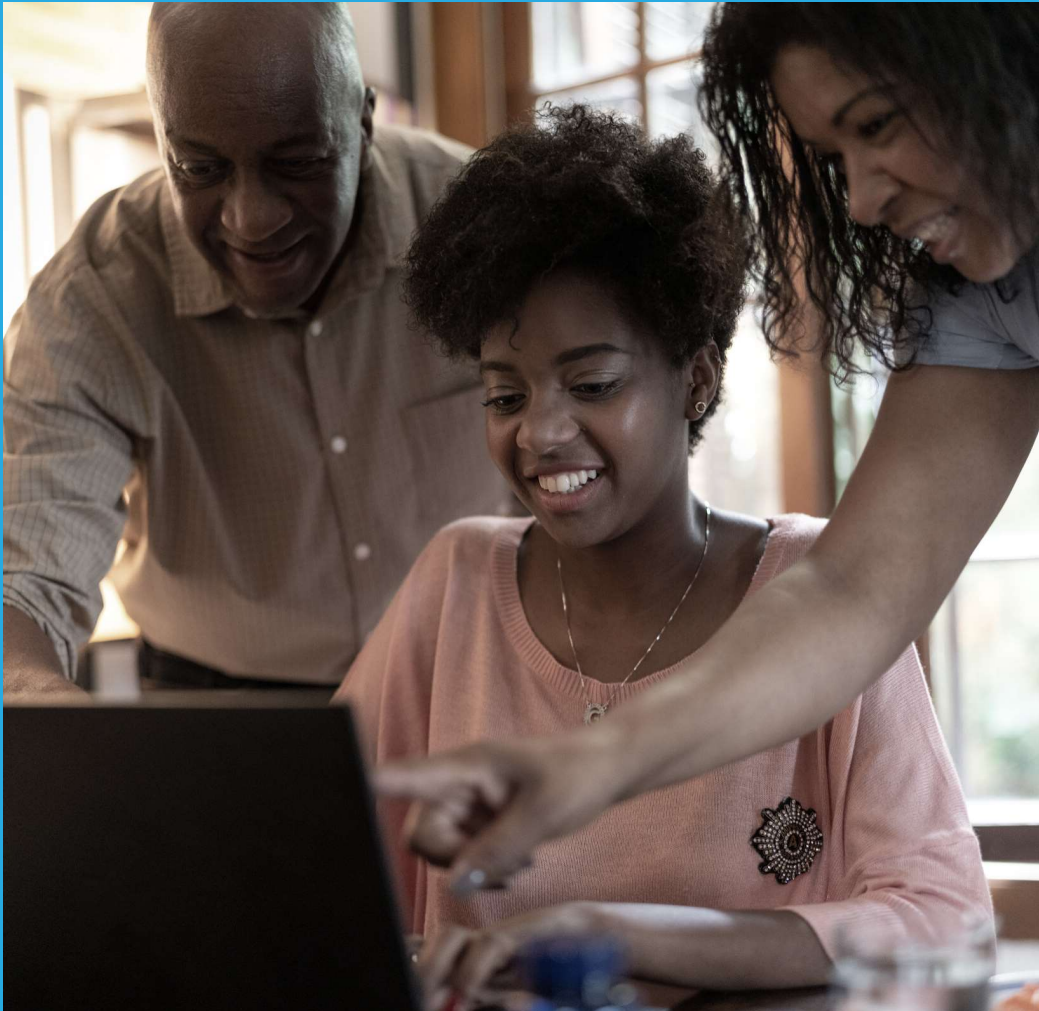


HOW TO COMPLETE ANNUAL VERIFICATION OF STUDENT DATA

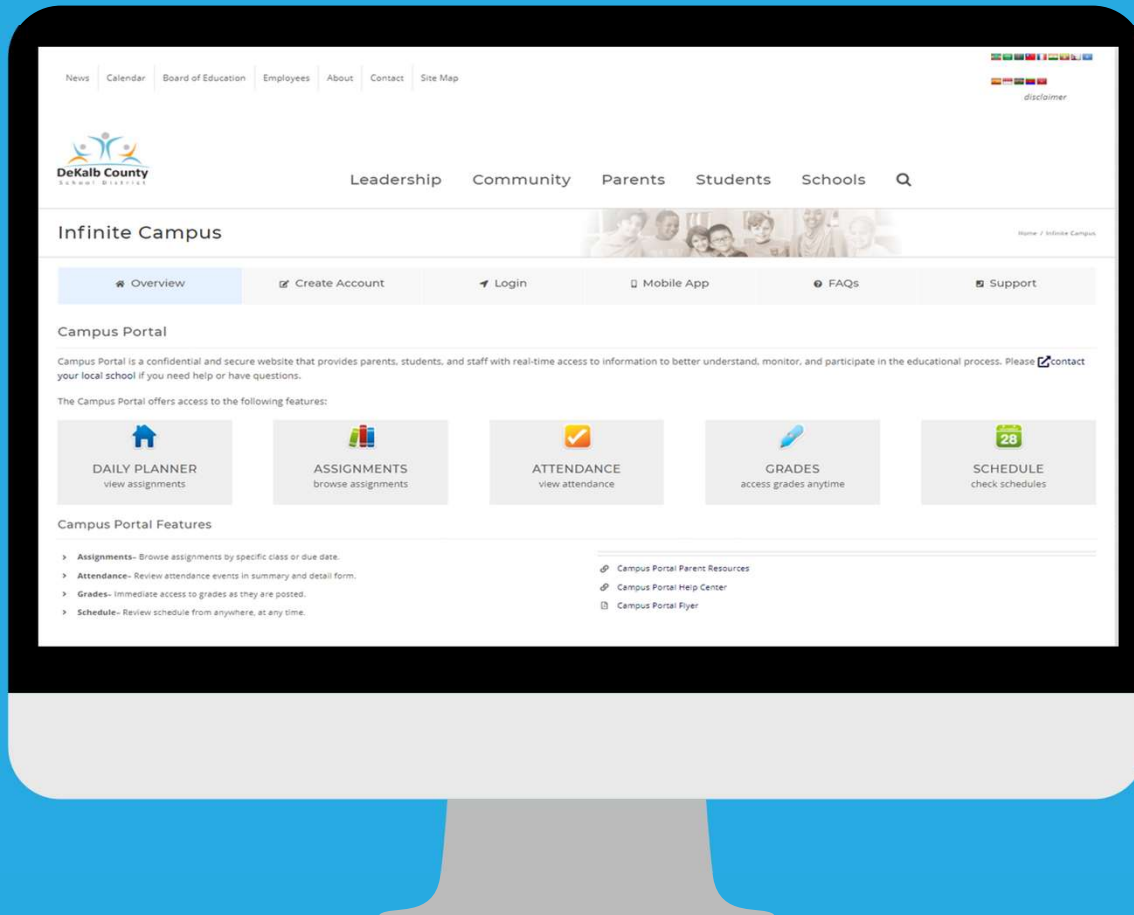




THINGS TO KNOW



**Parent/Guardian must
have an Infinite
Campus Parent Portal
account to
verify/update their
student(s) information.**



Parents/guardians who do not already have a portal account should visit

<https://www.dekalbschoolsga.org/infinite-campus/>

for instructions



DeKalb County

Student and Staff Single Sign-On (SSO)

