

Families New to the U.S. - Toolkit

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The Enrollment Process



ENROLLMENT

Know Your Rights

Undocumented, school-age children have **the right** to free public education



Students with an international birth certificate have **the right** to free public education



FCPS encourages families to submit a Social Security card, but this is optional



Your child's personal information and education records are **protected**. You must give permission before any personal information can be shared



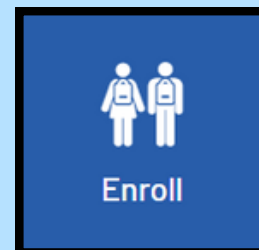
Interpreters and translators are available for **free** if you request them



ENROLLMENT

Getting Started

1. Go to fcboe.org/Fayette
2. Click **Enroll**
3. Scroll down until you see this:



New to Fayette County

If you currently do not have a student enrolled in Fayette County Public Schools, [start the registration process here.](#)



[Click here](#) if you have a student who currently attends a Fayette County school and want to now **enroll a sibling**

ENROLLMENT

Overview of Required Documents

You will need the following documents to enroll your student:

1. Parent/Guardian photo ID

2. Proof of Residency

- official documents that prove where you currently live

3. Electric Bill

4. Birth Certificate

- If you do not have a birth certificate, make an appointment with the Enrollment Center to discuss alternative options

The following pages provide more details about the documents and information needed to enroll your student...

Documents & Information Needed for Enrollment

1. Proof of Residency

I am a Home Owner

- Provide a current **electric bill**
- Provide your current **residential property tax statement**

If you bought your house within the past year, see page 17, Q4

I Rent a Home or Apartment

- Provide a current **electric bill**
- Provide the current **signed lease** or **rental agreement**

I own a Mobile Home

- Provide a current **electric bill**
- Provide the current **signed lease** or **rental agreement** for the **mobile home lot** (see page 17, Q6)

Leases and rental agreements must list:

- The start and end date of the lease (**no month-to-month leases**)
- All persons living in the rental or on the mobile home lot

Documents & Information Needed for Enrollment

I Live with Friends/Family in a Mobile Home

- Provide a current **electric bill**
- Provide their current **signed lease** or **rental agreement** for the **mobile home lot** (see page 17, Q6)

If your name or your student's name is not on the rental agreement for the mobile home lot, see page 17, Q2-3

I Live with Friends/Family in a Home or Apartment

*If the friend or family member **owns** the home, please provide...*



- a current **electric bill**
- their current **property tax statement**
- their official **photo ID** (see page 17, Q5)
- a signed affidavit (see page 17, Q1)

*If the friend or family member **rents** the home, please provide...*



- a current **electric bill**
- the current **signed lease** or **rental agreement** (no month-to-month leases)



If your name or your student's name is not on the rental agreement, see page 17, Q2-3

2. Parent or Legal Guardian Information

- **Name**
- **Address**
- **Date of Birth**
- **Phone Number**
- **Email Address**

*The parent or guardian enrolling the student will be asked to provide a **photo ID** (see page 17, Q5)*

3. Student General Information

- **U.S. birth certificate or international birth certificate**
If you do not have access to a birth certificate, please contact the Enrollment Center (see page 18, Q8)
- **Social Security card**
Submit your student's social security card if possible. It is optional (see page 18, Q11)

ENROLLMENT

Common Concerns

I want an interpreter to be at my appointment

[Click here](#) to make an appointment. Write “I would like a (write here the language you need) interpreter” under “Purpose of your visit”

I do not have a computer or internet at my home

[Click here](#) to make an appointment to use a computer at the Enrollment Center and complete the online enrollment application. Under “Purpose of your visit,” write that you want to use a computer. You must select a timeslot **before 2:00 in the afternoon**

I want to submit required documents in-person

[Click here](#) to make an appointment to submit hard copies of required documents. You must complete the online enrollment application to the best of your ability **before** your in-person appointment

AFTER ENROLLMENT

Next Steps

After your student is enrolled (you will receive a confirmation email from the Enrollment Center), **the school** will ask for the following documents:

1. Medical Information and Forms

- Form 3231
- Form 3300

2. Academic Transcripts

3. Discipline Records

You may submit these documents in the **online enrollment application** OR you may submit them **directly to your student's school.**

The school will reach out to you. You must provide these documents **within 30 days of the first day your student attends schools** (see page 15 for example)

1. Medical Information & Forms

When your student is assigned a school, please **email the nurse** at your school about your student's **medical conditions** and **medications**

[Click here](#) for a list of nurses who serve at each Fayette County school and their contact information

For **prescription** medications taken **during schools hours**, your student's **doctor** must **sign** the **School Medication Authorization form**

If your student must take **any** medication **during school hours**, complete the **School Medication Authorization form** provided below:

- [Click here](#) for the English version
- [Click here](#) for the Spanish version

Immunization Form (Form 3231)

Form 3231 is the official immunization document used by the Georgia Department of Public Health

*You **cannot submit** vaccine records from your home country*

To obtain Form 3231, choose one of the following options:



Make an appointment with the **Fayette County Health Department** by calling this number: 1-800-847-4262

You should...

- Bring a copy of your student's official vaccine records from your home country
- Bring your student in case they are missing any required vaccines

Once vaccination records have been verified and updated, you can ask for a printed copy of Form 3231



Make an appointment with a local **pediatrician** or a **family doctor**

You should...

- Bring a copy of your student's official vaccine records from your home country
- Bring your student in case they are missing any required vaccines

Once vaccination records have been verified and updated, you can ask for a printed copy of Form 3231

Sample of Form 3231:

CERTIFICATE OF IMMUNIZATION

Child's Name (Last name, First name) _____

Birthdate _____

(Optional) Parent/Guardian Name (Last name, First name) _____

Unless specifically exempted by law, Georgia law (O.C.G.A. § 20-2-771) requires a certificate on file for each child in attendance in any school or child care facility in Georgia with penalties for failure to comply. Detailed instructions for this form and immunization requirements by age are spelled out in policy guides 3231INS and 3231REQ distributed by the Georgia Immunization Office.

Date of Expiration _____

(Next required immunization or review of medical exemption due.)

☐ (Fill in X)

Complete For K through 6th Grade

Child must be ≥ 4 years and have met all requirements for school attendance.

