

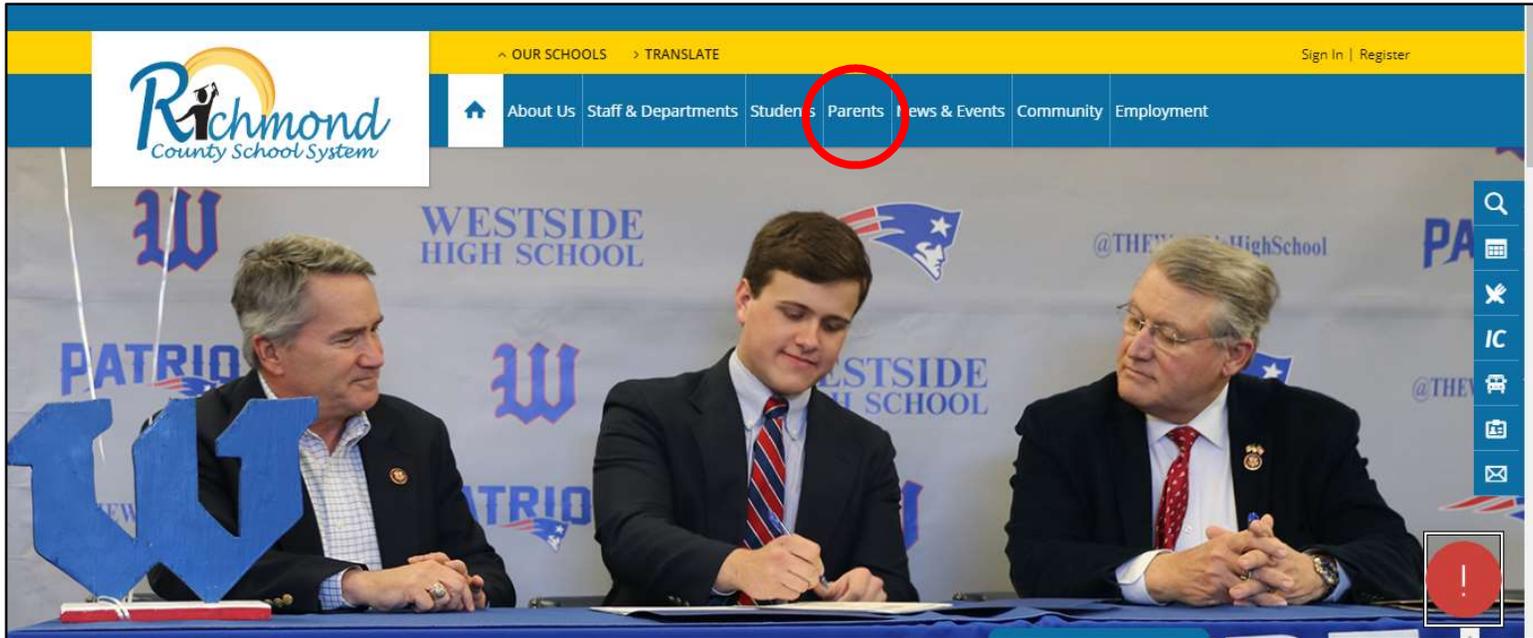
**Richmond County School System
Online Registration Instructions
For the 2020-2021 School Year**

1. Complete online registration using the instructions in this document. Once you submit your online registration, please e-mail Mrs. Brown at gibsoch@boe.richmond.k12.ga.us with the following information:
 - a. Your full name
 - b. Your student's full name and date of birth
 - c. Your online application number