_____ or _____

Parent Username

Password

Log In

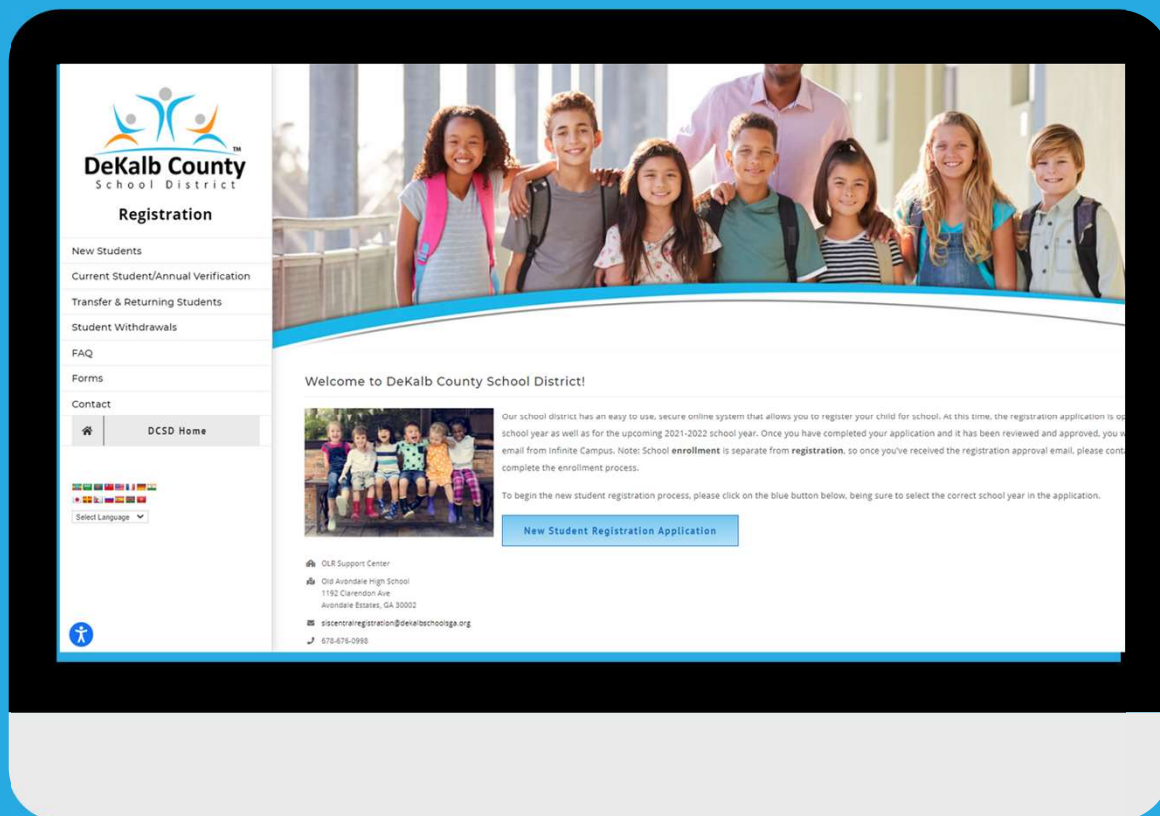
[Forgot Password?](#) [Forgot Username?](#) [Help](#)



Parents/guardians who have forgotten their portal username and/or password should click on the **Forgot username?** or **Forgot password?** link as appropriate on the portal login page

<https://campus.dekalb.k12.ga.us/campus/portal/parents/dekalb.jsp>

Students NEW to Dekalb County School District must complete a registration application



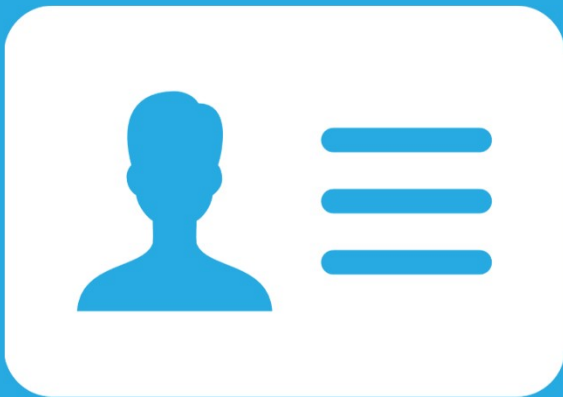
If your student is new and you do not have a Parent Portal account, go to

<https://www.dekalbschoolsga.org/online-registration/>

to complete a New Student Registration Application.

