

# Barrow County Schools Registration Instructions

Please visit <https://registration.barrow.k12.ga.us/login> to pre-register your child(ren) and upload documents.

## How to upload documents to Registration Gateway:

You can upload documents from your laptop/PC just look for the Browse icons, OR you can upload from your mobile device, but please be sure to select **YES** to receive Text messages and enter the phone number that can receive a text.



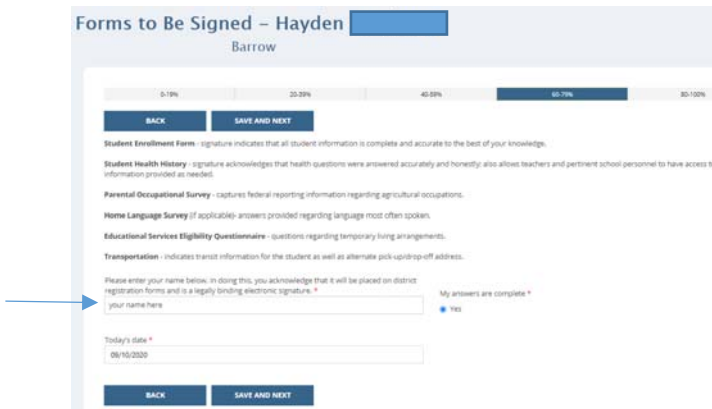
Please upload the parent-guardian photo id here

Previously Uploaded File(s):  
970590711V5CF7HUNMMA00AHBL\_260896.pdf

Would you like us to send you a text message with a link to take a picture of any documents you may not be able to provide at this time (carrier text and data rates may apply)? \*

Yes  No

- Navigate through each page of the pre-registration site, and answer **all** of the information.
- Type in the name of the registering parent/guardian in the signature field on the **FORMS TO BE SIGNED PAGE**.



Forms to Be Signed – Hayden Barrow

0.0% 25.0% 50.0% 75.0% 100.0%

Student Enrollment Form - signature indicates that all student information is complete and accurate to the best of your knowledge.

Student Health History - signature acknowledges that health questions were answered accurately and honestly; also allows teachers and pertinent school personnel to have access to information provided as needed.

Parental Occupational Survey - captures federal reporting information regarding agricultural occupations.

Home Language Survey (if applicable)- answers provided regarding language most often spoken.

Educational Services Eligibility Questionnaire - questions regarding temporary living arrangements.

Transportation - indicates transit information for the student as well as alternate pick-up/drop-off address.

Please enter your name below, in doing this, you acknowledge that it will be placed on district registration forms and is a legally binding electronic signature. \*

