Instructions to fill out the online enrollment form:

- You will need to go to www.ghctk12.com/enroll/ (there is no link on Granada’s website for the online enrollment form, type this into the address bar just as it appears above).
- Once there you will need to click on the “Register New Account” link which will take you to the account creation page you will use only for enrollment. On that page you will enter your name, create your own login and password, and your residential information, click on the “submit” button.
- On the next page, you will click on the “New Application” button and then the “Go” button underneath.
- On the enrollment form, you will need to select the 2019-2020 school year button, then enter today’s date (the day in which you are filling the online form out), then select student’s CURRENT grade level. Our school has not advanced anyone to the next grade level yet. Your student’s grade level will change accordingly when our system is ready.
- When filling out the application, please SKIP the “Contacts” section. We have a form in the office you will fill out with contact information.
- The sections you will need to fill out are “Student Information Tab,” “Additional Information,” and “Additional Questions”.
- A couple of tips – you only have 20 minutes to fill out the form otherwise you will be timed out and it will ask you to log in again. It is recommended that you click “Save” button after each section to save your work. When you are done, click the “I Agree” and then “Submit.”
- If the enrollment form is submitted correctly, you will see your student’s name with the word “Submitted” by it and then you can log out.
- You must come into the Attendance office to complete enrollment by making an appointment and providing mandatory documents as listed on the reverse side.
- The student is NOT enrolled if this process is not completed. You have come into the attendance office to complete enrollment process.