Before you begin

ID

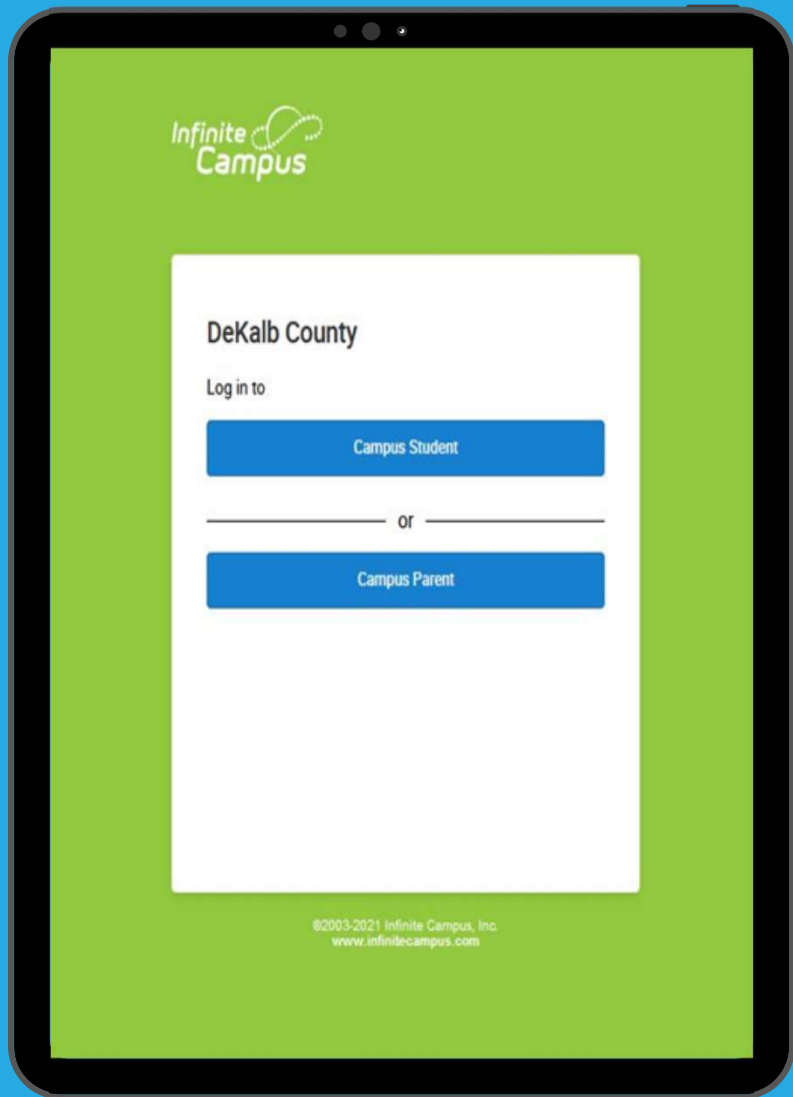


**PROOF OF
RESIDENCY**





**LET'S GET
STARTED**

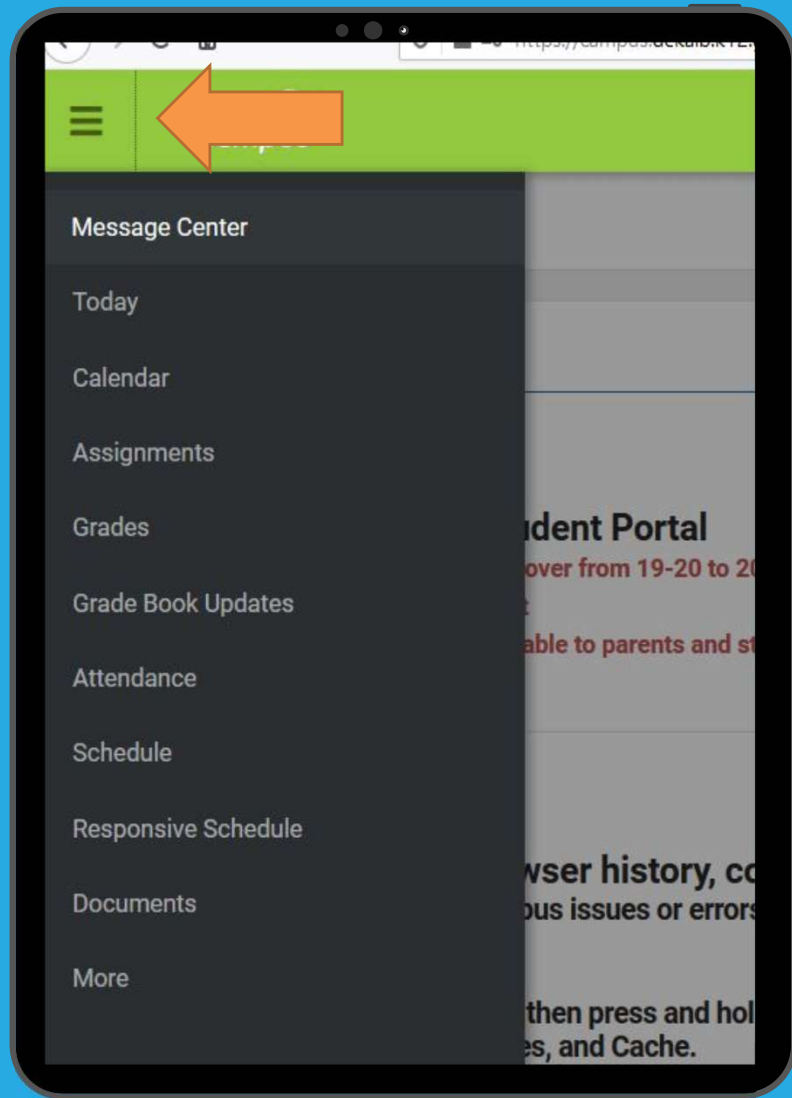


**Go to the Infinite Campus
Parent Portal website:**

