



# How to Enroll a Student Online for Greenville County Schools



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## Overview of Online Enrollment Process for Students New to District:

The following directions are for an Online Enrollment of a student who is new to Greenville County District Schools.

**Reminder** - You **must** have an email account to create your Parent Backpack account. If you do not have one, you can obtain one via Google, Outlook, etc.



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## Creating Parent Backpack Account

Go to the District Parent website of <https://parents.gcsbackpack.com/signin.aspx>

On the Parent Backpack screen, please click on the “I’m a Parent” button, in the green box.

Greenville County Schools  
Backpack for Parents  
Español

Parent Sign In

First Time Here?

Email/Username Need help?

Password Need help?  Show

Sign In

I'm a Student

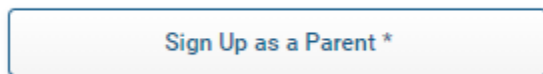
or

I'm a Parent \*

\* Parent/legal guardian or noncustodial guardian

[Trouble signing in?](#) [How does this work?](#)

You will need to click on the Sign Up as a Parent button.



This will take you to the Sign Up screen. Here you will type in your email address, create your password, fill in your name and verify that you are the parent of a Student by checking the box and then clicking on the Create My Parent Account button.



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## Sign Up for a Backpack *for parents* Account

Parents of **current, or future**, Greenville County School students, use the form below to sign up for a parent/guardian account. If you already have a Backpack *for parents* account, please [sign in](#) instead. Charter schools are not supported by Backpack.

Enter your primary email address for your Backpack *for parents* sign in.

Email

Password

  Show

### Parent/Contact Information

Note: Be sure to enter your name as you want it to appear in your student's information on file. Take care to properly capitalize your name.

Full Name

First Name

Last Name

Middle Name

You will be required to click on the link in the verification email being sent to you after clicking "create my Backpack *for parents* account" below. You will not be able to sign in until you've confirmed your email address.

I confirm that I am at least 18 years of age or older, that I have a student who is enrolled in the Greenville County School District or who plans to attend a Greenville County School in the near future, and that I agree to Greenville County Schools's Backpack User Agreement.

An email will be sent to you. It is a verification email to make sure that you have access to the email account that you just used to create your Parent Backpack Account.



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This is what the email that you receive will look like. Your information will appear in the blurred areas. Please click on the blue Activate link.



backpack for parents

Hi [REDACTED],

Thanks for signing up for [backpack for parents](#). Get started by activating your account using the **one-time** link below:

[ACTIVATE YOUR PARENT BACKPACK ACCOUNT](#)

Backpack provides parents and guardians of students a way to view their students' information, manage contact and address information, help apply their student(s) to Special Focus schools and programs (Fine Arts Center, Career Centers, etc.) and more. To learn more, visit [parents.gcsbackpack.com](#).

Be sure to hold onto this email as a reference to the information you provided at sign up in case you ever forget your email used at sign up.

Sign Up Email: [REDACTED]

Name: [REDACTED]

If you did not create this account, please let us know at [backpack@greenville.k12.sc.us](mailto:backpack@greenville.k12.sc.us).

If, for some reason, the button link above does not show correctly, use the following link instead: <https://parents-gc.gcsbackpack.com/activate.aspx?>

[c=64000VnlaNIDmcqmdYqxnUcQHPz6uyKxBjUllQMfx3Hek3G77mzDidy0mp4dFy7wlkCXm3UtaCinAlbNlnuSY3QHDqwlwH4VpKqwlchiR3XKG36iGZcYhsuOYb0ZqkrqsSaTVFie7PHC6GVQm9q6SMYJNaIFTaV6HWi4VCZBPe4](https://parents-gc.gcsbackpack.com/activate.aspx?c=64000VnlaNIDmcqmdYqxnUcQHPz6uyKxBjUllQMfx3Hek3G77mzDidy0mp4dFy7wlkCXm3UtaCinAlbNlnuSY3QHDqwlwH4VpKqwlchiR3XKG36iGZcYhsuOYb0ZqkrqsSaTVFie7PHC6GVQm9q6SMYJNaIFTaV6HWi4VCZBPe4)

If you do not see this email in your inbox, please check your Junk folder. Please activate your Parent Backpack account as soon as possible.



