

Frequently Asked Questions

Electronic Enrollment

Who can enroll a student? A parent or legal guardian can enroll a parent. If a student is in your care and you do not have custody or guardianship, see Belinda Crisman or Sandy Boyles at the 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 bring all required documents to the 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 bring the required documents to the Central Enrollment Center, so they can be verified and scanned into your child's record; then your enrollment is complete.

What if I don't have access to a computer? The Central 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 to the Enrollment Center.

Why do I have to come in person to the Central 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)? 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 Central 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) 2 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 student new to Georgia schools). In addition, bring a copy of special education IEP or 504 plan, if applicable.

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.

How do I re-enroll a student who was previously a student at Catoosa County Schools? Follow the same instructions as for 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.

What if I don't have one or more of the required documents listed above? Give Kim Bennett, Registrar (706-965-8725) a call before you come and she can let you know of alternative documents.

How long does the registration take? The online registration process takes about 15-20 minutes. Then another 15-20 minutes is required for your documents to be reviewed, scanned and verified. 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 doesn't 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.

Who can I contact if I need help? Contact Kim Bennett, Registrar, kbennett@catoosa.k12.ga.us, 706-965-0827.