

# CCPS STUDENT ENROLLMENT CENTER



## *Registering your child for a Catoosa County School?*

### **Follow these easy steps:**

- Visit <https://registration.catoosa.k12.ga.us>
- Set up a username and a password. Please keep this information for your records as we cannot retrieve it.
- Complete the pre-registration process.
- Make an appointment at the end of pre-registration.
- Bring the required documents to the Student Enrollment Center (108 High Street Ringgold, GA 30736) where you will complete the process.

If you do not have a computer or internet access at home, stations are available in the Student Enrollment Center for your use during office hours.

## *Transferring from one Catoosa County School to another?*

The parent/guardian will need to visit the Student Enrollment Center with a valid driver's license, two (2) proofs of residence for the new Catoosa County address and complete a transfer form. The parent/guardian will need to return all technology and pay all fees at the previous school before transferring.

### **Helpful tips before you begin:**

- Keep track of your user name and password that you create. The screens are saved as you complete each section but if you don't complete the entire process, you will need it when you log back in to finish your registration.
- Have your child's previous school information available (name, address, phone, and fax numbers).
- Have the names and phone numbers for your emergency contacts.
- Have medication and dosage information for your child available.