OoZ School* form (available at the Student Enrollment Center). This form should be given to the principal of the requested school. If the principal approves the admission, he/she will send an email to the Student Enrollment Center approving the enrollment. Requests for OoZ enrollment are typically done in the summer before school begins. If you are requesting kindergarten OoZ enrollment you should know that principals can not accurately predict how many students they will have in kindergarten until very close to time for school to start. (NOTE: HMS and HHS are unable to accept any out of zone students due to student numbers.)

Can I attend a CCPS school if I live in another Georgia county? No. We do not accept enrollment for any student living outside the county. (The student's address is the legal guardian's address.)

If I move, what should I do? Complete a *Change of Address* form and give the form, along with two proofs of residence and your photo id, to the Student Enrollment Center.

- If your family moves to another school zone within Catoosa County you will most likely be able to remain in your school. Complete a *Change of Address* form (listed under Related Documents) and take this form, along with two forms of proof of residence and your photo id, to your school's registrar. The registrar will notify you whether you may remain at the school.
- If your family moves to another Georgia county your principal may give you permission to remain at the school for the remainder of the year or for all grades in that current school. School Board policy requires that there must be adequate room in the school for all out of county students and that they must have good attendance, grades and behavior. A *Change of Address* form, proof of residency and photo id will be required. **Out of county tuition will be required.**
- If your family moves to another state you must withdraw and enroll in a school in that state.

If I have moved and want to transfer to my new zoned school either before school begins or during the year what should I do? Come to the Student Enrollment Center and complete the *Change of Address* form along with two forms of proof of residence and your photo id.