



# How to ...

## Update Census Data

### Email, Phone, Address, Contacts, Guardians, Medical, & New Siblings

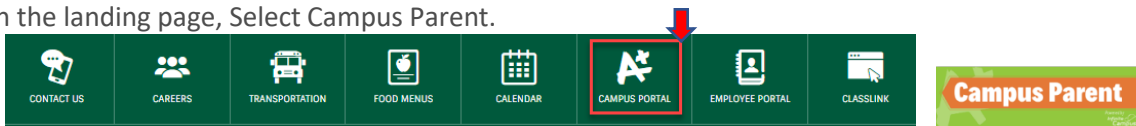
<b>Step 1:</b>	Log into Campus Parent Portal
<b>Step 2:</b>	From More Menu - Update Family Information
<b>Step 3:</b>	From More Menu - Update Online Registration Information - <b>OLR</b>
<b>Step 4:</b>	Select Begin Existing Student, Select Desired Language and Begin updates
<b>Step 5:</b>	Select the Application Type
<b>Step 6:</b>	Update Primary Household
<b>Step 7:</b>	Update Parent/Guardian
<b>Step 8:</b>	Update Emergency Contact
<b>Step 9:</b>	Update Student
<b>Step 10:</b>	Submit OLR Application Update

Online Registration is equipped with a Census Update feature. Parents with an existing parent portal account can login to the portal and update family information regarding email and phone. They can also update census information by answering any questions that may not have been required at the time of their initial enrollment.

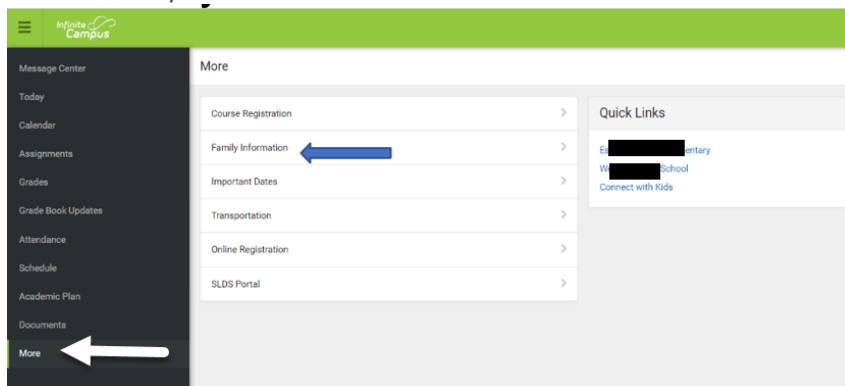
There are 3 types of Census updates:

- In System Transfer
- Census Update (updating existing student's information)
- Adding a new student

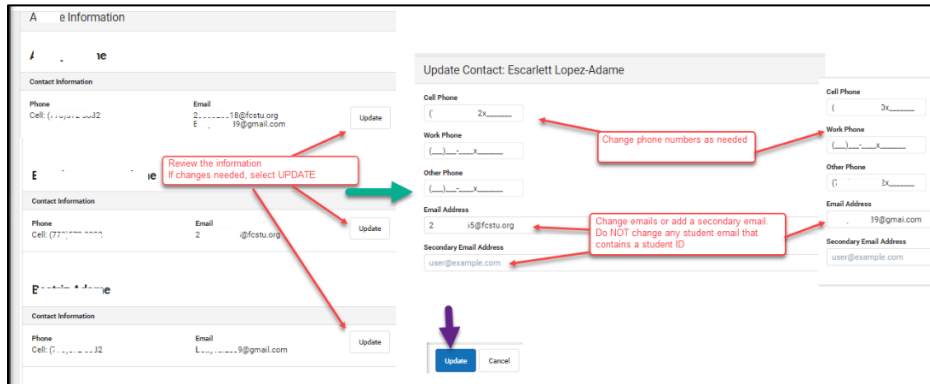
**Step 1:** From the FCS website [www.fultonschools.org](http://www.fultonschools.org), click on the icon Campus Portal. On the landing page, Select Campus Parent.



**Step 2:** To update email and phone Information Select More and then Family Information



Select the update next to the information that needs to be changed. Make changes and click Update to save.