☐ (Fill in X)

Complete For 7th through 10th Grade

Fulfills requirements K through 6th grade AND must have Tdap and MCV4 administered.

☐ (Fill in X)

Complete For 11th Grade and higher

Fulfills requirements K through 10th grade AND must have MCV4 booster dose administered on or after 16th birthday.

| VACCINE | DATE MM DD YY | DATE MM DD YY | DATE MM DD YY | DATE MM DD YY | DATE MM DD YY | DATE MM DD YY | DATE MM DD YY | Total Doses | Diagnosed | Serology+ | History | Med. Exemption |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|-----------|-----------|---------|----------------|
| Required Vaccines for School or Child Care Attendance | | | | | | | | | | | | |
| DTP,DTaP,DT,Td | | | | | | | | | | | | |
| Polio | | | | | | | | | | | | |
| Hepatitis B | | | | | | | | | | | | |
| Tdap | | | | | | | | | | | | |
| MCV4 | | | | | | | | | | | | |
| HIB (Under Age 5) | | | | | | | | | | | | |
| PCV (Under Age 5) | | | | | | | | | | | | |
| Measles | | | | | | | | | | | | |
| Mumps | | | | | | | | | | | | |
| Rubella | | | | | | | | | | | | |
| Hepatitis A (Born on/after 1/1/06) | | | | | | | | | | | | |
| Varicella | | | | | | | | | | | | |
| Recommended Vaccines (For Information Only) | | | | | | | | | | | | |
| Rotavirus | | | | | | | | | | | | |
| HPV | | | | | | | | | | | | |
| Influenza | | | | | | | | | | | | |
| Td (booster) | | | | | | | | | | | | |
| Men-B | | | | | | | | | | | | |

Vision, Hearing, Dental, & Nutrition Screening (Form 3300)

All students are required to have exams assessing their vision, hearing, dental, and nutrition health status

To complete these exams and obtain a signed Form 3300, choose one of the following options:



Make an appointment with the **Fayette County Health Department** by calling this number:
1-800-847-4262



Make an appointment with a local **pediatrician** or a **family doctor**

Forms 3231 and 3300 can be obtained
at the same appointment

Sample of Form 3300:



Georgia Department of Public Health Form 3300

PLEASE SEE THE INSTRUCTIONS
ON THE BACK OF THIS FORM

Certificate of Vision, Hearing, Dental, and Nutrition Screening

FILE THIS FORM WITH THE SCHOOL WHEN YOUR CHILD IS FIRST ENROLLED IN A GEORGIA PUBLIC SCHOOL
SCREENER CONTACT INFORMATION IS REQUIRED

Parent/ Guardian Name: _____
first middle last

Parent/ Guardian Contact Information:

Daytime phone number: _____

Evening phone number: _____

Cell phone number: _____

Child's Name: _____
first middle last

Date of Birth: ____/____/____ Gender: ☐ Male ☐ Female

Child's Home Address:

street city state zip code county

VISION

- ☐ Unable to screen (explain why below)
☐ Uses corrective lenses
☐ Worn for testing

- ☐ Passed (20/30 in each eye for age 6 and above, 20/40 in each eye for below age 6)
☐ Needs further evaluation
☐ Under professional care (explain below)

Screening completed by:

- ☐ Physician
☐ Local Health Department
☐ Optometrist
☐ "Prevent Blindness Georgia" employee
☐ School Registered Nurse

Screener's Signature _____ Date _____
I certify that this child has received the above screening.
Contact Information:

HEARING

- ☐ Unable to screen (explain why below)
☐ Uses hearing aid / assistive device

- ☐ Passed at 500, 1000, 2000, and 4000 Hz with audiometer at 20 or 25 dB
☐ Needs further evaluation
☐ Under professional care (explain below)

Screening completed by:

- ☐ Physician
☐ Local Health Department
☐ Audiologist
☐ Speech-Language Pathologist
☐ School Registered Nurse

Screener's Signature _____ Date _____
I certify that this child has received the above screening.
Contact Information:

DENTAL

- ☐ Unable to screen (explain why below)

- ☐ Normal appearance
☐ Needs further evaluation
☐ Emergency problem observed
☐ Under professional care (explain below)

Screening completed by:

- ☐ Physician
☐ Dentist
☐ Local Health Department Registered Nurse
☐ Registered Dental Hygienist
☐ School Registered Nurse

Screener's Signature _____ Date _____
I certify that this child has received the above screening.
Contact Information:

NUTRITION

- ☐ Unable to screen (explain why below)

Height: _____ Weight: _____
BMI: _____ BMI%: _____
☐ 5th to 84th percentile - Appropriate for age
☐ < 5th percentile - Needs further evaluation
☐ ≥ 85th percentile - Needs further evaluation
☐ Under professional care (explain below)

Screening completed by:

- ☐ Physician
☐ Local Health Department
☐ Registered Dietician
☐ School Registered Nurse

Screener's Signature _____ Date _____
I certify that this child has received the above screening.
Contact Information:

| FOR SCHOOL SYSTEM ONLY | | | |
|--|-------------------------|-------------------------|---------------------------|
| Follow up for further evaluation | | | |
| | 1 st attempt | 2 nd attempt | Actions reported (if any) |
| Vision | | | |
| Hearing | | | |
| Dental | | | |
| Nutrition | | | |
| Student support services initiated on: | | | |

Screener's Comments:

DPH Form 3300 Rev. 2013

Jeong moved to the United States from South Korea in June with her family. Her parents completed the online enrollment application in July, and Jeong began attending school on August 3rd.



Jeong's family must wait until August to see a pediatrician to get required immunizations and an official immunization form (Form 3231). Jeong's parents need to submit this document by September 2nd, which is 30 days from August 3rd.

You can upload Forms 3231 and 3300 when you enroll **online** or submit them to **nurse's office** at your student's school

2. Academic Transcripts

If you already have this document, you can submit your student's Academic Transcripts to the school. **The school will reach out to you** about obtaining these records.

If you do not have a copy of your student's Academic Transcripts, the school will reach out to your student's previous school(s). Your new school may ask you for some information.

3. Discipline Records

Your new school will reach out to your student's previous school(s) about obtaining Discipline Records. You do not need to submit anything, but you may be asked for some information.