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## Create Online Enrollment

Sign in to Backpack *for Parents* using <https://parents.gcsbackpack.com>

You will see this screen to enroll a new Student in Greenville County District Schools. Click on the middle **green** button that says, "Enroll a Student."

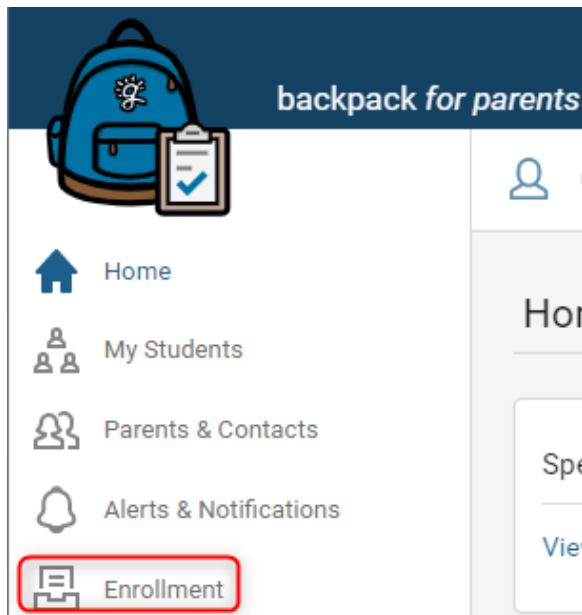
**Welcome to Backpack *for parents and guardians!***

Don't forget to finish filling out all of your profile information! Greenville County Schools will use this information to keep your information as up-to-date as possible in our systems. To fill out the rest of your information, go to the [Parent/Contact\(s\) Information & Access page](#).

Looks like you have not added or enrolled any students yet.

<p style="text-align: center;"><b>Add a Current Greenville County Schools Student</b></p>	<p style="text-align: center;"><b>Enroll a Student</b></p>	<p style="text-align: center;"><b>Apply to a Program</b></p>
<p>To add a current Greenville County Schools student, you'll need to know the student's name, date of birth, and ID number to get started.</p>	<p>Enroll a student if it will be the student's first time in a Greenville County School or if the student is returning to a Greenville County School following a break in enrollment.</p>	<p>If your student is <i>not currently a Greenville County Schools student</i>, and you simply wish to apply him or her to a special focus program like a Career Center or the Fine Arts Center, you may do so using the "Apply to a Program" link above. This link will first take you to add a non-district student.</p>
<p>Adding a student requires verification by either a parent/legal guardian account holder for the student or by a Greenville County Schools Administrator.</p>		
<p><b>Note:</b> Legal guardianship will be verified through documentation collected prior to approval. <a href="#">View/Print the list of what documents you will need.</a></p>		

Or you can click on the Enrollment icon on the Left-hand Navigational Bar.





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This action will take you to the Enrollment Introduction screen. It will show the sections you will be filling in to create your Student's Enrollment and what Documents are required to complete the Enrollment Process.

In the middle of the screen are warnings that it is best to Enroll using a computer instead of a mobile phone, and about Enrollment for K3 or K4 Students. Then you will click the checkbox stating that you are named on legal documents, either Birth Certificate or Custody Documents, as Parent or Guardian of this Student.

Enrollment Introduction

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**Ready to get started?**

To begin with enrolling a student, please be sure to read the below information. You will need to confirm the below statement and then click "Begin Enrollment" to start the process.


**The on-line enrollment process is divided into the following sections:**

- Academic Year
- Student Information
- Contacts
- Designations
- Emergency & Health
- School & Academics
- Transportation
- Additional Info
- Documents & Forms
- Review & Submit

**Enrollment Guidelines, Documents, and Verification:**

You will be required to verify the following through proper documentation. To finalize enrollment you will also have to visit the school of enrollment in person. [Click here to print/download the requirements](#)

- Parent/Legal Guardian photo ID
- 2 current "Proof of Residency" documents
- Birth Certificate issued by a state or country (or Court-ordered guardianship document (if applicable))
- Completed Immunization Certificate or Religious Exemption Certificate
- Withdrawal or transfer form from your previous school, along with most recent report card or transcript, including attendance, and discipline.
- If applicable: IEP or 504 Plan, if student receives any special accommodations

 **For the best and most efficient experience, please proceed to enrollment on a desktop computer, rather than attempting on a mobile phone or tablet device.**

**Note:** If your student is already enrolled in a Greenville County school, you do not need to re-enroll him/her each year.

