

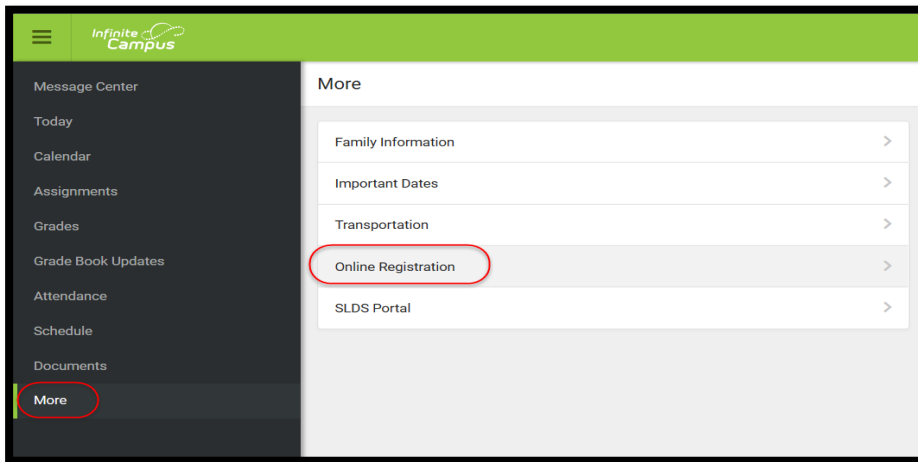


# Fulton Academy of Virtual Excellence

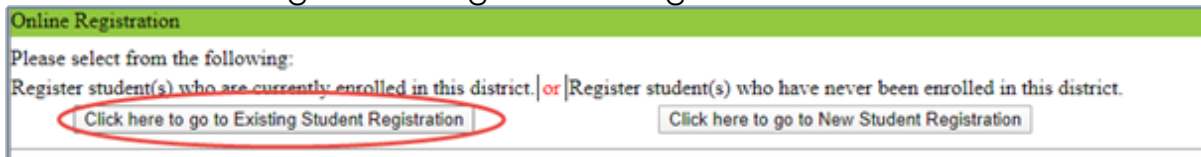
## Online Registration Information for Currently Enrolled Students of Fulton County Schools In-System Transfer Registration Guide

If a student needs to transfer to another building within Fulton for the upcoming school year, an Online Registration In-System Transfer can be processed. The parent will need a parent portal account to access their OLR application to process the transfer online.

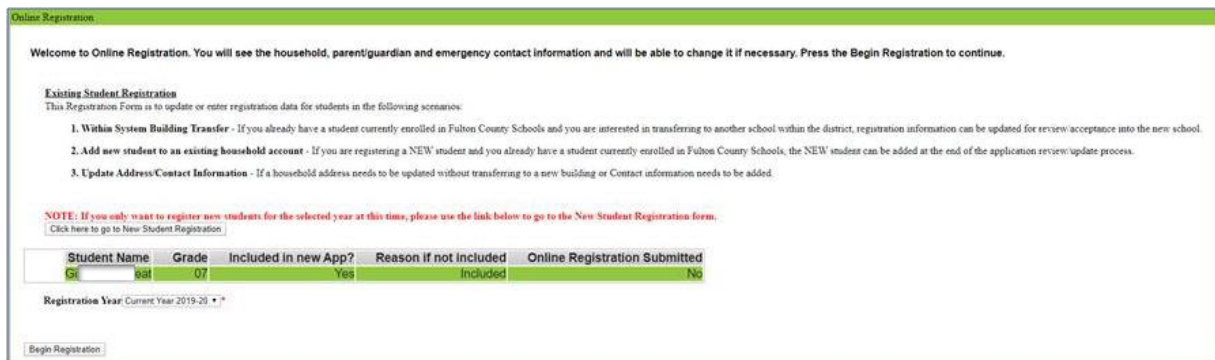
- After logging in to the Parent Portal
- Navigate to **More>Online Registration**



- Select "Click here to go to Existing Student Registration".