Common Questions

1. I live with friends or family in a home my friend or family member owns. What documents do I need to provide to enroll my student?

You need to make an appointment with the Enrollment Center. You and the home owner both need to attend the appointment. You both will be asked to sign an affidavit that verifies you are living in your friend or family member's home. You will both need to bring photo IDs.

2. My name and/or my student's name is not on the rental agreement. What should I do?

You need to submit a signed, official letter from the landlord, property manager, or mobile home park that states they are aware that you and your student(s) are living there or temporarily staying there. Please make an appointment with the Enrollment Center and submit this document in person.

3. The company I work for rents the apartment I live in. The lease is not in my name, but the company's name is listed instead

You need to submit a signed, official letter from the property manager of apartment complex you live in that states that the manager knows you and your student(s) are living there. Please then make an appointment with the Enrollment Center and submit this document in person.

4. What documents do I need to provide if I bought my house within the past year?

You should provide the signed closing Settlement Statement (received from your attorney during closing) or a Disclosure Statement.

5. What can I use as a picture ID?

The photo ID you use must not be expired

- State-issued photo ID*
- Driver's license*
- Photo ID from your home country
- Voter ID
- Green card
- Passport

***preferred**

6. What is a mobile home lot?

It is the land where the mobile home is located. Typically, a person owns the mobile home but must rent the land where the mobile home is located.

7. Why do I need to provide an electric bill?
Can I submit another kind of bill?

ONLY electric bills are accepted. It provides proof that you live within the school district.

Common Questions

8. How can I make an appointment with the Enrollment Center?

Click [here](#) to make an appointment

9. I'm having trouble obtaining Form 3231 or Form 3300 because of limited appointment availability. Can my student still attend school?

10. How can I submit the required documents?

Yes, but you must email the nurse at your student's school about the situation and provide proof that you have scheduled an appointment with the Fayette County Health Department, a local pediatrician, or a family doctor. Click [here](#) to access the email of your school's nurse.

1. You can upload the required documents when you complete the online application

2. You can bring the required documents to an in-person appointment. Click [here](#) to make an appointment with the Enrollment Center

Medical documents and information should be uploaded online when you enroll your student or submitted to nurse's office at your student's school. Do not submit them to the Enrollment Center.

11. Why am I asked to provide my student's Social Security number?

12. For reasons related to my religious convictions, I do not want my student to receive vaccinations. What should I do?

Your student's Social Security number is used to generate a student ID number. If you choose not to provide your student's SSN, we will generate a unique ID number for your student.

You will need to fill-out and submit the Religious Objection to Required Immunization Form. Click [here](#) to access the form.

13. What is the maximum age at which I can enroll my child in high school?

14. Will my child's siblings also be enrolled in the same school?

This is determined by assessing each student individually. First, your student's records from previous schools must be submitted and verified. Your new school may also request certain evaluations in order to accurately assess your student's needs. When all this information has been gathered and considered, a decision can be made.

This depends on the grade levels of your children. Children in 1st-5th grade attend Elementary School while those in 6th-8th attend a separate Middle School. Students in 9th-12th will attend High School, also a separate building.

Apps & Parent Resources



Communicating with the School and Teachers



ParentSquare is used for school communication

ParentSquare allows parents to...

- **message teachers** & other school staff
- sign-up for **parent-teacher conferences**
- sign-up for **volunteer opportunities**
- receive **emergency alerts**
- view the **school calendar** & upcoming events

You can change your account settings (select **Account**) to receive communications in your preferred language

You can also message teachers and staff in your **home language**. Your messages will automatically be translated

[Click here](#) for more information on ParentSquare and downloading instructions

Accessing Student Information



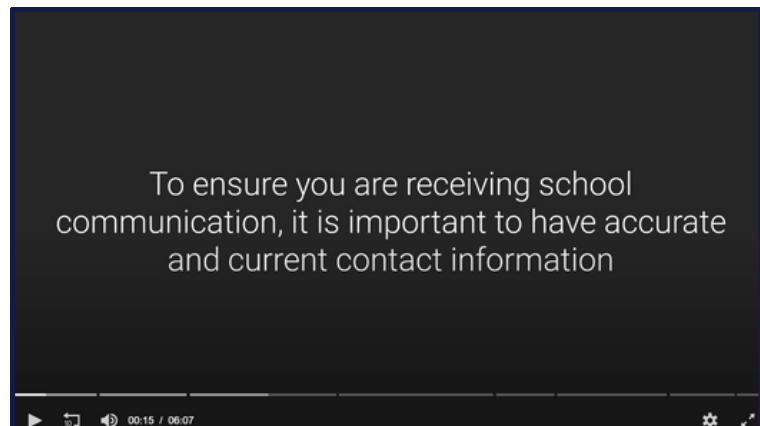
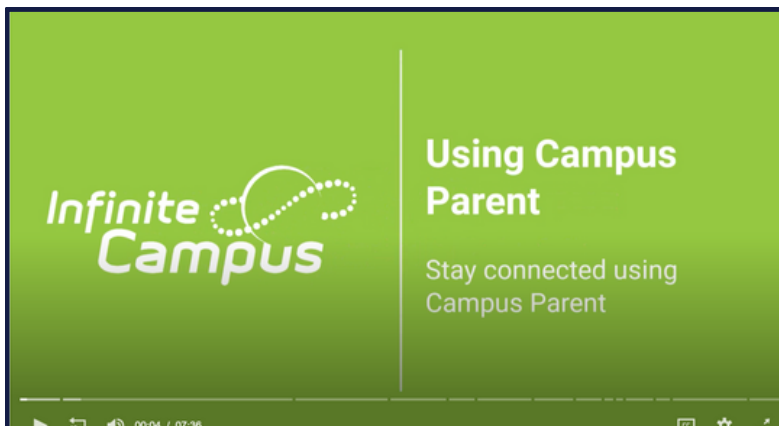
Infinite Campus contains important student information & family records

Infinite Campus allows parents to...

