

FAQs and Helpful Hints for ONLINE REGISTRATION

Important Terms

- OLR is Online Registration.
- CCS is Cartersville City Schools.
- Parent/Guardian: A person who is entrusted by law with the care of a minor.
Ex.: Mom, Dad, Foster Mom, Foster Dad, Educational Advocate, etc.
- Emergency Contact: Any person who should be contacted if a parent/guardian cannot be reached.
- Other Household Member: Any person who is not a parent/guardian, emergency contact, or student that lives in the same household as the student(s).
Ex.: brother or sister not attending an CCS.
- Student: Any person who will be attending an CCS.

Helpful Information for starting your OLR application:

- Only the parent/guardian in the student's primary household may complete OLR.
- Popup blockers must be turned off for you to complete OLR.
- Older model phones/tablets may not allow you to complete OLR.
- Preferred browsers are Chrome, Firefox, and Safari.
- If using a mobile device, google forms and adobe sign documents open in new windows. Once the form is submitted you will need to return to the OLR application window.
- As you upload files, please make sure your "LIVE" picture option is **NOT** used.
- Adobe sign documents aren't complete until you verify them through your email.
- If using a mobile device, it is helpful to turn your mobile device sideways when filling out forms to see the complete sentences.
- If you do not have internet access, CCS Central Registration is available for registration Monday – Friday 8am – 12 Noon and 2pm – 3:30pm.

Required documentation:

Parents will need all Required Documents to complete registration. Please see our Central Registration Page for all Required Documents needed.

Still need help? Reach out to the contact person listed below for your student's school:

District Registrar: **Kenelle Gresham**, 770-387-4700, kgresham@cartersvilleschools.org
District ESOL Coordinator: **Ashley Chupp**, 770-387-4700, achupp@cartersvilleschools.org
District SPED: **Xochilt Benitez**, 770-387-4700, xochilt.benitez@cartersvilleschools.org