

ALL STUDENTS must have a **completed 2020-2021 Existing Student Registration** to be given a schedule for the 2020-2021 school year. This application gathers important information about your child for school personnel.

Information gathered includes:

Student and Guardian demographics (you can update phone numbers and addresses)

Contacts (you can add and/or delete)

Student Health Information (Identify student medical conditions and medications)

Permission to see the school nurse (the nurse is not allowed to treat your student without this consent)

Permission to attend Field trips

Permission to use Technology/One to One Devices

Handbook notification

The 4 Steps for submitting the 20-21 Existing Student Registration are below.

STEP 1 If you do not have a parent portal account

Email the following information to Parentportal@benhillschools.org

Student(s) Name, birthdate, and grade

Parent Name and birthdate

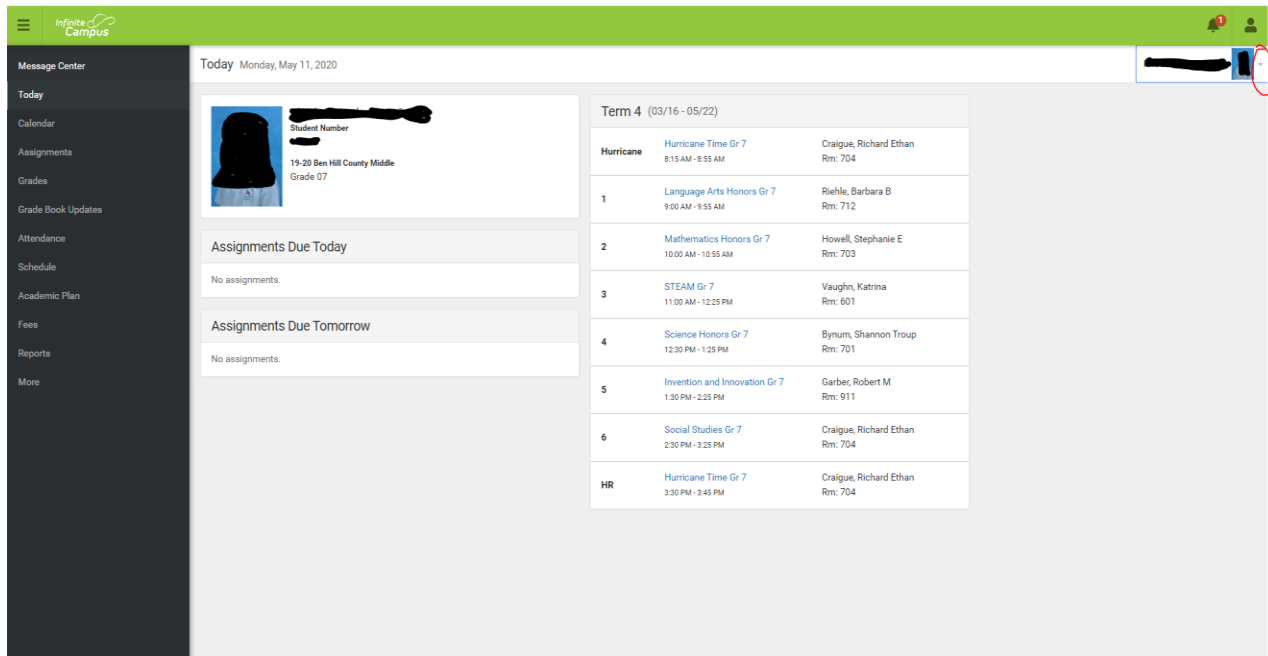
(You will receive an email back with Parent Portal username and password. You will be required to change your password when you log in for the first time)

STEP 2 Log into parent portal. This can be done 2 different ways.