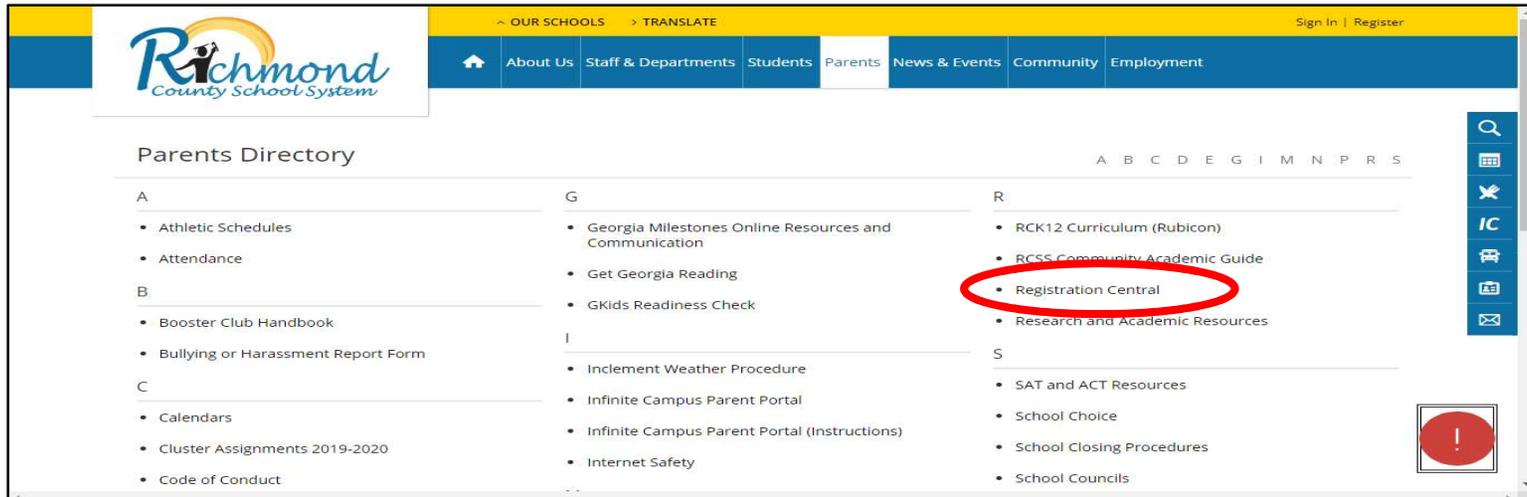
2. Submit a paper copy of the following documents to your zone school:
 - a. Proof of residency (e.g., water bill, power bill, lease/mortgage statement)
 - b. Birth certificate
 - c. Immunization record on a GA form
 - i. https://www.rcboe.org/cms/lib/GA01903614/Centricity/Domain/7922/Immunization%20form_3231.pdf
 - d. Eye/Ear/Dental screening on a GA form
 - i. https://www.rcboe.org/cms/lib/GA01903614/Centricity/Domain/7922/EED%20Form_3300.pdf
 - e. Copy of Social Security card
 - f. Parent/guardian's photo ID
 - g. Student's most recent report card or withdrawal form (if applicable)