- All the students associated with the parent's login will be listed. Parents will be prompted to choose the student they wish to transfer and the Registration year to enroll.



- The parent must select In-System Transfer as the Application type, which will indicate to the receiving school that the student wished to transfer buildings.

Infinite Campus Online Registration Application Number

\* Indicates a required field

▼ Student(s) 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.

Will this application be for an **In-System Transfer** or a **Census Update**? ▼ \*

In-System Transfer  
Census Update

Next ▶

- Note: All the information for the family will be imported from Infinite Campus so the parent will only have to fill out any information that is missing and required prior to submitting the application.
- **If you are currently enrolled in Fulton County Schools, 2 Proofs of Residency must be uploaded under Proof of Residency.**

**Please provide ONE PROOF from EACH LIST**  
**Two Total Proofs Required**  
 Both Documents must contain Parent/Guardian Name & Current Address

**One Utility Proof**  
(Must Be Current)

- Water Bill
- Electric Bill

*NOTE: Gas bills are no longer accepted.*

+

**One Residence Proof**  
(Must Be Current)

- Copy of Home Mortgage Bill
- Valid Driver's License or State-issued ID
- Copy of Home Sale Contract
- Section Eight/HUD Housing Document
- Homeowners/Renter's Insurance Registration Card
- Current Bank Statement
- Current Paycheck
- Current HOA Bill
- Current Apartment/House Lease

- **Under Home address- Parent/Guardian, photo identification must be uploaded under Upload Proof of Identity.**

[Student\(s\) Primary Household](#)
[Parent/Guardian](#)
[Student](#)
[Completed](#)

[Primary Phone](#)

**Home Address**

Your address as listed in the portal  
 555 Happy Pl  
 City, HI 90000

The home address listed is no longer current

Please upload Proof of Residency to prove residence in the district.\*

[Upload Proof of Residency](#)

Acceptable forms of ID are drivers license, passport or State ID\*

[Upload Proof of Identity](#)

Upload Additional Forms As Required By Your School

[Upload Additional Doc](#)

[Previous](#)
[Next](#)

[Mailing Address](#)

**Emergency Contacts** - Enter ALL emergency contact information of individuals OTHER THAN parent/guardian. This includes name, gender, and phone as required information. Enter only emergency contacts that have authorization to pick up the student if parent/guardian is not available. Please list in the order of priority. Up to 4 emergency contacts may be listed

[Student\(s\) Primary Household](#)
[Parent/Guardian](#)
[Emergency Contact](#)
[Student](#)
[Completed](#)

**Emergency Contact**

First Name	Last Name	Gender	Completed	
Sally	Smith	F	✓	<a href="#">Edit/Review</a>

Please enter emergency contact information.

**Please note:** If the school is unable to reach a parent/guardian in the event of **AN EMERGENCY**, emergency contacts will be called in order of priority.

Proper identification will be required before a student is released to emergency contacts.

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

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 4

[Add New Emergency Contact](#)

**Student** - Please enter all the information for each student you want to enroll. You can enter all your students within the same Online Registration process. Select NEXT to move between sections. Review each section carefully. All required questions have a red asterisk (\*) After entering the information for all students, click Save/Continue and affirm the information is correct. Step 3. Review information and submit.

Student(x) Primary Household
  Parent/Guardian
  Emergency Contact
  Student
  Completed

### Student

First Name	Last Name	Gender	Completed
<u>Please include all students that need to be enrolled.</u>			
<b>Yellow</b> - Indicates that person is missing required information. Select the highlighted row to continue.			
<b>✓</b> - Indicates that person is completed.			

[Add New Student](#)

Review each section carefully. All required questions have a **red asterisk (\*)** After entering the information for all students, click Save/Continue and affirm the information is correct.

**Review information and submit. Your application will not be processed if the application number is not received.**