

# GCCISD ONLINE REGISTRATION ATTACHMENTS

## IMPORTANT TIPS

- Attachments **MUST** be uploaded in legible format. Pictures taken on a kitchen counter or dining room table are not an acceptable form of upload as these documents are not legible.
- If you do not have access to a scanner, there are several options.
  - iPhone's have an app called "notes" that can help scan documents for you.
  - Android phones offer several scanning apps for free.
  - If you must upload a picture of a document, **please** view the photo first before uploading. **If you cannot read it, neither can we.**
  - Please make sure you are uploading your documents into the correct location. On the Attachments page there are instructions detailing where these attachments need to go.
  - You will not be able to view your submitted attachments. A very quick popup will appear to let you know your attachment upload was successful.
- ALL ATTACHMENTS/DOCUMENTS MUST BE UPLOADED **CORRECTLY** FOR YOUR CHILD TO BE CONSIDERED REGISTERED.

## For RETURNING Students

- Parents **MUST** upload these attachments:
  - Proof of Residency
  - Valid Immunization Records (if there has been an update)
  - Drivers License/Picture ID (proof of relationship)

## For NEW Students

- Parents **MUST** upload these attachments:
  - Drivers License/Passport/Social Security Card (Proof of relationship to student)
  - Birth Certificate
  - Valid Immunization Records
  - Proof of Residency
  - (FOR PK ONLY): Proof of Income
    - **MUST** be **AT LEAST** 4 consecutive paychecks for income history.
    - If no income history is available, please provide your SNAP/TANF letter.

*Parents, we at GCCISD truly appreciate your patience with us during these unprecedented times. We are working our best to make sure your children and our students are taken care of. If you have any questions, please reach out to your campus*