- access your student's **grades & report cards**
- view **missing assignments**
- view your student's **schedule**
- view your student's **attendance data**
- access high school **transcripts**
- view & pay accrued **fees** (such as library, lunch, prom fees, etc.)
- update your household & student **contact info**

Click below to view a video which gives an overview of the features of Infinite Campus

Click below to view a video which shows how to update your family's contact information and preferences



Creating an Infinite Campus Account



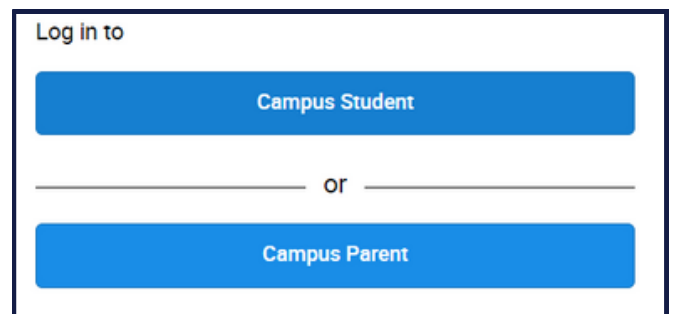
Parents need to create their own account separate from their student's account

To make an Infinite Campus account, go to **fcboe.org**

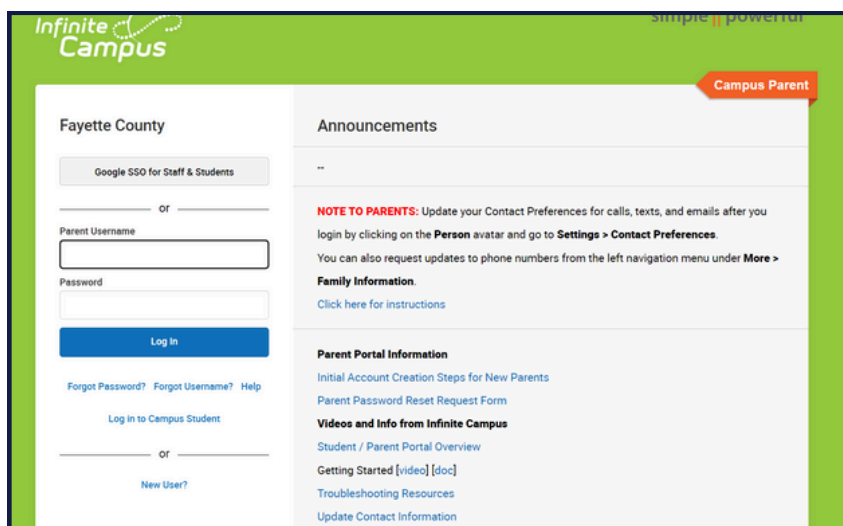
1. On the homepage, select the quick link **Infinite Campus**



2. Select **Campus Parent**



3. You will see this page appear. [Click here](#) for more detailed instructions on creating an Infinite Campus account



Parent Portal Information

[Initial Account Creation Steps for New Parents](#)

[Parent Password Reset Request Form](#)

Videos and Info from Infinite Campus



Accessing Student Assignments and Due Dates



Schoolology is used for posting assignments and due dates

Schoolology allows parents to...

- view classroom **announcements**
- access additional **educational resources**
- access their student's **homework assignments**
- view **upcoming assignments** and **due dates**

You must **first create your parent Infinite Campus account.**
The email you list in Infinite Campus will be used to create your parent Schoolology account

[Click here](#) to learn how to create your parent Schoolology account. Instructions are available in English and Spanish

Parent-Teacher Conferences

During a Parent-Teacher Conference, you can...

- discuss your student's academic progress and growth
- discuss issues that may be affecting your student's learning
- discuss ways you can support your student at home
- ask questions and share concerns

Teachers value your thoughts and perspective.
Teachers can learn from you about your student's strengths, needs, interests, behaviors, etc.

Parent-Teacher Conferences: Common Questions

1. How do I sign-up for a Parent-Teacher Conference?

Fayette County Schools use the app ParentSquare to sign-up for Parent-Teacher Conferences

2. Where do they take place?

Usually they occur at your student's school. Your student's teacher will provide you with exact details

3. How long do they last?

Usually you will meet with your student's teacher for 10 to 30 minutes

Parent-Teacher Conferences: Suggested Questions for Parents

1. May I tell you about (your student's name)?

When teachers understand their students better, they can encourage greater motivation for learning. You can share about...

- things that motivate your student
- their likes and dislikes
- any special skills or hobbies
- strengths and weaknesses

2. Can I share about what's going on at home?

When teachers know about big changes or stressful events, teachers can address potential behavioral issues with greater knowledge and compassion. If you feel comfortable, you can share about events such as...

- family illness
- death of family member or friend
- divorce
- a sibling or friend moving away

3. May I share a concern?

If you are worried or frustrated about a situation at school or because of your student's homework or school assignments, your student's teachers wants to know and help resolve the issue

Parent-Teacher Conferences: Suggested Questions for Parents

4. How is (your student's name) doing socially?

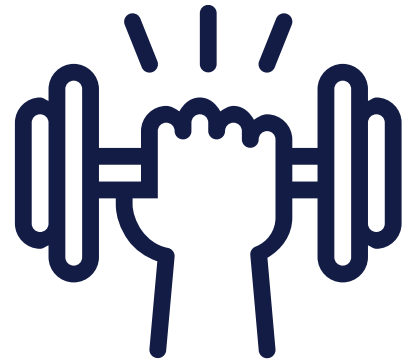
A child's social development is as equally important as their academic development. Consider asking about how your student interacts with other children and if they are making friends

5. How is (your student's name) doing emotionally?

A child's emotional state greatly affects how they engage in the classroom. Consider asking if your student is generally happy, experiencing anger or sadness, or if they seem stressed at certain times during the school day

6. What are (your student's name) academic strengths and weaknesses?

You both can discuss ways to support areas of weakness, celebrate successes, and consider ways to challenge your student



Parent-Teacher Conferences: Suggested Questions for Parents

7. (your student's name) got this score on a recent test/assessment. What does this score mean about their learning?