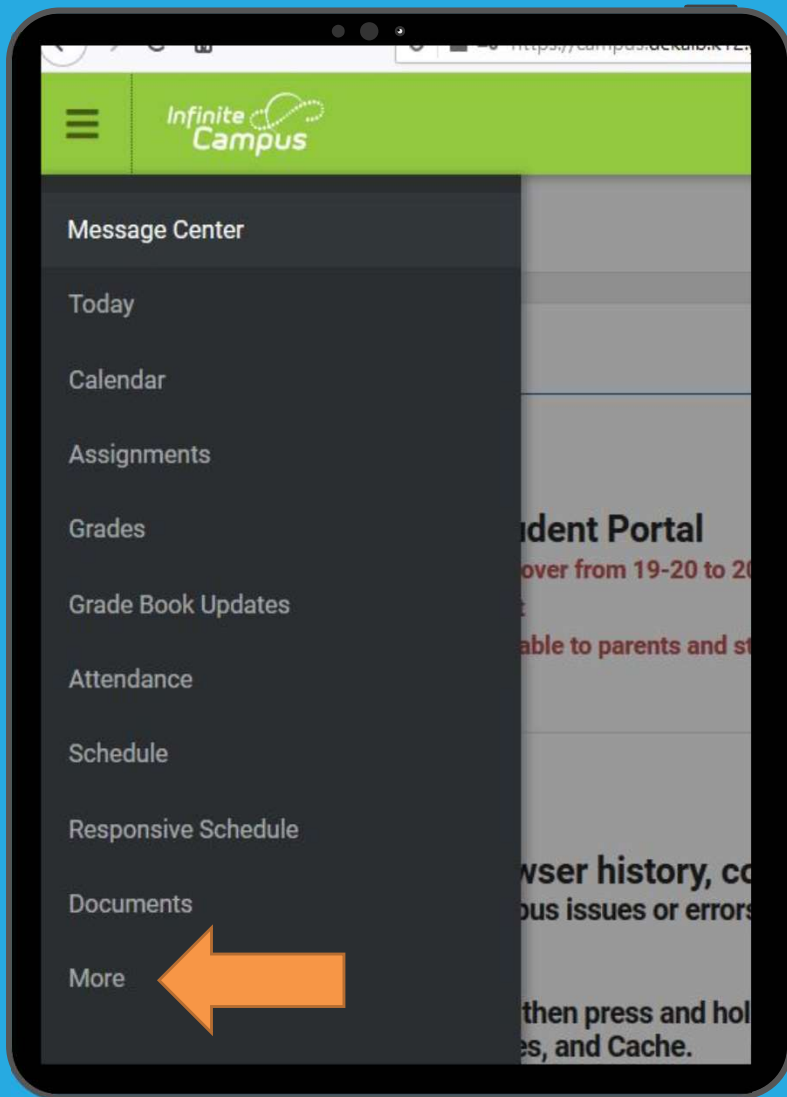
[https://campus.dekalb.k12.ga.us/campus/
portal/dekalb.jsp](https://campus.dekalb.k12.ga.us/campus/portal/dekalb.jsp)

