

New Student Gateway Registration: Helpful Hints & FAQ

Wondering if you already have a Username and Password for the New Student Gateway? You do if you have a student in PreK, K, or 1st grade, because you registered that student in Registration Gateway OR if you have registered a child in our school district in grades 2-12 for the first time within the past 2 years. If you have forgotten your Username and Password, please contact your student's school for your account information.

When you log in, you will see an "Add student" button:

This page displays all records this user has access to view/edit. If your record is saved information from the Checklist as you may need it after this Gateway pro



First Name	Last Name	Status
		Pending



ADD STUDENT

FAMILY REVIEW

CHECKLIST/APPOINTMENT

If your existing Username is 5 digits and you already have a child in one of our schools – that login is for the Back to School Gateway where you updated your current student(s) info. You would see this when you log in:



You, [redacted], have successfully logged in and have been granted access to the services shown below. When you are finished, for security reasons please Log Out and Exit your web browser.



You will need to create an account through the New Student Registration button. Log out and click on the "New Student Registration" button:

Enter your Username and Password

Registration is now open for the 2021–2022 School Year.

Username:

Password:

LOGIN

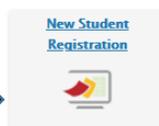
CLEAR

[Forgot your password?](#)

If you are new to this system, please click the link below and then click "Start" on the next screen to create a username and password. If you already have a username and password, please enter them to the left to access Gateways. For security reasons, please Log Out and Exit your web browser when you are done.

If you are registering a new student for the 2020–2021 school year and have questions related to our plan related to Covid–19, please check our website for the most recent information. You may also contact us at 770.422.3500 or via email at Enrollmentsupport@marietta-city.k12.ga.us.

The services listed below may be accessed without authentication.



On the next screen, click on red “Start” button at bottom of page:



Start

Who can use this system?

The New Student Gateway is for anyone registering a new student to Marietta City Schools – including PreK or Kindergarten students for next school year. Only a parent or legal guardian, living within the Marietta City limits at the same address as the student, may enroll a student. The dreaded “first-day forms” for all students will be replaced with a similar online process this summer for the start of the new school year.

What if I don’t have access to a computer/Internet?

Please contact the school your child will attend to schedule a time to use a computer there.

Do I need to come in person to the school?

Schools are legally required to collect copies of specific documents in order to enroll students. You can scan and upload the required documents from your computer, if you have scanning capabilities. You may also use a feature called Mobile Capture to simply take a picture of your document and upload it. If you do not have the capability to scan your required documents, you may make an appointment to come to the school for school personnel to complete the scanning. You save time completing the online registration process at home at your convenience.

What documents do I need to register my child?

[Here](#) is a link to the list of documents required for registration. If you are not able to scan them at home, the school staff will scan them into the system while you wait and return the originals to you.

How does the system work?

The system is very easy to use and begins with you creating a username and password. You will click through fillable pages that collect basic information about you, your child, and your emergency contacts. You will select your child’s school from a drop-down menu (if you do not know your child’s school, please see our online boundary maps [here](#)). After completing the last page, scanning, and uploading your legally required documents, you are finished! You only need to make an appointment if you are unable to scan and upload your required documents, or if you have special circumstances in regards to your student’s enrollment. If you are registering a high school student, an appointment IS required so that you may meet with a counselor to plan your student’s schedule.

How do I scan and upload my documents?

You can use a scanner, smartphone, or tablet to capture images of your documents and save them onto your computer. At the end of the online process, you will have the option of uploading these records; the system will walk you through the steps to do this. These file types are accepted: jpg, gif, png, pdf, xls, xlsx, doc, and docx. Once you complete the process, you will be provided with a pdf file of your forms.

What if I forget my password?

If you enter your email address when you create your account, the system will allow you to easily reset your password.

Is the system available in Spanish?

Yes, if you need additional assistance, please contact the school your child will attend so they can provide an interpreter/translator.

How long does it take?

The registration process takes about 15 to 20 minutes. If you need to stop before completing registration, you can save your information to finish the process at another time.

What if I need to register siblings?

When you finish registering your first student, you will be asked if you need to add another student. You will not have to re-enter parent/guardian/contact information again.

Can I fill out the forms using a smartphone or tablet?

Yes; Registration Gateway is available via smartphone or tablet.

What if I need to stop and finish later?

You can save your work and return to the file to complete it. When you log back in to complete it, the system will open on the start page, but you may click ahead to where you stopped. The information you submitted will be saved.

What does a red asterisk mean?

It means you are required to answer that question/provide that information. The program will not allow you to move forward without providing required information.

What if my street address doesn't pop up when I start typing?

It means your address is not in our system for various reasons, such as it being a new street. Choose "Other" and additional fields for street number, street name, and street type will be added for you to add this information.

What if I need to apply for Free or Reduced Lunch?

A link to that application is included in the online system. You will need to know your household income in order to complete the application. If you are registering multiple children, you only need to complete one form for your family. If you are registering for next school year, please wait to complete this form; a new form must be completed after July 1 for the 2021-2022 school year.

Who can I contact if I need help?

Please contact the front office of the school your child will attend for help with: general enrollment information, legally required documents, making an appointment to use a computer at the school, and/or assistance from an interpreter/translator. If you need technical help with the Registration Gateway system, please email EnrollmentSupport@marietta-city.org.