



Taliaferro County School

557 Broad Street
Crawfordville, GA 30631
(706) 986-0396
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Mr. Allen Fort
Superintendent

Instructions for Registering New Students

1. Go to the Taliaferro County School website's registration page taliaferro.k12.ga.us/registration and click **New Student Pre-Registration**
2. You will be re-directed to a form that says "Enrollment Express" at the top. Fill in all the blanks and click the blue **Submit** button at the bottom.
3. Keep an eye on your email. Within a few minutes you will receive a message stating the Pre-Registration form has been submitted and to await further instructions. The message may go to your Spam or Junk folder, so if you do not see it in your regular Inbox, check Junk/Spam.
4. Once school staff has approved the Pre-Registration submission, you will receive a second email that contains your Access ID and Access Password. (This one may go to the Junk folder as well.)
5. Go to taliaferro.powerschool.com/public and click **Create Account** then click **Create Account** again. A form will pop up, and you will fill it out, being sure to correctly enter the Access ID and Access Password provided in your second email. Once the form is complete, scroll to the bottom and click the **Enter** button.
6. Click on each student form listed under **New Student Registration** and fill it out, as well as all of the forms under the section labeled **Required Agreements**. Take special care in filling out phone numbers and contact information—we will need correct numbers to contact you or your designated emergency contacts in the case of an emergency.
7. Email the school registrar, Susan Echols, to let her know you have completed the forms: sechols@taliaferro.k12.ga.us
She will get in touch with you with any further instructions or to request any additional information for registering your child/children.

Please note: If it is the middle of the school year, once you fill out the form in Step 2 above, you will need to email Ms. Echols immediately so she can approve the form to complete the process. She checks Pre-Registration daily at the beginning of the year for a week or two, but after that, only if she receives notification.

If you have any other questions, email Ms. Echols, or you can call her at 706-986-0396, ext. 311