Assessments/test scores reflect a student's academic performance for specific skills, within a particular context. It can be helpful to hear the teacher's perspective about certain test scores

8. What can I do at home to support what you are doing in the classroom?

Parents are crucial team members in a child's education. Students benefit the most when parents and teachers work together to help them reach their academic potential and goals



School Policies & Procedures



Elementary School

Kindergarten —————> 5th grade

- One main teacher who teaches all subjects
- Students generally stay in the same classroom
- Students are often expected to work together

Middle School

6th —————> 8th grade

- Multiple teachers who each teach a different subject
- Classes occur in different classrooms
- Students are expected to be more independent and proactively manage their assignments

High School

9th —————> 12th grade

- Multiple teachers who each teach a different subject
- Classes occur in different classrooms
- Students are expected to...
 - manage their time efficiently
 - study independently
 - engage in critical thinking & problem-solving
- Grades become more important because of college applications and scholarship opportunities
- ACT & SAT preparation (standardized tests for college admission)

How Students are Graded

Kindergarten —→ 3rd grade

Students in these grade levels are given a number that corresponds with the level of mastery they have attained for specific learning skills and state standards. [Click here](#) for more information

4.0 - Exceeding proficiency of the standard

3.0 - Meeting proficiency of the standard

2.0 - Developing proficiency of the standard

1.0 - Beginning to demonstrate understanding of the standard

4th —→ 12th grade

Students in these grade levels are given letters that correspond with specific percentages for assignments and class averages

| A | B | C | D | F |
|--------|-------|-------|----|--------------|
| 100-90 | 89-80 | 79-71 | 70 | 69 and below |

Attendance:

What is Absenteeism?

Students who are chronically absent—meaning they miss at least 15 days of school in a year—are at serious risk of falling behind in school

- According to the United States Department of Education (2019), elementary students who are chronically absent in preschool, kindergarten, and 1st grade are less likely to read at grade level by the 3rd grade
- Students who cannot read at grade level by the end of 3rd grade are 4x more likely to drop out of high school than proficient readers
- Irregular attendance, more so than student test scores, can be a better predictor of whether a student will drop out before graduation

Attendance: Using the School Calendar

To ensure regular attendance and academic success, family vacations should be planned during school breaks and holidays

[Click here](#) to access the yearly school calendar

| | | |
|--|--|--|
| July 2024 M T W T F 1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30 31 | August 2024 M T W T F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30 | September 2024 M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 |
| October 2024 M T W T F 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 31 | November 2024 M T W T F 4 5 6 7 8 11 12 13 14 15 18 19 20 21 22 25 26 27 28 29 | December 2024 M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 31 |
| January 2025 M T W T F 6 7 8 9 10 13 14 15 16 17 20 21 22 23 24 27 28 29 30 31 | February 2025 M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 | March 2025 M T W T F 3 4 5 6 7 10 11 12 13 14 17 18 19 20 21 24 25 26 27 28 31 |
| April 2025 M T W T F 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 29 30 | May 2025 M T W T F 5 6 7 8 9 12 13 14 15 16 19 20 21 22 23 26 27 28 29 30 | June 2025 M T W T F 2 3 4 5 6 9 10 11 12 13 16 17 18 19 20 23 24 25 26 27 30 |

Student Absences: Overview

Georgia law requires that every child between the ages of 6 and 16 attend school

To uphold Georgia law and ensure the safety of all students, you must write a **dated explanation** for every absence, planned or unplanned

Within 3 days of the absence,
the explanation must be sent to...

- your school's **student information specialist**
(see pages 41-44)
- your student's **teacher(s)**

Student Absences: Communicate with the School

1. Email your school's student information specialist using the example template (**page 36**).

Your student's absence must be approved by the school before your student can make up any missed school work

2. Contact your student's teacher(s) through ParentSquare using the example template (**page 37**).

You need to inform your student's teacher(s) of absences to make arrangements for completing any missed school work

Example Template: Student Information Specialist

Planned Absence

Greetings,

I am writing to let you know that (student's full name) will be absent on (date) because (reason for absence). I am writing to you to get approval so that (student's name) can make up any missed school work.

This is my student's ID number: _____

Thank you for your time,

(write your full name here)

Unplanned Absence

Greetings,

I am writing to let you know that (student's full name) was absent on (date) because (reason for absence). I am writing to you to get approval so that (student's name) can make up any missed school work.

This is my student's ID number: _____

Thank you for your time,

(write your full name here)

Example Template: Teacher

Planned Absence

Greetings,

I am writing to let you know that (student's full name) will be absent on (date) because (reason for absence). I am writing to you because I hope we can make arrangements for making up any missed work while (student's name) is away.

Thank you for your time,

(write your full name here)

Unplanned Absence

Greetings,

I am writing to let you know that (student's full name) was absent on (date) because (reason for absence). I am writing to you because I hope we can make arrangements for making up any missed school work.

Thank you for your time,

(write your full name here)

Arriving to School Late

A student is late if they are not in their classroom when the bell sounds

Students who are late **must go to the school office** to sign-in before going to class

Elementary students should be accompanied by a parent or guardian

Checking-out Early

A hand-written note **signed** by the student's parent or guardian should be given to the school office at the **beginning of the school day**

The note should include:

- the **time** the student will leave
- the **reason** for leaving early
- the **person** picking-up the student/indicate if the student will drive themselves
- the parent/guardian's **phone number** (to verify the note)

The adult picking-up the student should go to the school office and wait. They **should not** go to the student's classroom

Apps for Elementary Students



PickUp Patrol is used for communicating transportation plans & changes

PickUp Patrol allows parents to...

1. Select your student's typical transportation plans

For example: you can indicate if your student will usually ride the bus home or be picked-up by a family member

2. Safely communicate changes to typical transportation plans

For example: your student needs to leave school early because of a doctor's appointment. You should share this information with the school using PickUp Patrol

All plan changes must be made **before 1:30pm**

Only **some** Fayette County elementary schools use PickUp Patrol. Check with your school

Using & Downloading PickUp Patrol



1. You will receive an email from the school to register for PickUp Patrol
2. After you complete registration, select your student's **default** (typical) transportation plan
3. You can add PickUp Patrol to your phone's home screen. [Click here](#) for instructions

Use PickUp Patrol from your computer or phone at pickuppatrol.net

Only **some** Fayette County elementary schools use PickUp Patrol. [Check with your school](#)