3. Contact Mrs. Brown at gibsoch@boe.richmond.k12.ga.us with any questions or concerns.

1. Visit www.rcboe.org & click the Parents tab at the top of the screen



2. Click “Registration Central”



3. Scroll down a bit and you will see three options:

A) New RCSS Students

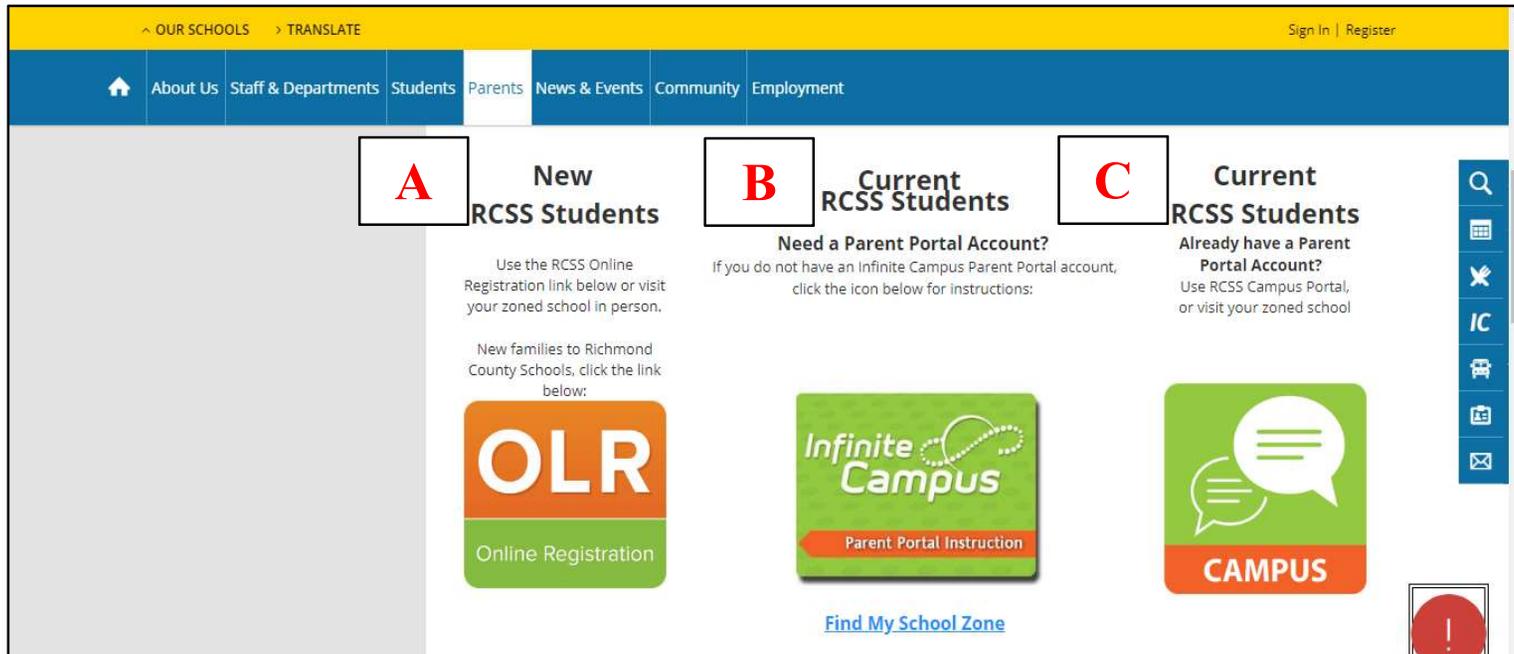
Choose this option if the student you are registering is not currently attending the Richmond County School System (RCSS).
Scroll to page 4 of this document for further information.

B) Current RCSS Students (who need a Parent Portal account)

Choose this option if the student you are registering currently attends the RCSS, but you do not have a Parent Portal account.
Scroll to page 6 of this document for further information.

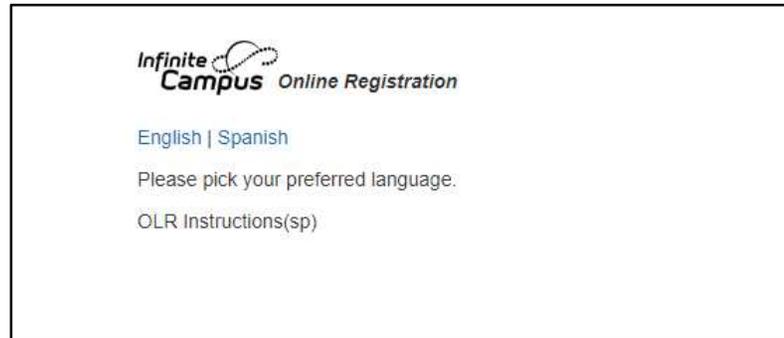
C) Current RCSS Students (who already have a Parent Portal account)

Choose this option if the student you are registering currently attends the RCSS and you have a Parent Portal account.
Scroll to page 7 of this document for further information.



New RCSS Students

Once you click the “New RCSS Students” link as shown on page 3 of this document, you will see the following page:



