



BEN HILL COUNTY SCHOOLS

Existing Student Registration for 2023-2024 is now open in Parent Portal

All current (existing) students (PK-11th grade) are required to have an Existing Student Registration completed for the 2023-2024 school year. Directions for completing your student's registration are below:

1. [Click here to log onto the parent portal](#) and select **more** on the left side of the screen and then select **online registration**.
2. Verify that **ALL** your students are listed on the screen before you select **Begin Registration**. If any of your students are missing from this screen you need to contact Central Registration at **229-409-5575 before** you begin the registration process.
3. Select **Begin Registration** and follow the directions on the screen to complete the registration process. You must click through **ALL** portions of the application and **EDIT/REVIEW every Parent, Emergency Contact, and Student** to get to the **SUBMIT** application button found at the end of the registration process.
4. If you have a **NEW** student (such as a new 2023-2024 PK student) that was NOT enrolled with us during the 2022-2023 school year, you can ADD that student in the STUDENT portion of the application after you have reviewed/edited your existing students by selecting the Add New Student Button. **IMPORTANT: If you ADD a new student for 2023-2024, please call Central Registration and make an appointment to finalize the registration process for the new student.**
5. For those NOT Adding a new student, once you complete the registration for your existing students and submit your application, you are finished, and your existing student's 2023-2024 registration is complete.

QR Codes for Easy downloading:

Apple App



Android App

