



# Savannah-Chatham County Public Schools Online Registration Help Guide

## Where to Start?

If you do not have access to a computer for the online application process, a laptop can be used at your local library or contact the Student & Family Service Center located at 400 East Broad Street Savannah, Georgia to make an appointment at 912-395-5584. **Please allow at least 30 minutes to fill out your application per student.**

## Prepare Yourself



In order to complete the online application process smoothly, it is recommended to gather this information before starting:

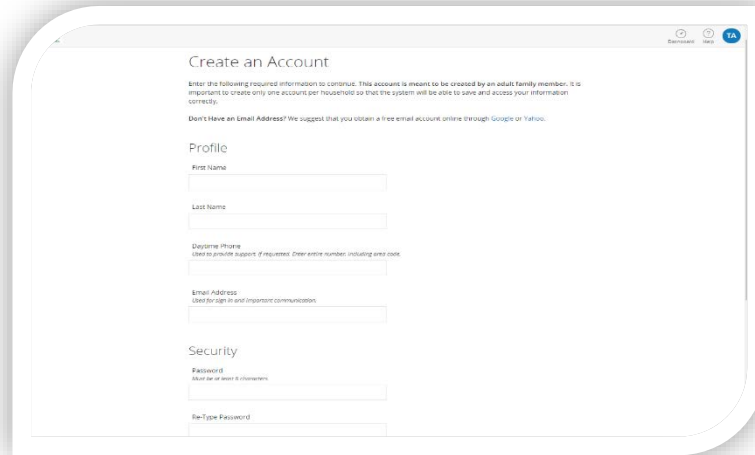
- Digitalize all documents that are needed for online registration (see Document Upload Help Guide from the Student Registration Webpage)
- All Parent/Guardian information, including parents not residing in the primary household
- Both Residential and Mailing addresses, home and cell phone numbers
- Names of additional household members (children not yet in school)
- Student Social security card (if applicable)
- Status of services received such as IEP, Gifted, 540 plan, etc.
- Previous school(s) attended
- Emergency Contact Name and Phone Numbers
- Health services information such as allergies and medical conditions
- Disciplinary information such as suspensions and time spent in an alternative school
- Probation, Court System Documentation (if applicable)
- An email account is required for the registration process. If you don't have an email, create one at Yahoo or Google for free.

A screenshot of a web application interface. On the left, under the heading "Sign In", there are input fields for "Email Address" and "Password", a "Remember me on this computer" checkbox, a "Sign In" button, and a "Forgot password?" link. On the right, under the heading "Create Account", there is a "Create Account" button and a list of benefits: "Complete forms online", "Save and return to forms in progress", and "Print form history". At the bottom, there is a link: "Sign into your account using your cell phone number."

## Step 1: Create an Account

A desktop computer, laptop, or smart phone using the most recent version of Google Chrome, Firefox or Internet Explorer is highly recommended for best results. Go to [SCCPSS Family and Students](#) under "Registration" and click on **New and Returning Student Registration**.

## Create an Account, Parent/Guardian Profile Password & Set Up Security Questions



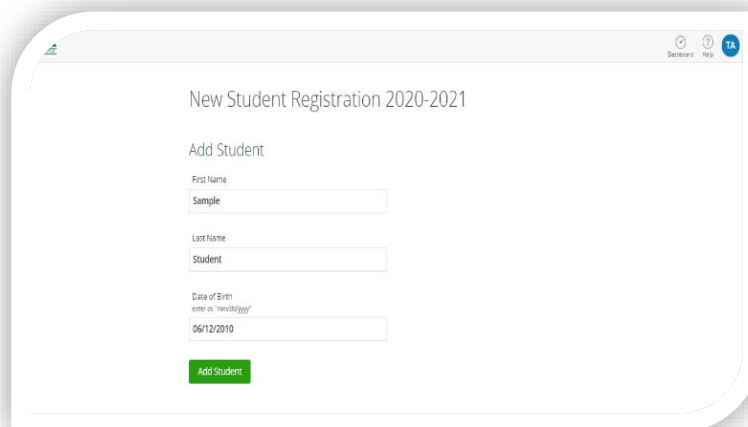
The screenshot shows a web browser window with the title "Create an Account". The page contains the following fields and sections:

- Profile**
  - First Name:
  - Last Name:
  - Daytime Phone:  (Note: Used to provide support if required. Enter entire number including area code.)
  - Email Address:  (Note: Used for sign in and important communications.)
- Security**
  - Password:  (Note: Must be at least 8 characters.)
  - Re-Type Password:

### Step 2: Add New Students

Enter the student's first name, last name, and date of birth. Click "add student" to add any additional students. The name(s) and birthdate should be entered as shown on the official birth certificate. There will be a field located later within the application to enter a nickname.