your name here  My answers are complete \*

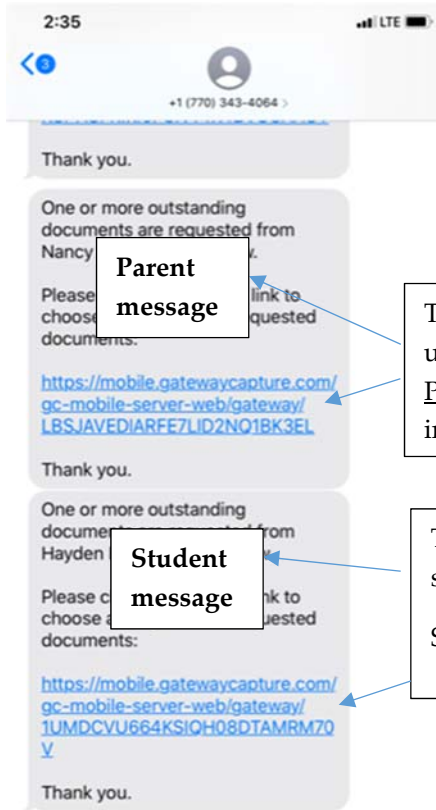
Yes  No

Today's date \*

06/10/2020

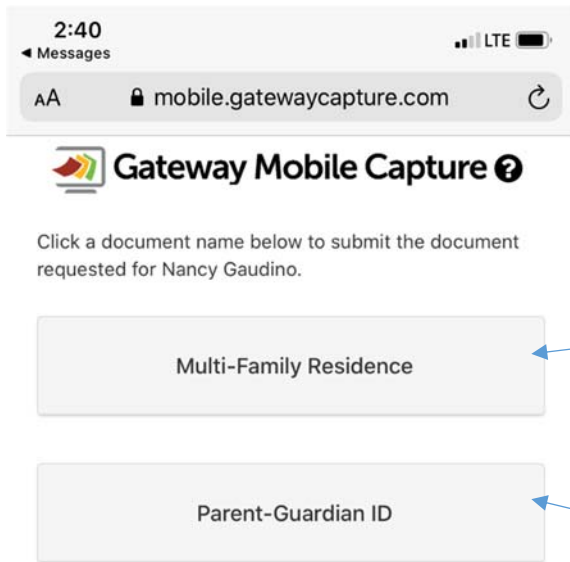
- Navigate to the **FINAL CHECKLIST** page, scroll to the bottom and select **CONTINUE**.
- You have successfully completed the Pre-registration and if you selected to receive Text messages, should receive a text shortly.
- The next step is to schedule your **VIRTUAL** appointment (in person appointments are not available at this time). This simply notifies us that you have completed the online registration AND have uploaded all of the required documents. Please be sure to upload your documents **PRIOR** to scheduling the appointment. Your entry will be reviewed by a staff member at that time, who will either call you as close to the appointment time as possible if there is a problem/question with your entry OR send you an email confirmation that your child(ren) is/are enrolled.
- See next pages for uploading and appointment scheduling instructions.

**How to upload documents with your mobile device:**



The first message is for the **PARENT** to upload their Photo ID (no selfies) and their Proof of Residency. Select the link and see instructions below

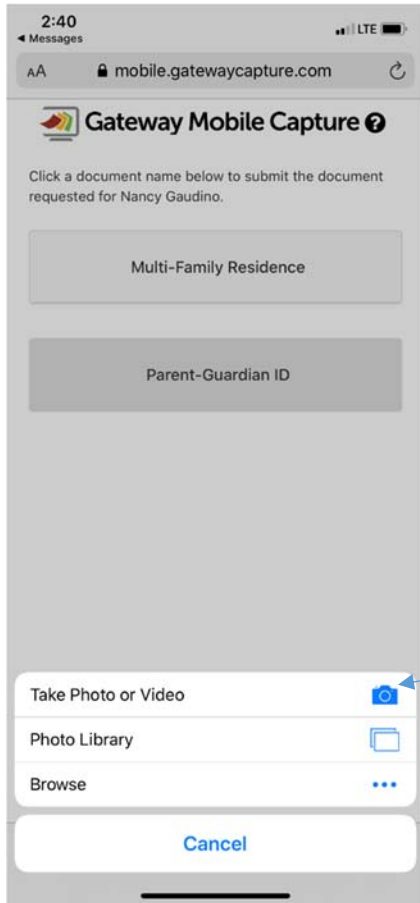
The next message is for the **STUDENT** (each student will have their own message/link).  
Select the link and see instructions below



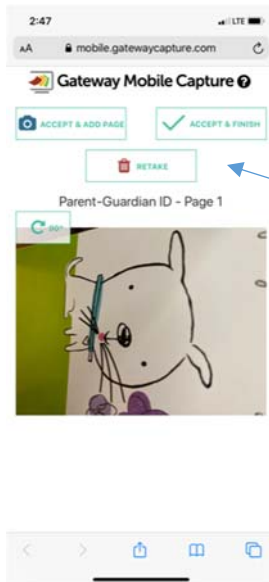
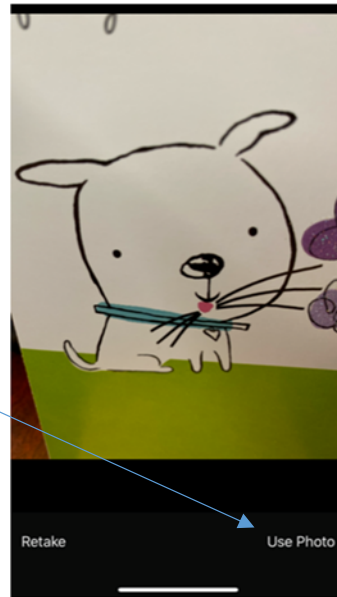
This is what the PARENT message will show:

Answers from the residency section will prompt what you see here for proof of residency. In this example, we're using a multi family form. Whatever option you see here, please select and upload your proof of residency.

