

REGISTRATION INFORMATION for Copeland Elementary Parents

Each year parents need to either **REGISTER** for school (***new students ONLY***) or complete **ANNUAL UPDATES** (***returning students or RCSS transfers***) by going into their Parent Portal to update information and upload current documents. Starting the 2020-2021 school year, we encouraged ALL parents to do registration and annual updates **ONLINE**. You may do this at your earliest convenience at home now, OR **we will be available to assist you at the school July 13-29, 2022 8:30 a.m. – 3:30 p.m.**

Please visit the Richmond County School System website at www.rcboe.org, click on the Parents tab and go to [Registration Central](#) for *all information* regarding registration for the upcoming school year.

If you are not able to upload the documents required for registration, you must come to Copeland to provide those documents. ***Your child will not have a schedule until all required documents are verified. If you are providing a notarized third-person affidavit of residency, both parties need to attend the registration appointment with their proper identification.***

RETURNING STUDENTS

- **NO Parent Portal account:** create one [here](#) [you need students last 4 digits of their SSN and birthdate].
 1. Login, click 'More', click 'Online Registration'
 2. Click 'Existing Student Registration'
 3. Click 'Begin Registration'
 4. Follow the prompts and answer ALL questions
- **HAVE Parent Portal account:** login in [here](#) and follow the same instructions above
- Required Documents:
 - Legal guardian photo ID
 - Proof of residence

RCSS TRANSFER STUDENTS

- Follow the information for **Returning Students** above
- Required Documents:
 - Legal guardian photo ID
 - Last report card or withdrawal form
 - Proof of residence

NEW TO RICHMOND COUNTY **IMPORTANT - Write down your Application Number******

- Register your child at [Registration Central](#) and follow the prompts; answer ALL questions
- Required Documents:
 - Legal guardian photo ID
 - Last report card or withdrawal form
 - Social Security Card
 - Official copy of birth certificate
 - Completed Eye, Ear and Dental Form (form 3300)
 - Completed Immunization Form (form 3231)
 - Proof of residence