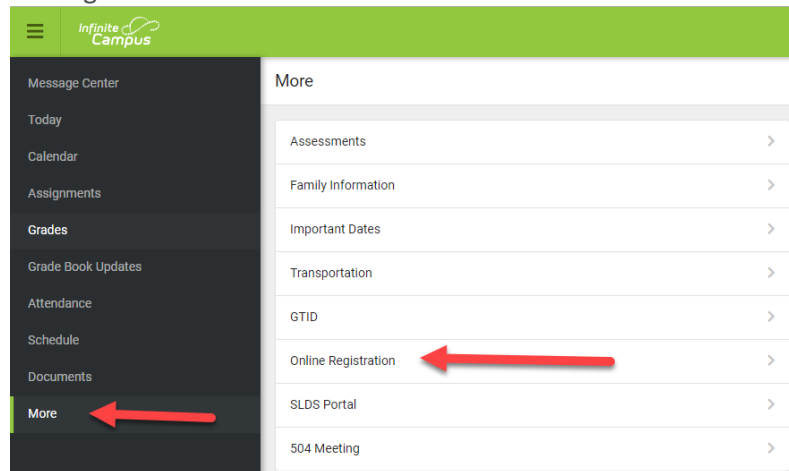


**Step 3:** Update OLR - Online Registration Information. This is often called Census.

In this section you can update the following information

- Change of Address
- New people (including changes to emergency contacts, other household members, new students and new or changes in guardianship)
- Changes to medical (including, medications and/or mental or health conditions)

Select More and then Online Registration



**Step 4:** Select Existing Student Registration



**Step 4a:** Click Begin Registration at the bottom of the page.

**Note:** All students associated with the parent's login will be listed. Any changes to contacts that are to be applied to all students, must be made updated to each student effected by the information.

Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the **Begin Registration** to continue.

**Existing Student Registration**  
This Registration Form is to update or enter registration data for students in the following scenarios:

- 1. Within System Building Transfer** - If you already have a student currently enrolled in Fulton County Schools and you have moved or an approved reason (ie. hardship, charter school approval) to transfer to another school within the district, registration information can be updated for review/acceptance into the new school.
- 2. Add new student to an existing household account** - If you are registering a NEW student and you already have a student currently enrolled in Fulton County Schools, the NEW student can be added at the end of the application review/update process.
- 3. Update Address/Contact Information** - If a household address needs to be updated without transferring to a new building or Contact information needs to be added.
- 4. Individual Remote Learning/Full-Time Virtual**  
-FCS has created an Individual Remote Learning Full-Time Virtual option for students in grades 1-12 with underlying conditions or family circumstances, that due to COVID-19, should not return to a school for face-to-face instruction. Students who enroll in Individual Remote Learning Full-Time Virtual will be enrolled in a virtual school and receive full-time remote learning options that include virtual instruction from a teacher and one-on-one touch-points (conducted virtually). To register for this option, answer the Individual Remote Learning/Full-Time Virtual question below. The application window opened on June 30, 2020.

**NOTE: If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.**  
[Click here to go to New Student Registration](#)

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
J. Jones	05	Yes	Included	Yes
K. King	12	Yes	Included	Yes

Registration Year: Current Year 2020-21

**Begin Registration**

**Step 4b:** Select your preferred language and click BEGIN

Infinite Campus Online Registration

العربية | Chinese | English | Français | Korean | Portuguese | Russian | Español

رہی تھیں لکھنے کے لفظ

请选择您的首选语言

Please pick your preferred language.

Veillez choisir votre langue préférée.

원하는 언어를 선택하십시오

Por favor, escolha o seu idioma preferido

Пожалуйста, выберите предпочитаемый язык

Por favor, elija su idioma preferido.

Infinite Campus Online Registration

Application Number 26586

العربية | Chinese | English | Français | Korean | Portuguese | Russian | Español

**Welcome to Fulton County Schools Online Registration!**

[Click Here to Verify School Zone Prior to Completing the Online Registration Form](#)

**This application provides the ability for existing students of Fulton County Schools the ability to transfer from one school to another.** This form must be completed by the CUSTODIAL PARENT/GUARDIAN. Parent/Guardian should upload all required documentation during the application process. Once the application is complete, contact the attending school(s) to complete the enrollment process. Failure to do so will prevent the student(s) from being officially enrolled.

Students experiencing homelessness should contact their school social worker or the Fulton County Schools Homeless Liaison at 470-254-0470.

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 careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

**Note for Pre-K Applications:** Completing this application does not guarantee enrollment into the Pre-K program. There are a limited number of locations/spots, please contact your local school for more information. If you need assistance, please contact your local school.

**Begin**

**Step 5:** On the Application Type pleat, choose the type of update. When a parent chooses "Census Update or In-System Transfer" a comment box will be available, type in appropriate reason i.e. "Address verification or Contact Change" and select next.

Students | Primary Household | Parent/Guardian | Emergency Contact | Student | Completed

**Application Type**

Please choose an application type:

- **In-System Transfer** - Existing Fulton County Student transferring to another Fulton County School.
- **Census Update** - Existing Fulton County family updating demographic information to include contact information.
- **New Student In Existing Household** - New Student to Fulton County Schools that will be added to a Household with other Students.