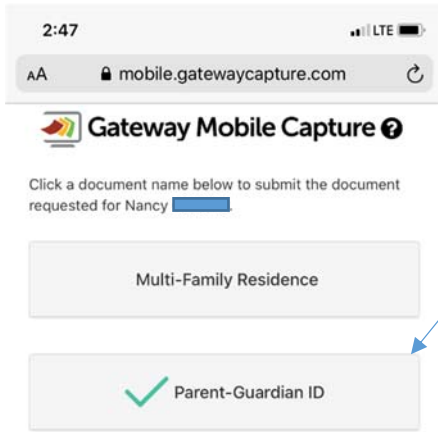
Select the Parent-Guardian ID box...



Select **TAKE PHOTO** (drivers license or passport). If photo is clear, select **USE PHOTO**. Retake as needed



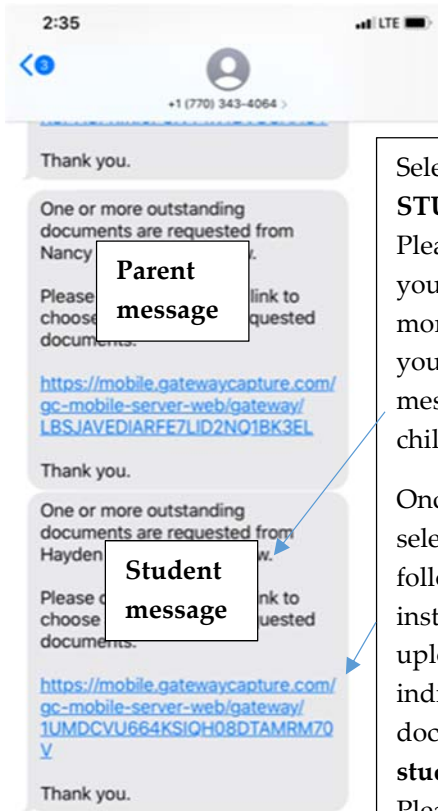
Once you've selected the photo, you have options to rotate, accept & add a page, or accept & finish. You will return to the Mobile capture message to upload your proof of residency.



You will see a green check mark next to the Parent-Guardian ID, that is complete. Select the other box to upload your proof of residency.

If your proof of residency is multiple pages, you will use **Select and Add a page** when taking the photo. If using a lease, we must have the front page with terms/address/names, etc. **ALONG** with the signature page. Multi family forms must be notarized and have the homeowners utility bill.

- Once you've finished uploading the **PARENT** documents, return to the text message to upload the **STUDENT** documents.

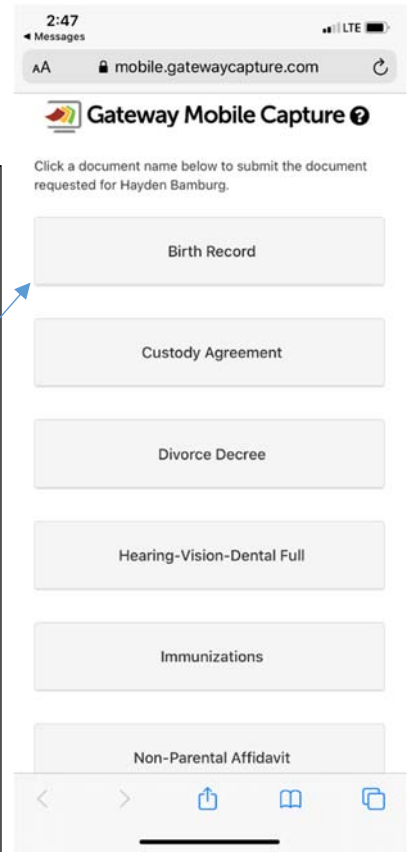


Parent message

Student message

Select the link in the **STUDENT** message. Please remember if you are enrolling more than one child, you will have a message for **EACH** child.

Once you have selected the link, follow the same instructions to upload the individual documents for the **student selected**. Please see our website for the **REQUIRED** documents.