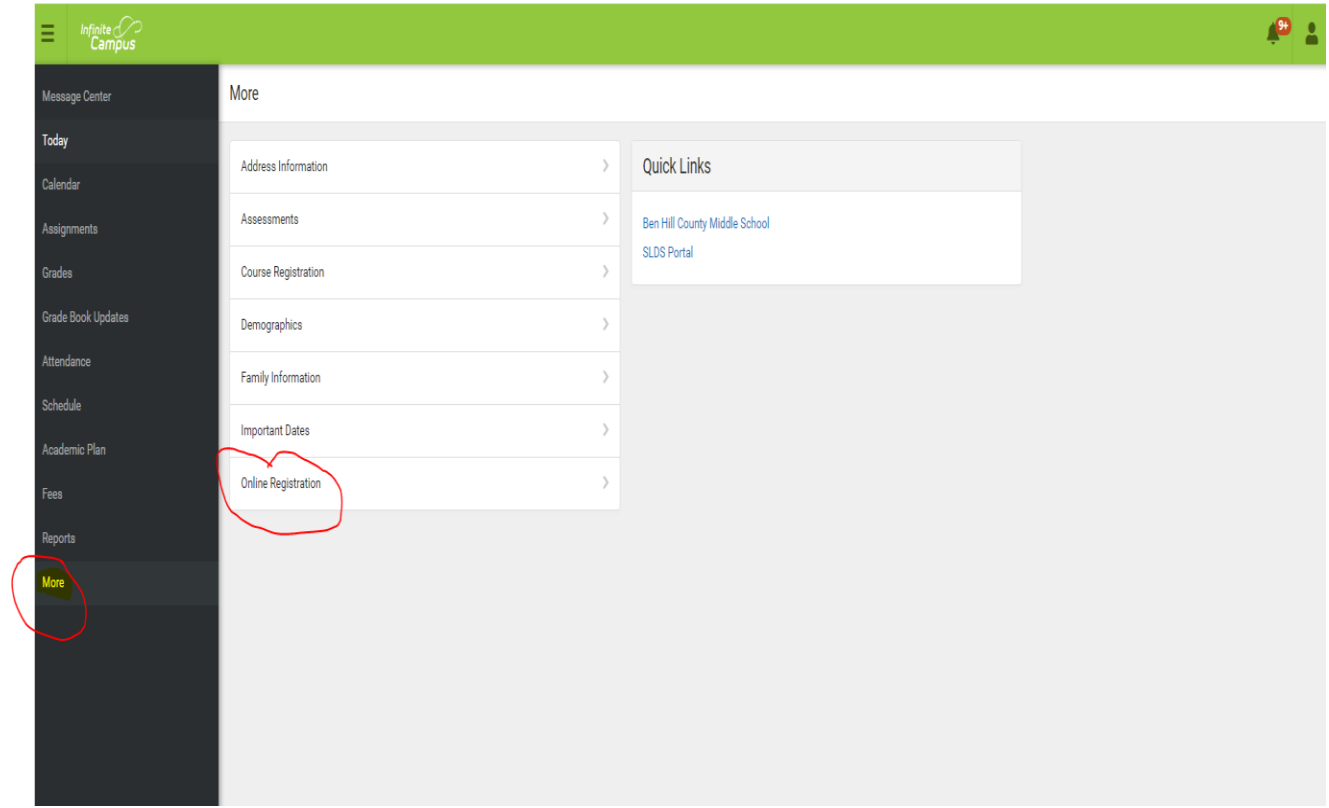
- a. On the computer use this link and choose Campus Parent <https://campus.benhill.k12.ga.us/campus/portal/benhill.jsp>
- b. Download the Infinite Campus Parent from the app store onto your phone or device

Log in using your username and password.

Click on **Today** tab and check to see that you have access to all your students. If you have more than one student there will be a drop down at the top right side of the screen for you to switch students (see screen shot below). If you are missing a student please email parentportal@benhillschools.org



STEP 3 Click on the MORE TAB and click on Online Registration as shown below



STEP 4 Make sure that **ALL your children who are going to be students in 2020-2021** are listed and choose Registration Year: 20-21 School Year. If you have a student who should be listed but is not, please email parentportal@benhillschools.org Click **Begin Registration** and follow the directions. You MUST Click the **SUBMIT** Button at the very end for your update application to be accepted and processed.



Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

Existing Student Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.

[Click here to go to New Student Registration](#)

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
[REDACTED]	08	Yes	Included	No
[REDACTED]	08	Yes	Included	No

Registration Year:

[Begin Registration](#)

Updating Information throughout the 20-21 School Year

If you have a change in Address, phone number or contacts **AFTER** you have filled out the above Application there is **NO NEED** to complete the application again. Simply log into parent portal and click the More button. Address and phone number can be updated by clicking **Address information**, student contacts can be updated by clicking **Demographics** as shown below. If you have more than one student you will need to choose each child from the drop down and complete the updates for each one.