Elementary Student Information Specialists

| | |
|---|--|
| Braelinn Elementary School | Cleveland Elementary School |
| mello.karen@fcboe.org | morrow.anita@fcboe.org |
| Crabapple Lane Elementary School | Fayetteville Elementary School |
| reynolds.lori@fcboe.org | mitchell.brittney@fcboe.org |
| Huddleston Elementary School | Inman Elementary School |
| nelson.stacy@fcboe.org | davenport.lisa@fcboe.org |
| Kedron Elementary School | North Fayette Elementary School |
| prior.barbara@fcboe.org | philistin.nancy@fcboe.org |
| Oak Grove Elementary School | Peachtree City Elementary School |
| wright.taylor@fcboe.org | perry.aisha@fcboe.org |
| Peeples Elementary School | Robert J. Burch Elementary School |
| adams.robbyn@fcboe.org | acosta.lilian@fcboe.org |
| Sara Harp Minter Elementary School | Spring Hill Elementary School |
| winslett.laurie@fcboe.org | oneill.rachel@fcboe.org |

Middle School Student Information Specialists

Bennett's Mill Middle School

weller.kimberly@fcboe.org

Flat Rock Middle School

wallman.stephanie@fcboe.org

J.C. Booth Middle School

sellers.shana@fcboe.org

Rising Starr Middle School

chontos.renae@fcboe.org

Whitewater Middle School

woodroof.terri@fcboe.org

High School Student Information Specialists

Fayette County High School

garcia.sheila@fcboe.org

McIntosh High School

jackson.ashley@fcboe.org

Sandy Creek High School

nanda.eva@fcboe.org

Starr's Mill High School

brooks.kirsten@fcboe.org

Whitewater High School

ohara.flora@fcboe.org

Fayette LIFE Academy Student Information Specialists

Horizon Academy

singleton.anna@fcboe.org & morrow.anita@fcboe.org

Mainstay Academy

knight.dawn@fcboe.org

Open Campus Academy

singleton.anna@fcboe.org & brooks.kathy@fcboe.org

Fayette Virtual Academy

singleton.anna@fcboe.org

Bus Services



Bus Services

Buses are available for **free** to transport your student to and from school



To qualify for bus services, your student must live within the transport zone of the school your student attends

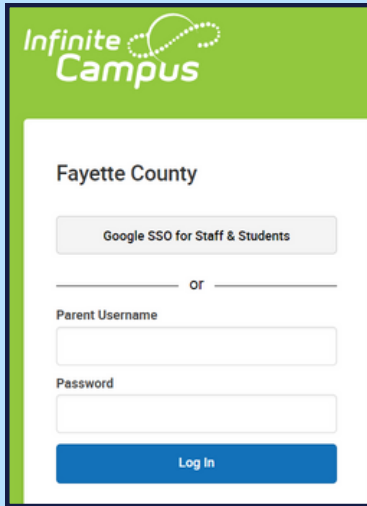
[Click here](#) to view maps of school transport zones

All students must also be **registered** for bus services

Registering for Bus Services

Register for Bus Services

1. Login to your **Infinite Campus Parent** account

A screenshot of the Infinite Campus login interface. At the top is the 'Infinite Campus' logo on a green background. Below it, 'Fayette County' is displayed. There is a button for 'Google SSO for Staff & Students'. Below that is a separator line with 'or' in the middle. Underneath are two input fields: 'Parent Username' and 'Password'. At the bottom is a blue 'Log in' button.

2. Go to the **Message Center**

3. Click **Surveys**. There should be one survey per student

4. Fill-out the survey and click **Complete** to submit it

Remember to complete a survey for **each student** under your care

After you register, it may take **48 hours** for your student to be assigned a bus stop

Finding Your Bus Information

You can find your student's bus information on your student's Infinite Campus Account

You can also access your student's bus information using the app **BusQuest**



[Click here](#) to learn
how to make a
BusQuest account

On BusQuest you can access...

- Student bus numbers for AM and PM routes
- Scheduled pickup and drop off times
- Alerts as the bus nears your student's scheduled bus stop

Common Questions About Bus Services

| | |
|---|---|
| 1. What do I do if my student misses the bus in the morning? | 2. What if there is no bus information available for my student? |
| <p>If a student misses the bus, they should return home and call the school or the Transportation Department immediately: 770-460-3520</p> <p>They should never run to or travel to another bus stop. Parents should never place the student in a car and attempt to chase or find the school bus. If the bus was on schedule and the student simply missed the bus, it is now the responsibility of the parent to transport the student to school.</p> | <p>If you cannot access your student's bus information on Infinite Campus or BusQuest, consider the following questions:</p> <ul style="list-style-type: none"> • Is there an accurate primary address listed in the student's Infinite Campus? • Have you registered your student for bus services? • Does the student attend his/her zoned school? <p>If they do not attend their zoned school because they have special permission, then the student does not qualify for bus services</p> <ul style="list-style-type: none"> • Does the student live in a Non-Transport Zone? <p>If so, the student does not qualify for bus services</p> |
| 3. If the provided bus information is inaccurate, what do I do? | 4. If I have moved, can I transport my student to another bus stop? |
| <p>Please contact the Transportation Supervisor for your school. Click here for a list of Supervisors and their contact information.</p> | <p>First, you must update your primary address in Infinite Campus so you student can be assigned a new bus stop. Please do not drive your student to other bus stops. Bus drivers may not expect your student to be at another stop, so this can result in students being left in unfamiliar areas.</p> |
| 5. Can my student simply choose to use another AM or PM stop location as long as it is on the same bus? | 6. Can my student use an different bus stop location or an alternate bus on certain days of the week |
| <p>No, the district requires that all students use their assigned bus stop unless they have received a temporary "Bus Pass" from their school. Doing so ensures the safety of the student because both the parents and school officials will know when and where a student has boarded or exited a bus.</p> | <p>No, bus transportation will only be provided to and from the student's primary address as listed in Infinite Campus.</p> |