## How to schedule your VIRTUAL appointment:

**Final Checklist/Download PDF**  
Barrow

0-19% 20-39% 40-59% 60-79% **80-100%**

Congratulations! You have completed the first step in the registration process. Here's what you must bring to the Registration Department located at 170 W. Athens Street, Winston, GA, 30093, phone number 770-667-4027. [Click here to check off what you have brought.](#) To view or print a PDF of these instructions, scroll to the bottom of the page and click on the "Download PDF" button.

You need Adobe Reader installed on your computer to open a PDF file. If it is not installed, please install before clicking the "Download PDF" button.

**BACK** **DOWNLOAD PDF** **CONTINUE**

**You MUST always CONTINUE TO COMPLETE THE PROCESS AND SCHEDULE YOUR APPOINTMENT.**

**Student Meal Application**

Please click on the link below to create your child's meal application for the this school year. You MUST re-apply each year and use it early for you to fill out the application online. Complete this online form so your child's meal eligibility can be established as soon as possible. You only need to fill out one application per family with each child included. You may do this by following the link below.

[Click Here](#)

**Enrollment Document Checklist**

**Documents required when registering a student:**

The following documents are required by the school district before a student may be registered. A student may not be registered until all listed documentation has been submitted. [Click here to view information and registration forms.](#)

1. **Proof of age - one (1) of the following documents:**

- A certified copy of a birth certificate, certified hospital-issued birth record or birth certificate.
- A passport ID.
- A valid driver's license.
- A passport.
- An affidavit of service.

**Information that may be requested, but not as a condition of enrollment:**

School staff may ask for any of the following information, in addition to the required documentation, but will not require it as a condition of enrollment and will not delay a student's enrollment or attendance until such documentation is provided.

1. Completion of the school district's Student Registration Form.
2. Picture identification.
3. Health or physical examination records.
4. Academic records.
5. Attendance records.
6. Individualized Education Program (IEP) Evaluation Report (IE).
7. Special education records.
8. Completed physical examination.
9. Current papers.

In addition, a copy of the court order or custody agreement is required to be provided if the parents are separated or divorced and the enrolling parent is relying on the order or agreement as the basis for enrolling the child.

**Thank You!**

*Thank you for registering your student's information. You MUST always CONTINUE TO COMPLETE THE PROCESS AND SCHEDULE YOUR APPOINTMENT. There is no need to download your file to provide a copy for you. Please download a copy for yourself if you need it for your records.*

**BACK** **DOWNLOAD PDF** **CONTINUE**

Select CONTINUE at the bottom of the Final CHECKLIST page.

**Schedule Appointment**  
Barrow

0-19% 20-39% 40-59% 60-79% **80-100%**

Schedule only one appointment for your final registration. A parent/guardian who has scheduled an appointment will be seen as close to the scheduled appointment time as possible. You will be required to present all necessary documentation at your appointment or return with any missing information to complete your enrollment.

Name	Appointment Type	Appointment Center	Appointment Time
ida who this is	Registration *	Registration	1/4/21 1/5/21 1/6/21 1/7/21 1/8/21

Would you like to receive an email reminder?  
(If your appointment is scheduled for today or tomorrow, you will not receive a reminder.)

**NO**

**DONE**

Pull down to select the appointment day, then under that to select the time. If you have multiple children, please schedule CONSECUTIVE appointments.

## Schedule Appointment

Barrow

0-19% 20-39% 40-59% 60-79% 80-100%

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Name	Appointment Type	Appointment Center	Appointment Time
ida	Registration *	Registration	1/3/21 9:00 AM

Would you like to receive an email reminder?  
(if your appointment is scheduled for today or tomorrow, you will not receive a reminder.)

Yes  No  \*Required to be scheduled

Preferred language

English

Additional notes

THIS IS NANCY'S TEST STUDENT. Have a good day!

DONE

**If you select YES to receive an email reminder, you will have the opportunity to add notes if needed.**

### What happens next?

*Someone from our staff will review your entry as close to the appointment time as possible, and either call you if there is a problem/question or email you a confirmation that your child(ren) is/are enrolled. **Please be sure to upload all of the documents PRIOR to scheduling the appointment. Failure to do so will delay your child's enrollment and require you to reschedule your appointment.***

*Please check our website for a list of acceptable for proof of residency along with required registration documents. MULTI FAMILY, RENTAL CERTIFICATES, GRANPARENT POWER OF ATTORNEY AND KINSHIP FORMS MUST BE NOTARIZED before uploading.*