HOW TO COMPLETE THE NEW STUDENT REGISTRATION APPLICATION

DeKalb County School District
THINGS TO KNOW
If the student is currently enrolled in a school in DeKalb County, the parent/guardian must complete the Annual Verification Application in the Parent Portal.
Parents/guardians who do not already have a portal account should visit https://www.dekalbschoolsga.org/infinite-campus/ for instructions.
Parents/guardians who have forgotten their portal username and/or password should click on the Forgot username? or Forgot password? link as appropriate on the portal login page https://campus.dekalb.k12.ga.us/campus/portal/parents/dekalb.jsp
Students NEW to Dekalb County School District must complete an online registration application. If your student is NEW and you do not have a Parent Portal account, go to https://www.dekalbschoolsga.org/online-registration/ to complete a New Student Registration Application.
Before you begin...

Required Documents

• Vision, Hearing, Dental & Nutrition Form 3300
• Parent ID
• Birth Certificate
• Immunization Form 3231
• Social Security Card
• School Records
• Proof of Residency
LET'S GET STARTED
Accessing the New Student Registration Application from the district website...

https://www.dekalbschoolsga.org/online-registration/

Please Note: You should complete registration from the district website if you don't already have a student in the district. Please skip ahead to slide 16.

Click on the blue button in the middle of the screen.
Please Note: The next few slides are for parents who already have a child in the district and who have a Parent Portal account.

Go to the Infinite Campus Parent Portal website:
Login with your username and password.

https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp

Accessing the New Student Registration Application from the Parent Portal...
Once here, click on the 3 lines in the top left corner.
And then click on “More” at the bottom left.
Click on Annual Verification to continue.
Select "Click here to go to New Student Registration" to begin the registration process.
Select the appropriate registration year and Click on "Begin Registration".
Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please contact your child's school during business hours.

Click on "Begin"
Data for your currently enrolled children will populate in the verification application.

Required fields are marked with a red asterisk.*

Once you begin a tab, you must enter data in all required fields in that tab before saving.

Each tab must be completed before moving to the next tab. After the required fields for a tab have been completed, you can move freely between tabs.

Be sure to press the Save/Continue button after the completion of each Tab.

You can move forward and backward through the tabs using the Next and Previous buttons.
Click on the appropriate blue button to upload your document.

You will do this in 2 Tabs:

Student Primary Household

Student
Uploading Documents

Click on the appropriate blue button to upload your document.

You will do this in 2 Tabs:

Student Primary Household

Student
Be sure to click the Submit button when you are finished with your new student registration application.
Once you have submitted your application, you will see this screen.

Please check your email for a confirmation message from Infinite Campus.

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

Application Summary PDF