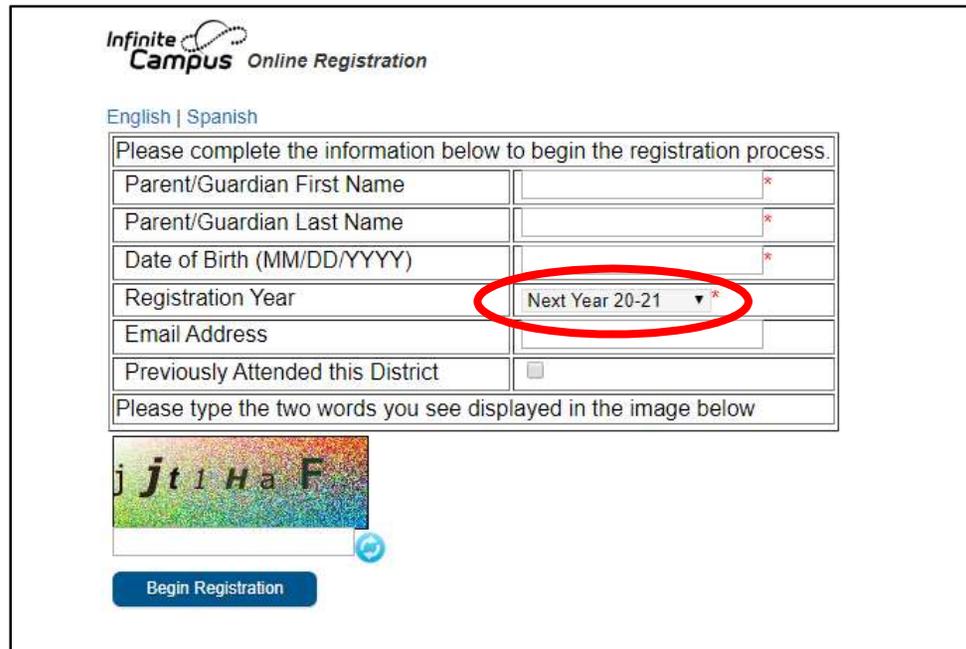
Infinite Campus Online Registration

English | Spanish

Please pick your preferred language.

[OLR Instructions\(sp\)](#)

Click your preferred language, English or Spanish. Then, you should see a screen like the one below. Be sure to change the Registration Year to “Next Year 20-21.” Complete all of the information and click the blue “Begin Registration” button at the bottom.



Infinite Campus Online Registration

English | Spanish

Please complete the information below to begin the registration process.

Parent/Guardian First Name	<input type="text"/>
Parent/Guardian Last Name	<input type="text"/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>
Registration Year	Next Year 20-21
Email Address	<input type="text"/>
Previously Attended this District	<input type="checkbox"/>
Please type the two words you see displayed in the image below	

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Begin Registration

Once you click “Begin Registration,” a pop-up note will appear. Be sure to write down your confirmation number.

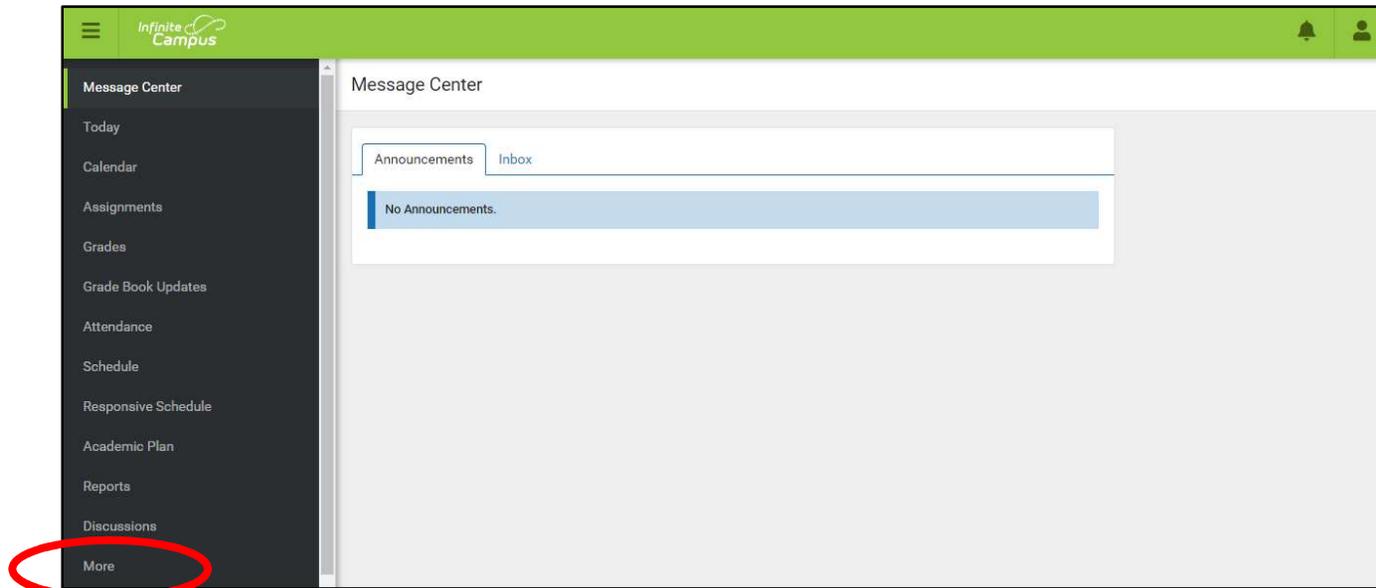
The screenshot shows the 'Infinite Campus Online Registration' interface. On the left, there is a registration form with fields for: Parent/Guardian First Name, Parent/Guardian Last Name, Date of Birth (MM/DD/YYYY), Registration Year, Email Address, Previously Attended this District, and a CAPTCHA. Below the CAPTCHA is a 'Begin Registration' button. On the right, a 'Note' pop-up window is displayed, containing the text: 'Your confirmation number is 38601. Please write this down to assure re-entry into the registration system once your system becomes disconnected.' The number '38601' is circled in red. A 'Confirm' button is located at the bottom right of the pop-up.

