

# Registration

## Frequently Asked Questions

### 1. What information and documents do I need to register my child?

Answer: You will need the following information:

- Certified birth certificate (or a copy)
- Two proofs of residency: Documents accepted as proof of residency current within **30 days**: Gas bill, Water bill, Electric bill, Trash bill, Satellite, Internet or Cable Bill, Mortgage statement or payment receipt, Lease Agreement, or Government agency statement
- Student social security card
- Parent/Legal Guardian photo ID
- Guardianship paper (if applicable)

### 2. What if I live with someone else and do not have bills in my name? Answer:

Complete the [Carroll County Statement of Legal Residence](#). Be sure to read the complete form as there is information required from the person with whom you live.

### 3. What website do I go to start the application process?

Answer: Go to [Carrollcountyschools.com](http://Carrollcountyschools.com), click on “Enrollment” and then “the enrollment grade”. You may also sign into [Infinite Campus](#) to add a student to your household. In the portal, choose “More” and then “Online Registration”.

### 4. What happens after I submit my application online?

Answer: You will receive an email confirming that your application has been submitted. Your application will be reviewed within 1-2 business days. If information is missing or incomplete you will receive an email requesting additional information. The email will come from [noreply@carrollcountyschools.com](mailto:noreply@carrollcountyschools.com).

### 5. Once the application is submitted, can I go back in to make changes and/or resubmit documents?

Answer: If your application is missing required information, you will receive an email with a link to resubmit your application with the necessary information and/or documents. The email will come from [noreply@carrollcountyschools.com](mailto:noreply@carrollcountyschools.com).

### 6. What if I do not have the GA 3300 Eye, Ear, Dental, Nutrition Form? (Ex: my child is not old enough or I am moving from out of state.) Answer: You will have 30 days after the first day of school to provide this form. Go ahead and submit your application.

### 7. What if I do not have the GA 3231 Immunization Form?

(Ex: my child is not old enough or I am moving from out of state.) Answer: You will have 30 days after the first day of school to provide this form. Go ahead and submit your application.

**8. How do I know the school attendance zone assigned to my address?**

Answer: Click [here](#) to find the school zoned for your address.

**9. What happens if I want to register my child for a school that is not in our attendance zone?**

Answer: Go to the Student part of the application, click the check box "Check here is the school listed above is not in your Attendance Zone." You will need to complete the waiver portion. If you live in Carroll County your application will be considered by the principal once all documents are submitted. If you are a nonresident of Carroll County or you live in the City of Carrollton your application will be considered once all documents have been submitted. If approved there is tuition of \$350 per school year for your family.

You must provide the last report card from the children's previous school and copies of any discipline referrals before your request can be considered.

Non-resident waiver required documents:

\* student's grades, attendance & discipline records (1 year)

Email questions to [ccs.waivers@carrollcountyschools.com](mailto:ccs.waivers@carrollcountyschools.com) or call Lee Ann Roach at 770-832-3568

**10. What do I do if I am unable to upload documents?**

Answer: You can visit the Registration Center at 164 Independence Dr., Carrollton, GA. We are located downstairs at the back of the building. We are open: **Monday - Friday 8:00am to 4:00pm** \*Closed on School Holidays \*Closed on Fridays during the Summer

**11. Do I need to make an appointment to come to the registration office?** Answer:

Appointments are not necessary. When you arrive, you will see signs with information to enter the queue during high registration times.

**12. I am not the legal guardian and the child lives with me. What do I need to register the child?**

Answer: Please call 678-854-2302 or visit the Registration Center at 164 Independence Dr., Carrollton, GA.