**Login with your username
and password**

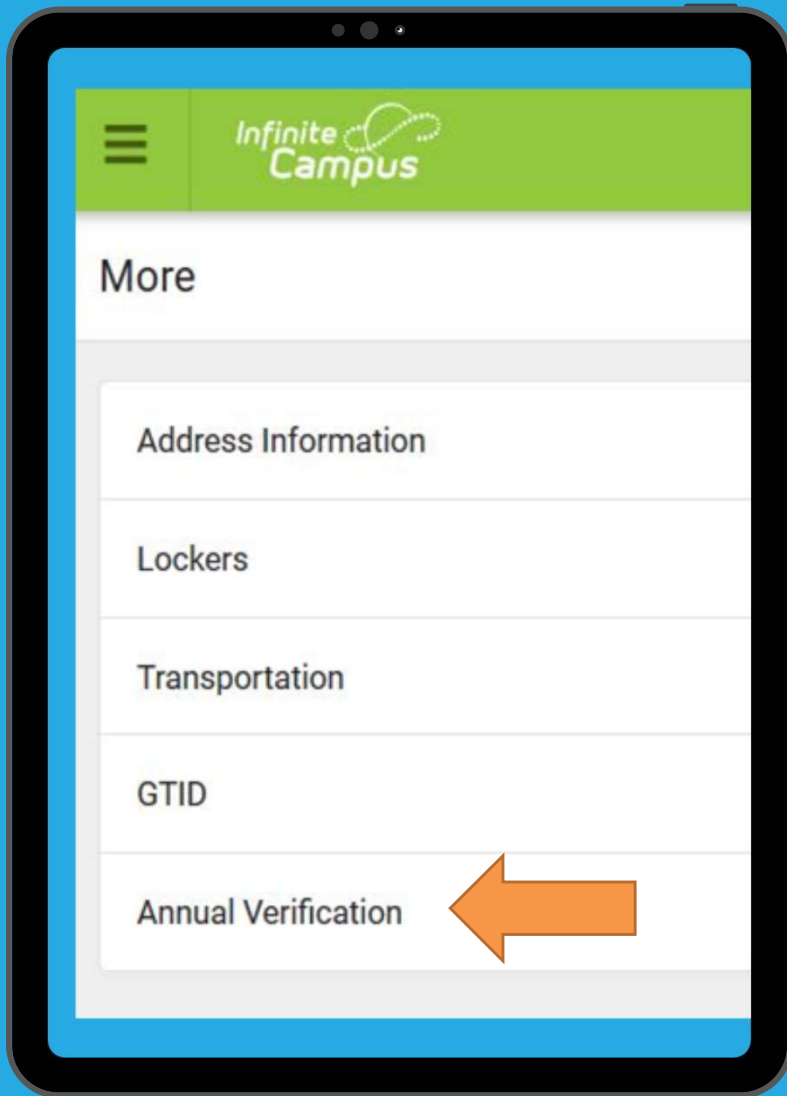
**Please Note: The recommended browsers
for Infinite Campus are Google Chrome
and Mozilla Firefox.**



Once here, click on the 3 lines
in the top left corner.



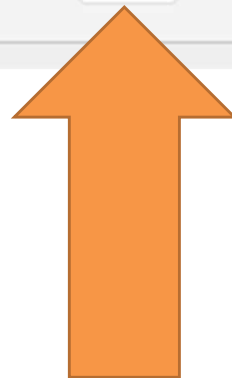
And then click on "More" at the bottom left.



Click on Annual Verification to continue.

< [More](#) | Online Registration

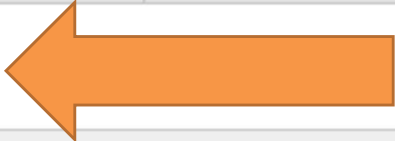
NAME	STATUS	ACTION
22-23 New Student Registration		Start
22-23 Existing Student Registration	COMPLETE	Start Another
23-24 New Student Registration		Start
23-24 Existing Student Registration	NOT STARTED	Start



Select the correct year and click on "Start" to begin the annual verification process.