**Note:** At this time online enrollment is only available for students going into grades K5 through 12<sup>th</sup>. For K3 or K4 enrollment, please visit <https://www.greenville.k12.sc.us/Parents/main.asp?titleid=kreg>.

I attest that I am a parent or legal guardian and have legal authority to make educational decisions for the student I am about to enroll. My name is listed on my student's birth certificate and/or I have a court-issued custody document declaring my legal guardian status for this student.

**Begin Enrollment**

The **Academic Year** screen has the year in which you are enrolling the Student.

## Academic Year

For what year are you enrolling your student? \*

2020 - 2021 Academic Year  
(Current)

2021 - 2022 Academic Year  
(Next)



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Next is the **Student Information** screen. This screen contains Student Name, Parent Relationship, Preferred Name, Home Phone, Home Address, Mailing Address, Date of Birth, Place of Birth, Gender, Federal Race, and Ethnicity.

Please note that required fields, First Name, Last Name, Date of Birth, Gender and Race/Ethnicity are marked with a red \*



Once you have filled in all of the information, click on the blue Next button.

If all of the fields are filled in, then you will see the next screen. If you have missed some areas, you will see this message.

Are the student's parents migrant workers?

Yes  No

⚠ Looks like you are leaving some fields blank. You can continue the enrollment process without filling this information out by checking the acknowledgment below, but it may delay your student's enrollment.

Continue enrollment but I understand my student's enrollment may be delayed due to not filling out all information.

If you are uncertain about the information and leave it blank, you can proceed to the next screen by checking the box and clicking on the “Next” button. The checkbox confirms that you are aware that you are leaving fields blank, which may delay the Enrollment Process.

⚠ Looks like you are leaving some fields blank. You can continue the enrollment process without filling this information out by checking the acknowledgment below, but it may delay your student's enrollment.

Continue enrollment but I understand my student's enrollment may be delayed due to not filling out all information.

Please be aware that if you scroll back up the screen, the blank field will be color-coded to match the warning message.

Please be aware that you will use the Next button to move to the next screen.



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Next, you will fill in your information on the **Contact** Screen. You will fill in your name, phone number, address, and employer. Click the Next button when you have completed this.

**Designations** are to show the Student's School that you can pick up your Student, the Student lives with you, you receive their postal mail, and you are an Emergency Contact.

The **Emergency & Health forms** are next. The first Health form asks for current medical issues that your Student has. The second Health form requests the Medicaid Number if your Student has one.

Section 6 contains information on **Schools & Academics**. Here you enter information such as Enrolling Grade, Enrolling Home School, Choice or Magnet Application Number, previous School Information for your Student.

**Transportation** is covered in Section 7. Here you will provide information on your Student's mode of Transportation to and from School.

There are two screens for **Additional Information**. The first one has questions regarding the first language of the Student, the language spoken at home, etc. The second screen asks about Free/Reduced Lunch, Homelessness, IEP, 504, foster/group home, military status of Parents, and Migrant.

**Documents & Forms** are where you can add documents to your Student's Enrollment, such as your Government Issued Photo ID, Birth Certificate, Proof of Residency, etc.

Lastly, you will **Review & Submit**. The system will show you any warnings regarding anything you might not have filled in during the process. Click on the Next Button. Now you receive reminders of information that you will have to supply to the Student's School to complete the Enrollment Process. Click the Next Button.

Finally, you will see your Student's name, enrolling grade, Date of Birth, School of Enrollment. Please fill in the date of your Student's first day at school. Click on the Parent/Guardian Electronic Signature checkbox and click on the green Submit Enrollment button.

You will receive this message.

Review & Submit

✓ You submitted this enrollment on 09/19/2020. You may make changes until the school starts its review process.

[Back to Enrollments](#)

At the bottom of this screen, you will see **Things to remember...** This section reminds you that you need to contact or visit your Student's School of Enrollment. It also lists what documents that you will need to bring with you to complete the Enrollment Process.