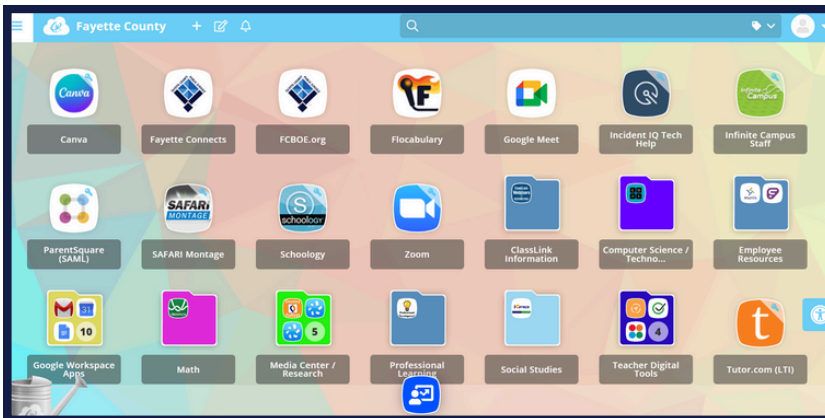
Student Support Services



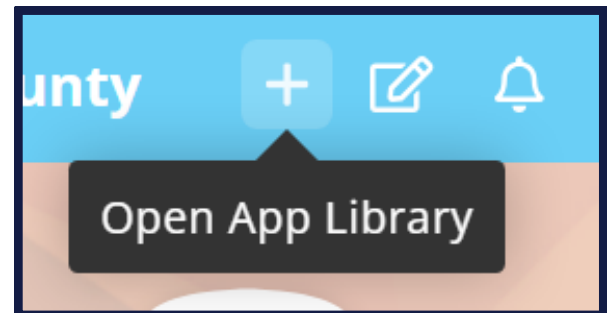
Free Tutoring for All Students

Tutor.com provides free, 24/7 tutoring sessions with a live instructor for students in all grade levels

1. Go to ClassLink



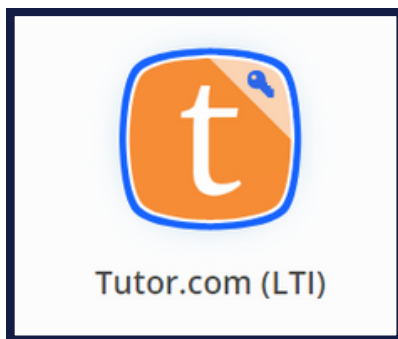
2. Click the + symbol on the top-left



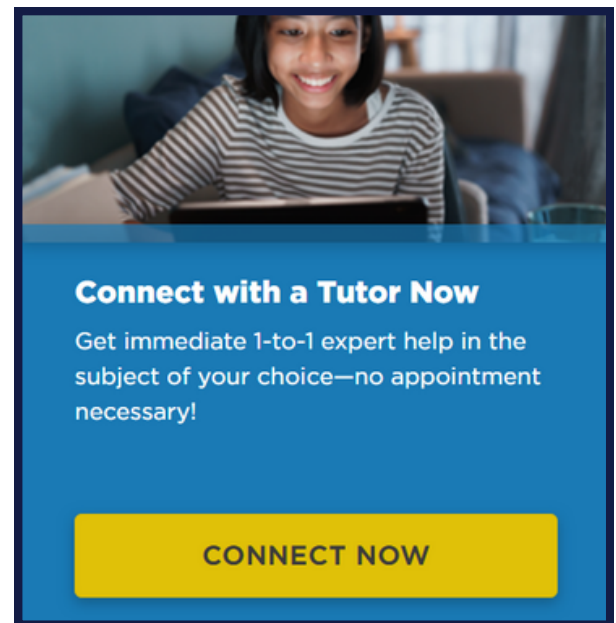
3. Type **Tutor.com** in the search bar



4. Click the Tutor.com icon



5. Click **Connect Now** to start a session with a tutor



Free Tutoring for Highschoolers

GaTutor is providing free tutoring services with a certified teacher for students in 9th-12th grade

Monday-Friday: 4pm-10pm • Saturday: 10am-8pm • Sunday: 1pm-8pm

Courses Offered for Tutoring

Math

- Algebra
- Geometry
- Advanced Algebra
- Advanced Financial Algebra

Language Arts

- 9th Literature & Composition
- 10th Literature & Composition
- American Literature
- British Literature

Science

- Anatomy & Physiology
- Biology
- Chemistry
- Environmental Science
- Physical Science

Social Studies

- American Government
- Personal Finance and Economics
- U.S. History
- World Geography
- World History

[Click here to learn how to schedule a tutoring session](#)

Credit Recovery for Failed

For questions about Summer School and credit recovery for failed classes, **please contact your school counselor** (see pages 54-55)

**Click here for information about
Middle School Credit Recovery**

**Click here for information about
High School Credit Recovery**

School Counselors

How Counselors Support Students

- Organizational, study, & test-taking skills
- Peer relationships & effective social skills
- Conflict resolution
- Career awareness, exploration, & planning
- Substance abuse education
- Individual & group counseling

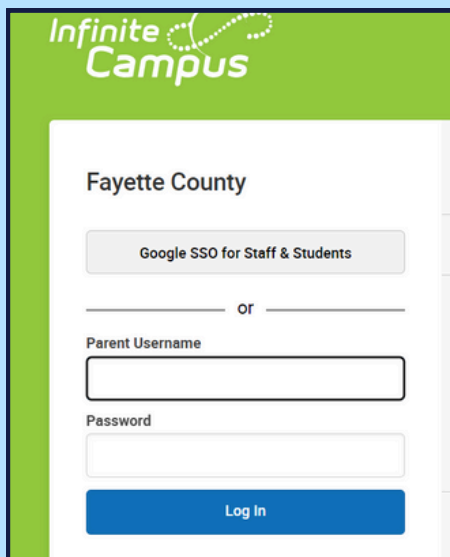
Elementary & Middle Students

[Click here](#) for a list of counselors at each elementary and middle school and their emails