← Online Registration | Existing Student Registration

The Annual Verification Application is used to verify/update information for students that are currently enrolled in DeKalb County School District.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
Begin Registration				

Click on "Begin Registration"

Infinite
Campus Online Registration

العربية | বাংলা | English | Français | हिन्दी | नेपाली | Soomaali | Español | Tiếng Việt

يرجى تحديد لغتك المفضلة

অনুগ্রহ করে আপনার পছন্দের ভাষা নির্বাচন করুন।

Please pick your preferred language.

Veuillez choisir votre langue préférée.

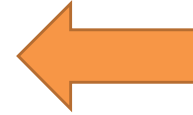
कृपया अपनी पसंदीदा भाषा चुनें ।

आफ्नो भाषा चयन गर्नुहोस्

Fadlan dooro luuqadaada aad doorbiday

Por favor, elija su idioma preferido.

Vui lòng lựa chọn ngôn ngữ ưa thích của quý vị.



**Select your
language**

العربية | বাংলা | English | Français | हिन्दी | नेपाली | Soomaali | Español | Tiếng Việt

Welcome Parent Name! Please type in your first and last name in the box below.

By typing your name into the box above 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.

Please sign on the line below.

Clear

Submit

Type your name here.

Use your finger or your mouse to draw your name here.

Click on "Submit"

Completing the Application

* Indicates a required field



Data for your currently enrolled children will populate in the verification application.

Required fields are marked with a red asterisk.*

Once you begin a tab, you must enter data in all required fields in that tab before saving.

Each tab must be completed before moving to the next tab. After the required fields for a tab have been completed, you can move freely between tabs.

Be sure to press the Save/Continue button after the completion of each Tab.

You can move forward and backward through the tabs using the Next and Previous buttons.

Uploading Documents

The screenshot shows a web form for address verification. At the top, there are input fields for Street Number (123), Prefix (Main), Street Name (Main), Street Abbreviation (St), Direction, and Apartment. Below these are fields for City (DECATUR), State (GA), Zip (30033), and County. A 'Clear Address Fields' button is present. A text box prompts the user to 'Click on your address if it appears in the box.' Below this, the system displays 'Your address as entered above: 123 Main St, DECATUR, GA 30033'. There are two blue buttons for document upload: 'Gas, Electric, Water only - no phone bill' and 'Lease/Mortgage/Deed'. A text prompt asks the user to 'Please provide one of the following as proof of residency:'. Below this is another blue button: 'Affidavit (including affidavit, homeowner ID, lease/mortgage statement, utility bill, parent mail)'. At the bottom, there are 'Link Address' and 'UnLink Address' buttons, a navigation bar with 'Previous' and 'Next' buttons, and a 'Mailing Address' section with a 'Save/Continue' button.

Click on the appropriate blue button to upload your document.

You will do this in 2 Tabs:

Student Primary Household

Student

Uploading Documents

DECATUR, GA 30033

Gas, Electric, Water only - no phone bill

Please provide one of the following as proof of residency:

Lease/Mortgage/Deed

Affidavit (including affidavit, homeowner ID, lease/mortgage statement, utility bill, pare...

Link Address UnLink Address

Previous Next

Mailing Address

Save/Continue

Click on the appropriate blue button to upload your document.

You will do this in 2 Tabs:

Student Primary Household

Student

* Indicates a required field



DO NOT submit application until you verify your application.

Submit



STOP Your registration will not be finalized until this step is complete. 1. Select application Summary PDF to review your data 2. Click the BACK button to make any changes Save: you can modify application and update documents later – with application id. **Submit** is FINAL the application and no additional changes to application or documents. You will receive an email notification that your application was received after clicking submit application.

Back

[Registration Summary PDF](#)

Be sure to click the Submit button when you are finished with your annual verification application.

Once you have submitted your application, you will see this screen.

Please check your email for a confirmation message from Infinite Campus.



Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)



TM

DeKalb County

S c h o o l D i s t r i c t