



# Barrow County School System

Boldly Committed to Student Success



## PRE-REGISTRATION IS REQUIRED FOR ALL STUDENTS

*(new, returning, transferring within or from another county)*

Registering your child for the first time in a Barrow County School?

\*Transferring from one **Barrow School** to another?

Returning to Barrow County?

**You can now pre-register from home or anywhere you have an internet connection!**

*Follow these easy steps:*

- Visit <https://registration.barrow.k12.ga.us>
- Set up a username and password (keep this information for your records, we don't have access to it)

ALREADY HAVE AN ACCOUNT? Log in and select ADD STUDENT. Do **NOT** make changes to existing students in your account. Student **MUST** be added AGAIN even if student has been to Barrow County Schools or if you are transferring within Barrow County.

- Complete the pre-registration process
- Bring the required documents to the Registration Department to complete the registration process. (Located at the Central Office/PDC-Professional Development Center).

**This is when you child will receive an enrollment for school.**

See website for required documents, or contact Registration at 770-867-4527

### Tips:

- Keep track of your username and password. The screens are save as you go, but if you're not finished, just log out and log back in again at a later time.
- Have your child's previous school information available, address, phone and fax numbers, etc.
- Have the names and phone numbers for those people you would like to list as emergency contacts. You will need an address for one (1) contact.
- Have the names of any medications your child may take and the dosage.

If you don't have internet available at home, stations are available in the Registration office for your use.

➔ Registration stations and services are available from 8:00-4:00 Mon-Fri  
**(PDC closes @ 4:30 pm, Registration Department closes @ 4 pm)**

*(If you are completing the pre-registration here, we encourage you to come in 1 hr. before closing time)*

\* A withdrawal form needs to be completed from the school your child is leaving, and provided to the Registration Dept. for the new enrollment. Please bring the withdraw form along with the other required documents to the PDC.

**Online Pre-Registration is REQUIRED** for new students, returning students, custody changes, and within county transfers.

New Students

- Complete online pre-registration <https://registration.barrow.k12.ga.us/>
- Visit the Registration Department @ the PDC to complete the registration process. Documents you **MUST** bring with you:
  1. Withdrawal Paperwork (if any from former school)
  2. Student's Birth Certificate (we accept legible copies)
  3. Social Security Card (we accept legible copies) *for identification purposes and Hope scholarship-optional*
  4. Updated GA Immunization Form 3231 & GA Health Form 3300
  5. Custody Documents (if not biological parent)
  6. Picture ID
  7. Proof of address in the name of the registrant parent/guardian **MUST** be dated within the last 30 days (*Water, Power, Gas, Cable, Rental, Closing Statement*).
    - You can use your wife/husband's utility bill if you are legally married.
    - If you don't have a utility bill in your name but you reside with the property owner, you can use a "Multi-Family Residence Form". Form needs to be notarized and a recent utility bill (dated within 30 days) in the name of the property owner **MUST** be included with the form.
    - If you rent and don't have a rental/lease agreement, we have a "Rental Certificate" your property owner can complete. Form needs to be notarized.
    - Forms are available on the Pre-Registration site: <https://registration.barrow.k12.ga.us/>

**PDC/Central Office**  
(770) 867-4527  
179 W. Athens St.  
Winder, GA 30680  
<http://www.barrow.k12.ga.us/>  
→ 8 am - 4 pm

Transfers within Barrow County

- Withdraw at the school (only registering parents/guardians can withdraw students)
- Complete online pre-registration <https://registration.barrow.k12.ga.us/>
- Visit the Registration Department @ the PDC to complete transfer.

Documents you **MUST** bring with you:

1. Withdrawal Form
2. Picture ID
3. Proof of address in the name of the registrant parent/guardian **MUST** be dated within the last 30 days (*Water, Power, Gas, Cable, Rental, Closing Statement*).
  - You can use your wife/husband's utility bill if you are legally married.
  - If you don't have a utility bill in your name but you reside with the property owner, you can use a "Multi-Family Residence Form". Form needs to be notarized and a recent utility bill (dated within 30 days) in the name of the property owner **MUST** be included with the form.
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Returning to Barrow County

- Complete online pre-registration <https://registration.barrow.k12.ga.us/>
- Visit the Registration Department @ the PDC to complete transfer.

Documents you **MUST** bring with you:

1. Withdrawal Documents (if any from former school)
2. Picture ID
3. Custody Documents (if not biological parent)
4. Proof of address in the name of the registrant parent/guardian **MUST** be dated within the last 30 days (*Water, Power, Gas, Cable, Rental, Closing Statement*).
  - You can use your wife/husband's utility bill if you are legally married.
  - If you don't have a utility bill in your name but you reside with the property owner, you can use a "Multi-Family Residence Form". Form needs to be notarized and a recent utility bill (dated within 30 days) in the name of the property owner **MUST** be included with the form.
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Custody Changes

- Complete online pre-registration <https://registration.barrow.k12.ga.us/>
- Visit the Registration Department @ the PDC to complete change of registration.

Documents you **MUST** bring with you:

1. Picture ID
2. Custody Documents
3. Proof of address in the name of the registrant parent/guardian **MUST** be dated within the last 30 days (*Water, Power, Gas, Cable, Rental, Closing Statement*).
  - You can use your wife/husband's utility bill if you are legally married.
  - If you don't have a utility bill in your name but you reside with the property owner, you can use a "Multi-Family Residence Form". Form needs to be notarized and a recent utility bill (dated within 30 days) in the name of the property owner **MUST** be included with the form.
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