### Add New Registering Student(s)



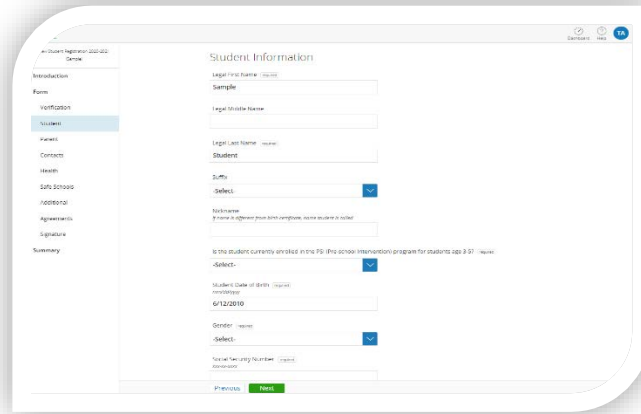
The screenshot shows a web browser window with the title "New Student Registration 2020-2021". The page contains the following fields and a button:

- Add Student**
  - First Name:  (Sample)
  - Last Name:  (Student)
  - Date of Birth:  (Note: enter as: mm/dd/yyyy) (06/12/2010)
- Add Student** button

### Step 3:

Verify the enrollment school year and answer category questions concerning each student entered (such as Pre-school Intervention Program (PSI) for ages 3-5 or Choice Program Student Options). If any of these categories apply to the registering student, answer “yes” for additional instructions. **\*Note: If the registering child has received a seat in a choice program, the parent/guardian should NOT complete a new online registration.** School Choice has their own registration process.

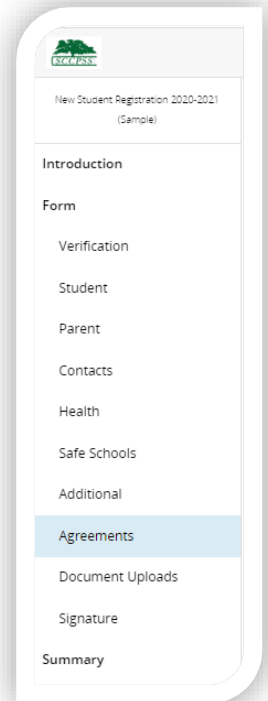
### Answer Form Verification Questions for each enrolling student



### Step 4: Continue the Application

Complete all sections of the application for each student. The left bookmark will guide you; click the green “NEXT” button on the bottom of each section to proceed.

Section	Description
<b>Parent</b>	Enter Parent Names as on official birth certificate
<b>Contacts</b>	Enter emergency contact person names/ phone number(s)
<b>Health</b>	Enter any health concerns, illnesses and/or medications
<b>Safe Schools</b>	Enter previous court, suspension, or probationary information (if app)
<b>Additional</b>	Enter Sibling and Parent Occupational Information
<b>Agreements</b>	Review and answer yes or no to local policies and participation guidelines



## Step 5: Uploading the Documents

Parents and guardians are required to upload specific documents as part of the registration process. Failure to upload all required documentation will result in an incomplete application.

### Final Steps for Student Registration

After you submit your New Student Registration, you are required to take the following documents to the selected school.

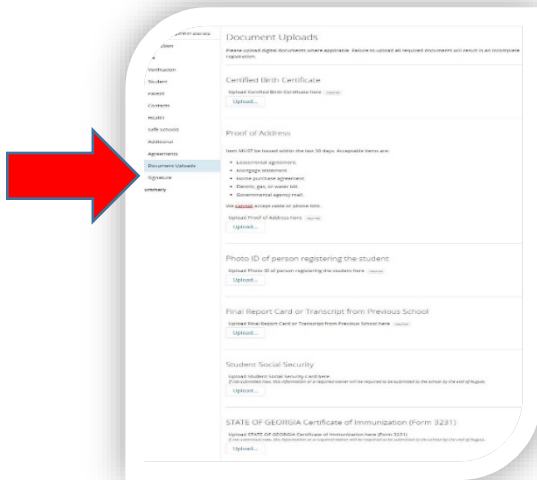
- Parent/Guardian Proof of ID
- GA Certificate of Immunization (Form 3231)
- Certificate of Vision, Hearing, Dental, and Nutrition (FORM 3200)
- Birth Certificate (Certified Copy)
- Social Security Card
- Proof of Address (Acceptable items must be issued within the past 30 days):  
Lease or rental agreement, mortgage statement, home purchase agreement, utility bill (electric/lights, gas or water - No cable or telephone bills), governmental agency mail (county, state, or federal)

**Additional Forms Required for Proper Placement**

- Recent report card
- Withdrawal form from previous school
- Unofficial transcript (Grades 9-12)

## Step 5A: Upload the Electronic Documents

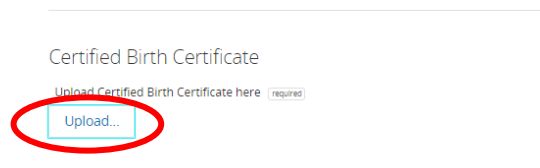
Under the documents upload section, click the “upload” button associated to the file you choose to upload.