Once you click “Confirm,” a new window will open that looks like the one below. Note that your confirmation number is also your application number. This number is critical! You will now complete the online registration process. There are several prompts to upload documents, such as a birth certificate. You are not required to upload any documents; instead, you will submit hard copies to the school. Complete the registration and press submit on the final page.

The screenshot shows the 'Infinite Campus Online Registration' confirmation page. In the top right corner, the text 'Application Number 38601' is circled in red. The main content area contains a welcome message: 'Welcome Test Test! Please type in your first and last name in the box below.' Below this is a text input field and a 'Submit' button. A 'Clear' button is also present. The page also includes a disclaimer: 'By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.' and a signature line with the instruction 'Please sign on the line below.'

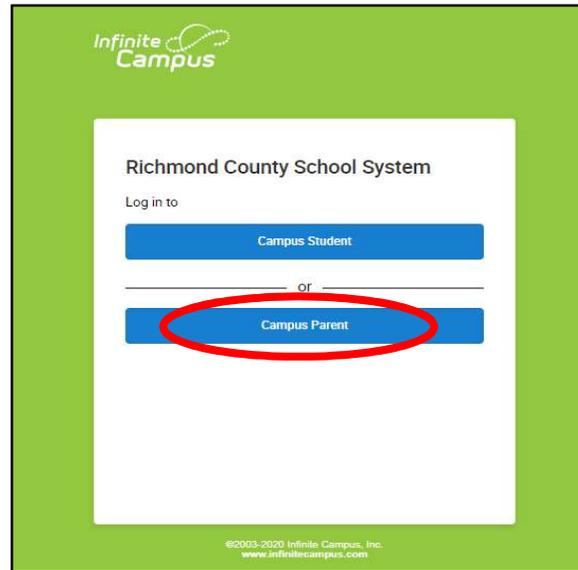
Current RCSS Students (who need a Parent Portal account)

Once you click the “Current RCSS Students/Need a Parent Portal account” link as shown on page 3 of this document, you will see detailed instructions on how to create a Parent Portal account. Once you create a Parent Portal account, you should see the Parent Portal main page that looks like the screen below. If you are not automatically redirected to the Parent Portal main page, then visit <https://campus.rcss-k12.org/campus/portal/richmond.jsp> to log in to Parent Portal. Now scroll to page 8 of this document and follow the remaining instructions.

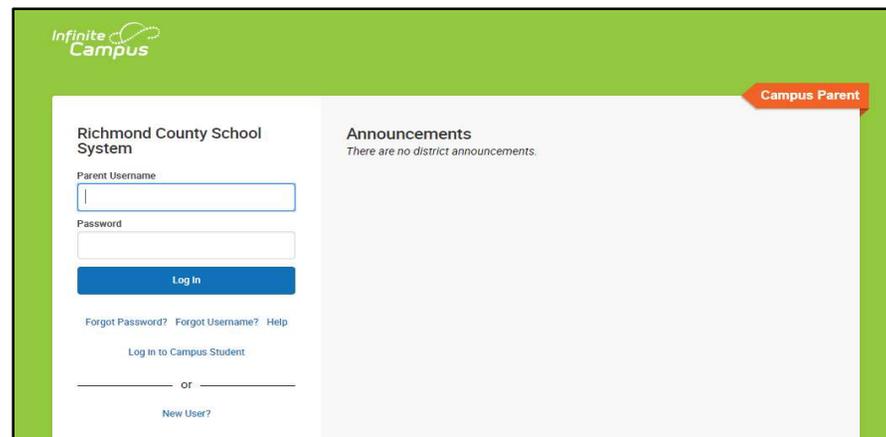


Current RCSS Students (who already have a Parent Portal account)

