



School Choice Parent Portal Instructions

February 1 – February 15, 2021

HB251/SB10 School Choice is open from February 1, 2021 at 9 a.m. through February 15, 2021 at 5 p.m. Selection for currently enrolled students in grades K – 11 must be made through Parent Portal. Selection for students who will be entering Kindergarten in the 2021-2022 school year must be done through the online application. Instructions for completing School Choice are on the following pages.

Confirmation emails will be sent prior to the end of the 2020-2021 school year.



HOLD CONTROL AND CLICK ABOVE TO ACCESS THE
PARENT PORTAL LOG IN

Any parent who has not created an Infinite Campus Parent Portal account should do so as soon as possible. Directions for creating a portal account are below or can be found at:

<https://www.paulding.k12.ga.us/domain/4142>

Virtual Instructions for Activating a Parent Portal Account

Requests for Parent Portal accounts are now handled virtually. Please send an email to portal@paulding.k12.ga.us and include the following information. A copy of state-issued parent picture ID must also be included in the email.

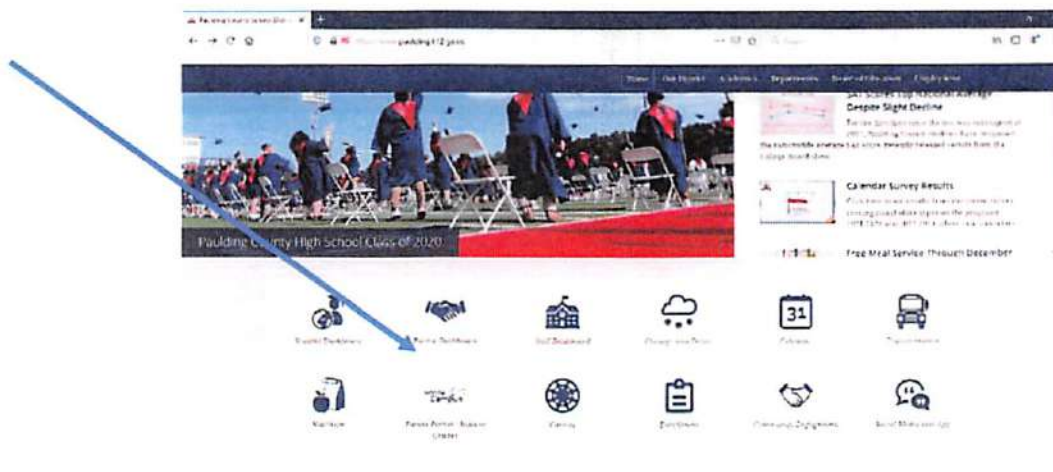
- Parent Name
- Parent Physical Address
- Parent Email Address
- Student's First Name
- Student's Last Name
- Student's Date of Birth
- Student's Physical Address
- Name of School Student Attends

An email will be sent to the parent email address in Campus providing the activation key and instructions on how to set up an account.

Prior to making a School Choice request, you will need an active Infinite Campus Parent Portal account. See instructions on Page 1. School Choice selection must be made from a parent account, not a student account.

STEP 1 – Log in to Infinite Campus Parent Portal

Go to www.paulding.k12.ga.us Click Parent Portal/Student Grades.



Click Campus Parent

The image shows the login page for Paulding County. It has a green border and a white background. At the top, it says 'Paulding County' and 'Log in to'. Below this are two blue buttons: 'Campus Student' and 'Campus Parent'. A blue arrow points from the 'Campus Parent' button to the 'Campus Parent' link in the top right corner of the page.

Enter your Username and Password to Log in

Infinite Campus

Campus Parent

Paulding County

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in as Campus Student](#)

[New User?](#)

Announcements

Monday 09/28/2020

[Term 3 Report Card Window](#)

Opens - Monday, October 5th at 8:00 A.M.

Closes - Friday, October 9th at 4:00 P.M.

Report Cards Issued - Friday, October 16

Wednesday 07/01/2020

For assistance with student portal accounts, please contact your school

Parents needing to set up a parent portal account can contact your student's school for your activation key. For assistance with established parent portal accounts, please email

STEP 2 – Complete School Choice Application

After logging in, parent clicks "More" and selects "School Choice Application." If you do not see the index, please click on the three lines in the top left corner to open the index.

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GTID

School Choice Application

All students in the household will display. Parent/Guardian will make selection for each student. **All four boxes must be answered for all students in the household.** Parent/Guardian must select from the drop-down box for the first two statements. Parent/Guardian must also enter the current residential address and city. If school choice is being requested for only one student, "no selection" must be made for other students (See Student B below). Current residential address and city are still needed when no selection is chosen.

Student A

Instructions ☐

Please answer all four questions below. Click the X at the top of the

* School Choice Option

HB251

Parents will be emailed status of their HB251 request by the end of

* School Requesting

New Georgia Elementary

Approved / Denied emails will be sent to parents the week of March

* Current Residential Address

123 ABC Street

(Character limit 255)

* Current Residential City

Dallas

Student B

Instructions ☐

Please answer all four questions below. Click the X at the top of the window to close this screen

* School Choice Option

No Selection

Parents will be emailed status of their HB251 request by the end of the 2020-2021 school year

* School Requesting

No Selection

Approved / Denied emails will be sent to parents the week of March 1

* Current Residential Address

123 ABC Street

(Character limit 255)

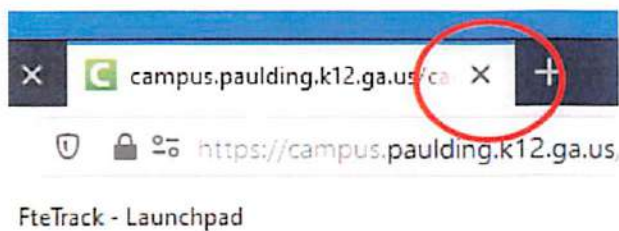
* Current Residential City

Dallas

After making your selection, click Save at bottom of screen.



The screen will then display your choices for each student. You must click the "X" at the top of the screen to exit this window.



This will complete the selection process. Parent/Guardian can change the selection as many times as needed during the open school choice window. Whatever selections are made when the window closes on February 15 at 5 p.m. will be the final selection. Confirmation emails will be sent via email prior to the end of the 2020-2021 school year. If you have questions, please contact the Operations Department at 770-443-8000.