The screenshot shows a web interface for document uploads. A red arrow points to the 'Document Uploads' tab in the left-hand navigation menu. The main content area lists several document categories, each with an 'Upload...' button:

- Certified Birth Certificate**: Upload Certified Birth Certificate here (required)
- Proof of Address**: Items MUST be issued within the last 30 days. Acceptable items are:
  - Lease or rental agreement
  - Mortgage statement
  - Home purchase agreement
  - Utility bill (no cable or phone bills)
  - Governmental agency mailUpload Proof of Address here (required)
- Photo ID of person registering the student**: Upload Photo ID of person registering the student here (required)
- Final Report Card or Transcript from Previous School**: Upload Final Report Card or Transcript from Previous School here (required)
- Student Social Security**: Upload Student Social Security card here (required). Note: If a student does not have a Social Security card, it must be obtained by the parent/guardian or the student by the end of August.
- STATE OF GEORGIA Certificate of Immunization (Form 3231)**: Upload STATE OF GEORGIA Certificate of Immunization here (Form 3231). Note: If a student does not have a Certificate of Immunization, it must be obtained by the parent/guardian by the end of August.

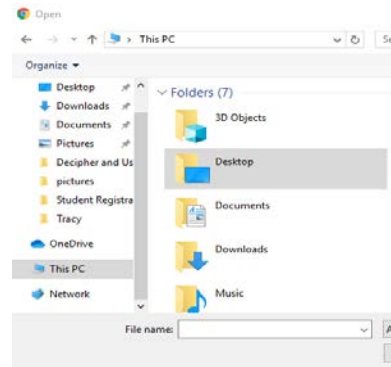
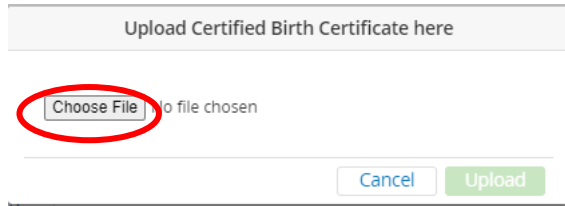
## Example: Uploading a Certified Birth Certificate



This close-up shows the 'Certified Birth Certificate' section. It includes the text 'Upload Certified Birth Certificate here (required)' and a blue 'Upload...' button, which is circled in red to indicate where the user should click.

### Step 5B: Choose Electronic File

Click "Choose File" to select the electronic file from your computer, phone, camera, or digital device



### Step 5C: Confirm Your Document has been uploaded

To confirm your file has been uploaded, the name of the file should now appear on the screen. If the file has been uploaded in error, click the small trash icon located to the right of the file name.

#### Certified Birth Certificate

Upload Certified Birth Certificate here required

birth certificate.png

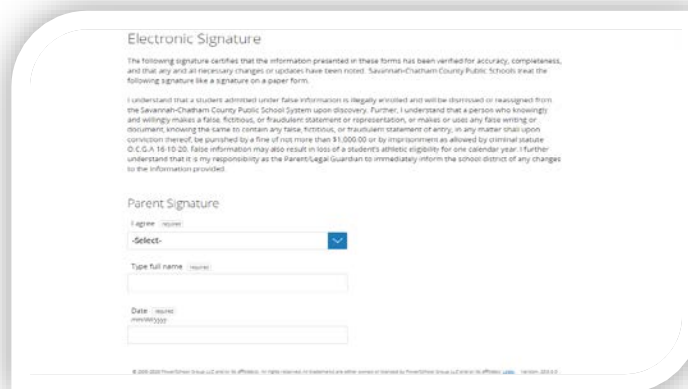


Upload...

### Step 6: Electronic Signature & Submit

If there are any errors or incomplete information, you will be prompted to return to those sections to complete it (see the "finishing incomplete sections" of this document). Once all information has been entered for the final registering student(s), select agree, type the parent/guardian full name, and enter the date. Your application will not be complete until you have clicked the "Submit" button.

### Electronic Signature, Correct Errors (if any) and Submit





### Save/Continue Button

Be sure to save your information often by using the Save/Continue button at the bottom of each page. You may come back to the application at a later date by logging into your account. **However, your work may be lost if the power or internet connection is lost if you choose not to use the save option.**

### Finishing Incomplete Sections

When accessing a section in red to finish entering information, you may find that the field's required are marked in red. Click the "Edit/Review" button and you will be taken to the area that needs attention. Look for the red tags that show when required information has not been entered.

**Red tags indicate missing information.**

The screenshot shows a user profile form with the following fields and red tags:

- Profile**
  - First Name: [text input]
  - Last Name: [text input]
  - Daytime Phone: [text input] with a red tag.
  - Email Address: [text input] with a red tag.
- Security**
  - Password: [text input] with a red tag.
  - Re-Type Password: [text input] with a red tag.

After clicking the student's name, the application takes you to the area that needs attention. Click "Next" to go through each area to see if more information needs to be entered for this person or section. When you are finished, click "Save/Continue" at the bottom.

You will not be able to submit your application until all necessary information has been entered into the system. The system will notify you when required fields have not been addressed. **Your application is not submitted until you click the red "Submit" button at the end of the process.**

**Submit**