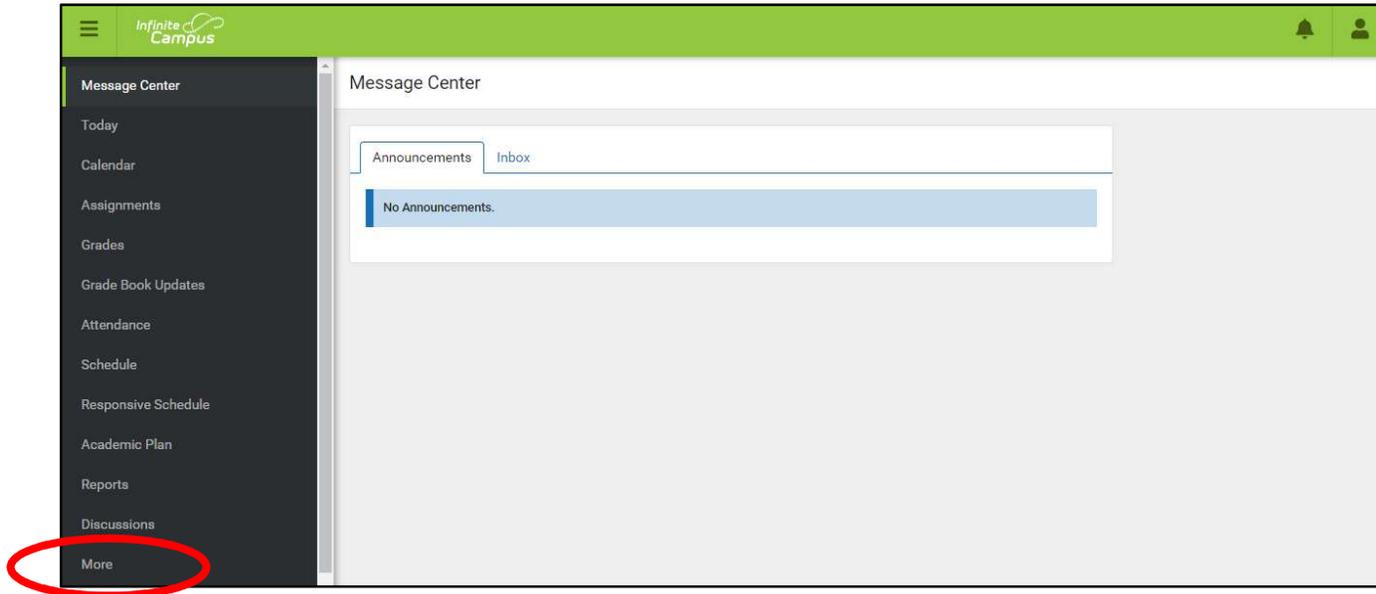
Once you click the “Current RCSS Students/Already have a Parent Portal account” link as shown on page 3 of this document, you will see the page below. Click “Campus Parent.”