Will this application be for an **In-System Transfer**, a **Census Update**, or **New Student in an Existing Household**? **Census Update**

Enter details regarding the In-System Transfer or Census Update Requested.  
(ie. Have you been approved for a hardship or a charter school? What demographic information will you be updating for the household?)

**Select appropriate reason to update information**

**Enter specific details, such as address change**

Next >

**Step 6:** Update Primary Household

The first section to verify is the Student Primary Household. When you get to the section titled **Physical Address**, you will need to verify that the address listed is correct and upload two current proofs of residency from the approved list of items.

**Step 6a:** Primary Phone – This is the main phone number for the household

**Step 6b:** Physical address – If the address is changing, you will need to verify that the address is correct and upload two current proofs of residency from the approved list.

Physical Address

Your address as listed in the portal  
[REDACTED]

Click here to update the address for the household.

Proofs of residency documents should be uploaded here. If you are unable to upload the required documents, they must be brought to the enrolling school when the buildings open.

[Upload Utility Bill](#)

[Upload Mortgage/Lease Agreement](#)

Upload a copy of the registering Parent's/Guardian's Identification.

[Upload Parent/Guardian ID](#)

### How do we now verify residence?

Fulton County Schools  
 Where Students Come First

**We now verify by accepting 2 proofs from the approved District list of verifications**

<p><b>One Utility Proof ( Must be Current)</b></p> <ul style="list-style-type: none"> <li>Water Bill</li> <li>Electric Bill</li> </ul>	+	<p><b>One Residence Proof (must be Current)</b></p> <ul style="list-style-type: none"> <li>Copy of home mortgage payment</li> <li>Lease/Renters Agreement</li> <li>Current bank statement</li> <li>Copy of Section 8/HUD Housing Contract</li> <li>Copy of home contract</li> <li>Homeowner's/Renter's insurance card</li> <li>Current paycheck stub</li> <li>State driver's license/ID with current address</li> <li>Current HOA Bill/Statement</li> </ul>
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\*\*\*Proofs should be collected upon entering K, 6<sup>th</sup> grade, 9<sup>th</sup> grade, for new enrollees, and change of address.  
 \*\*\*We no longer collect annual verifications.

**Step 7:** Update Parent/Guardian Section. Complete this section if guardian information changes, such as adding or removing a step-parent. If a section is in **Yellow**, click edit to make appropriate changes.

✓ Student(s) Primary Household
▶ Parent/Guardian
⌂ Emergency Contact
⌂ Student
⌂ Completed

### Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
E z	A :	F	✓	Existing	<a href="#">Edit/Review</a>
L :	L :			Existing	<a href="#">Edit/Review</a>

Please list all primary Parent/Guardians in this area.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Parent/Guardian](#)  
[Back](#)   [Save/Continue](#)

⚠ One or more parent/guardian(s) are missing required information. This information must be entered before moving forward.

**Step 8:** Update Emergency Contact Section. Review the contact information and click in the box when you need to remove the individual as a contact for ANY of the students in the family.

**Demographics**

Please complete the following information for each emergency contact for your student(s). This person is allowed to pickup student(s) from school and can be contacted in the event of an emergency without contacting the parent/guardian.

First Name: Ji \*

Middle Name: \*

Last Name: A \*

Suffix: \*

Gender: Female \*

This person is no longer an Emergency Contact for any students in this family.

Next >

**Step 9:** Update Student Information. If any student is highlighted in yellow, you must edit and update all sections. Any areas that need updates will be marked in red. Review these sections carefully.

- If an emergency contact changes for one student but not another, ensure those changes are made for all necessary students
- If relationships change for a student, update on the Relationships tab for both Guardian and Emergency Contacts. Remember to update the contact sequence for each contact.
- Update all Emergency Information such as doctor
- Update all Health Conditions and or Medications

**Step 10: Remember to submit your OLR application update**

<b>Student Name:</b>	<input type="text"/>
Demographics	If address changed, will need to verify boundary school
Race/Ethnicity	
Attendance Zone	
Educational History	
Home Language Survey	
Relationships - Parent/Guardians	If there are changes to guardians (i.e step-parents)
Relationships - Emergency Contacts	Add or remove emergency contacts and sequence of contacts
Relationships - Other Household	
Health Services - Emergency Information	
Health Services - Health Conditions or Medications	New health issues or change in medications
Signature/Disclaimer	Remember to sign the update

All information that is updated will be automatically populated into Campus without the need for review except for the following fields:

- Changed or New Address
- New people added to include parents, emergency contacts, other household members, and students
- Students with any added medical or mental health conditions and/or medications
- Applications where there is a Parent/Guardian that has been added or removed as a guardian

**If any of these fields are changed by the parent, the school will need to review the application prior to approving the parent's changes.**