Finding Your School Counselor

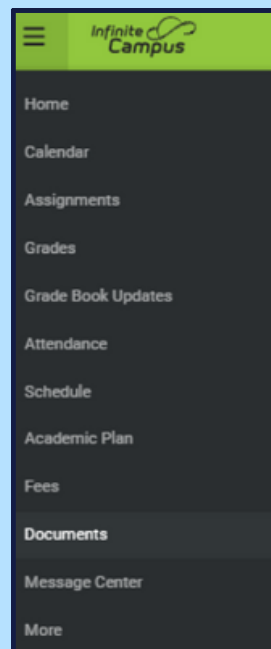
High School Students

1. Login to Infinite Campus

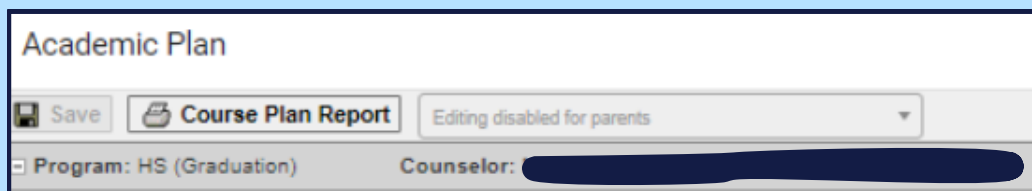


The login page for Infinite Campus Fayette County. It features the Infinite Campus logo at the top. Below the logo, it says "Fayette County". There is a "Google SSO for Staff & Students" button. Below that, there is a "Parent Username" field and a "Password" field. At the bottom, there is a blue "Log In" button.

2. On the left, select **Documents**



3. At the top-left, you will see your student's counselor and their email listed



A screenshot of the "Academic Plan" page in Infinite Campus. At the top, it says "Academic Plan". Below that, there are buttons for "Save" and "Course Plan Report". To the right of these buttons, it says "Editing disabled for parents". Below this, there is a section for "Program: HS (Graduation)" and "Counselor:". The counselor's name and email are redacted with a black bar. A large blue arrow points from the "Counselor:" label to the redacted area.

English Language Support Services



English Language Support Services: Qualifying for Services

1. When you complete the online enrollment application, you will be asked some questions about the languages your student understands and uses.

This is called the ***Home Language Survey***



2. The school may request further testing to determine if your student qualifies for English language support services



3. If your student qualifies, you can choose to decline or accept English language support services

English Language Support Services

Elementary School Students

1. Receive individualized instruction in their general education class

- English learners remain their grade level class
- The class includes both native English speakers and English language learners
- The general education teacher and the ESOL teacher collaborate to offer instruction and supports

2. Attend a specialized class that offers more intense language support

- Learners receive language instruction that supports general communication skills
- Learners receive general language instruction that can be applied to all subject areas (math, science, reading, writing, etc.)
- The class consists only of English language learners

English Language Support Services

Middle & High School Students

1. Receive individualized instruction in their core classes

- Core classes include language arts, mathematics, science, social studies, etc.
- These classes include both native English speakers and English language learners
- The general education teacher and the ESOL teacher collaborate to offer instruction and supports

2. Attend a specialized class that offers more intense language support

- Learners receive language instruction that supports general communication skills
- Learners receive general language instruction that can be applied to all subject areas (math, science, language arts, etc.)
- Class consists only of English language learners

Free Community English Classes for Adults



Holy Trinity Catholic Church
in Peachtree City

[Click here](#) for more
information

Carriage Lane Presbyterian
Church
in Peachtree City

[Click here](#) for more
information



Fayetteville First Baptist
Church
in Fayetteville

[Click here](#) for more
information

Free Community English Classes for Adults



Center of Innovation
in Fayetteville

[Click here](#) and
complete the online
form to get more
information and to
register

Virtual English classes
through Fayette County
Public Schools

For more information, email:
clancy.christine@fcboe.org



Common Questions

| | |
|--|---|
| 1. What time does school start? | 2. Does the school offer lunch and breakfast? |
| Elementary School: 7:40am - 2:25pm Middle School: 8:10am - 3:10pm High School: 8:35am - 3:45pm | Yes, lunches and breakfasts are available for purchase. For those who qualify, the the price is free or reduced. |
| 3. How can I check the lunch and breakfast menu? | 4. How do I pay for school lunches and breakfasts? |
| Click here to find the breakfast and lunch menu at your student's school. | For your convenience, you can use the app MySchoolBucks. Click here to download the app. You may also provide cash or write a check to the school's cafeteria. |
| 5. How much does breakfast and lunch cost? | 6. Can my child receive school meals for free or at a reduced price? |
| For Elementary students, lunch is \$3 while breakfast is \$1.75. For High school and Middle school students, lunch is \$3.25 while breakfast is \$1.75. | Click here to apply online. |
| 7. How to do I check my student's grades and assignments? | 8. Do I need to create an Infinite Campus account for my student? |
| To access student grade's, upcoming assignments, and missing assignments, you must make an account on Infinite Campus. See page 19 for instructions. | Student accounts are automatically generated using their Student ID number as the username and their lastname and birthdate (LaMMDDYYYY) as the password, where 'La' is the first 2 characters of the student's last name. Students can change their password to make it more secure; however, it will also change their password for logging into school computers. |

| | |
|--|--|
| 9. My child needs help learning English. How can I be sure that my child will receive help learning English? | 10. How long does it take to exit the ESOL program? |
| A Home Language Survey is included in the online application when you enroll your student. Your answers will help us determine if your child qualifies for English language services. | The time a student remains in the ESOL program depends on many unique factors. It may take several years. Students take the ACCESS test annually to determine their English language proficiency. Their test score also helps a school determines if a student is ready to exit the ESOL program. |
| 11. What supplies will my child need for school? Do I need to pay for books? | 12. Does the school have after-school care for my child, and how can I enroll my child? |
| Each school posts a list of specific school supplies your student will need. Go to your school's website and click 'Resources' to find this information. Books are paid for by the school therefore you do not need to purchase them. | Fayette County Schools offers an After School Program for children in grades K-5. Please email the site coordinator at your student's elementary school for more information. Click here to access their contact information. |
| 13. Is there a preschool program? If so, how can I get information about the program? | 14. How does my child get to school? Do I have to pay for transportation? |
| Preschool is available for free for all children who are at least 4 years old. However, enrollment is determined by lottery and therefore a spot is not guaranteed. Click here for more information about the program and registration. | Free bus transportation is provided for students who register online, attend their zoned school, and live within the transport zone of their school. For more information, see pages 42-46. |
| 15. My child will be in high school. How can I get information about graduation requirements? | 16. How can I access my student's High School Transcripts to apply for college? |
| For this information, you should schedule an appointment with your school's counselor. See pages 50-51 to find your counselor's contact information. | Login to Infinite Campus. On the left, select the page 'Documents' to access your student's transcripts. |