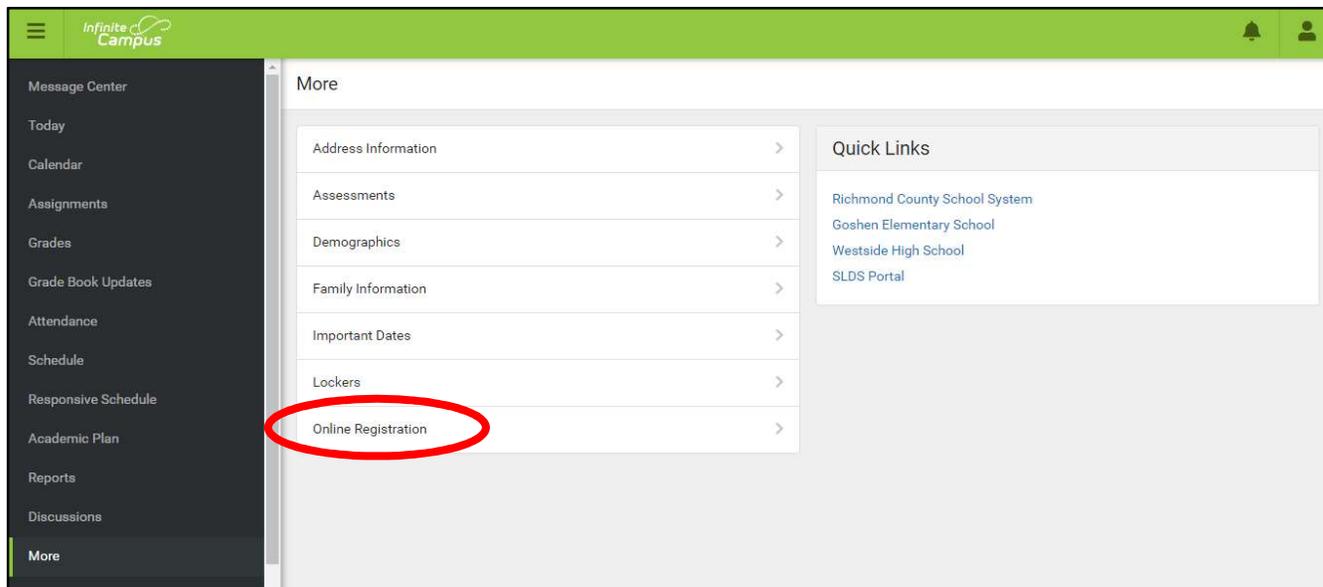
You will then see a page like the one below. Enter your Parent Portal username and password and click the blue “Log In” button.



Once you log in to Parent Portal, you should see a screen like the one below. Click “More” on the left side of the screen.



You should then see a screen like the one below. Click “Online Registration.”



You should then see a screen that looks like the one below. Click “Click here to go to Existing Student Registration.”

Infinite Campus
Online Registration

Please select from the following:
Register student(s) who are currently enrolled in this district. OR Register student(s) who have never been enrolled in this district.

[Click here to go to Existing Student Registration](#) [Click here to go to New Student Registration](#)

Next, you should see a screen like the one below. Be sure to change the Registration Year to “Next Year 20-21” and click the “Begin Registration” button at the bottom.

Infinite Campus
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 editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.
Este editor es actualizar los datos de los estudiantes que actualmente están matriculados en el Distrito. Puede agregar nuevos estudiantes que están registrando para el año de selección más adelante en el proceso.

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

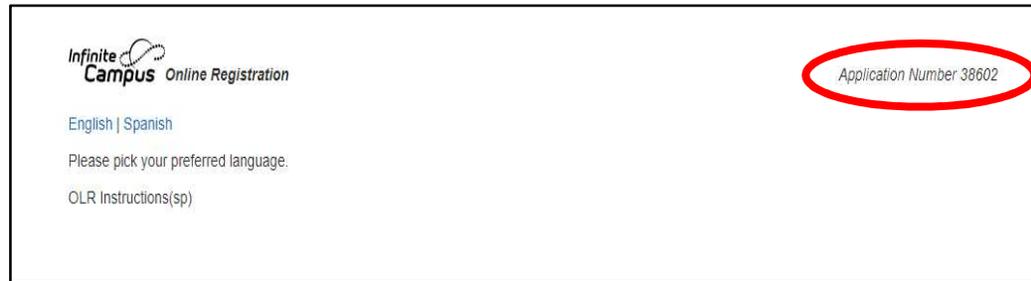
Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
	02	yes	Included	no
	12	yes	Included	no

Registration Year: Next Year 20-21 *

<http://www.rcboe.org/Domain/129>

[Begin Registration](#)

Next, you'll see a screen like the one below. Be sure to write down your application number. Select your preferred language, English or Spanish, and the registration process will begin. There are several prompts to upload documents, such as a birth certificate. You are not required to upload any documents; instead, you will submit hard copies to the school. Complete the registration and press submit on the final page.



Infinite
Campus Online Registration

Application Number 38602

English | Spanish

Please pick your preferred language.

OLR Instructions(sp)