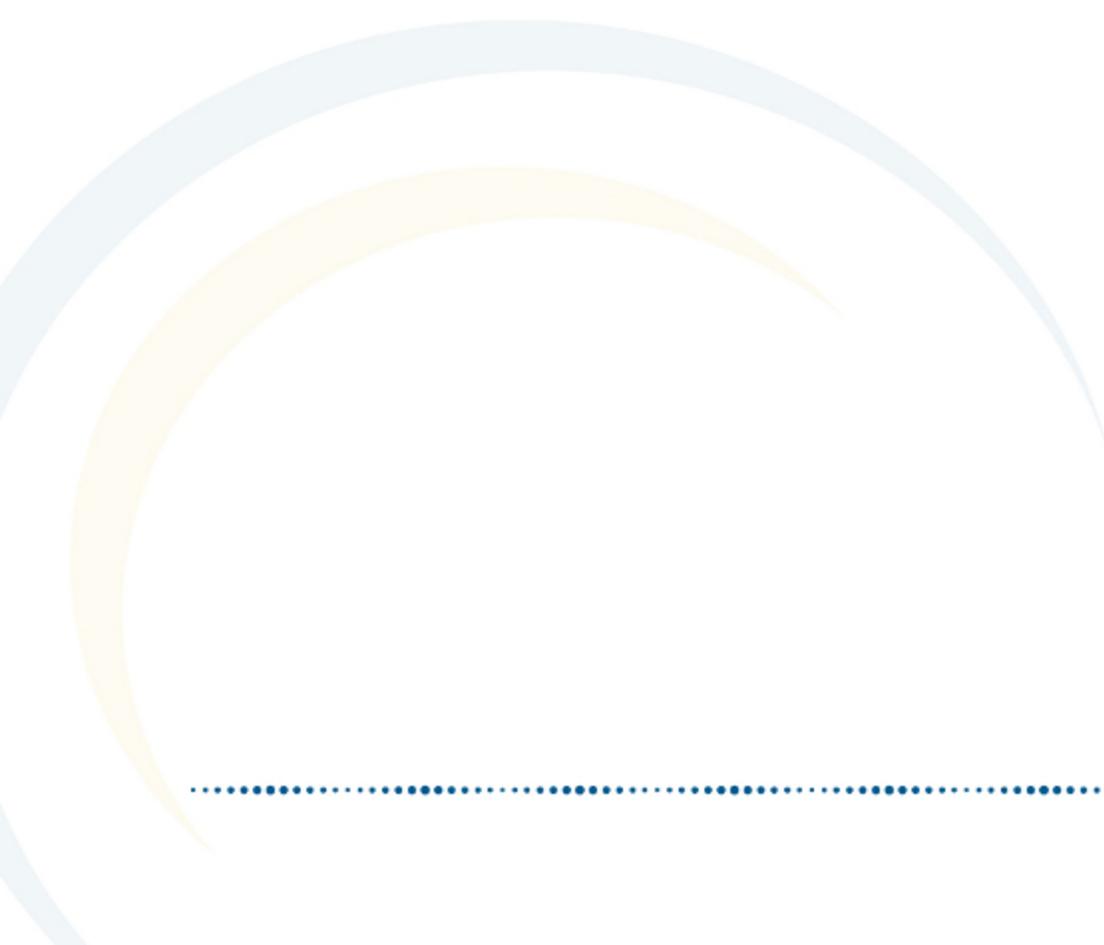


Returning Student Registration (Online Registration)



Returning Student Registration (Online Registration)

[Overview](#) | [Things to Know](#) | [Accessing the Returning Family Registration](#) | [Household](#) | [Parent](#) | [Emergency Contact](#) | [Student Entry](#) | [Confirmation](#) | [Done](#)

Overview

PATH: *Portal > Online Registration*

Online Registration is available for new families moving to the district or new students living with a family in the district. Parents/guardians can enter information about members of the household, contact information and student data.

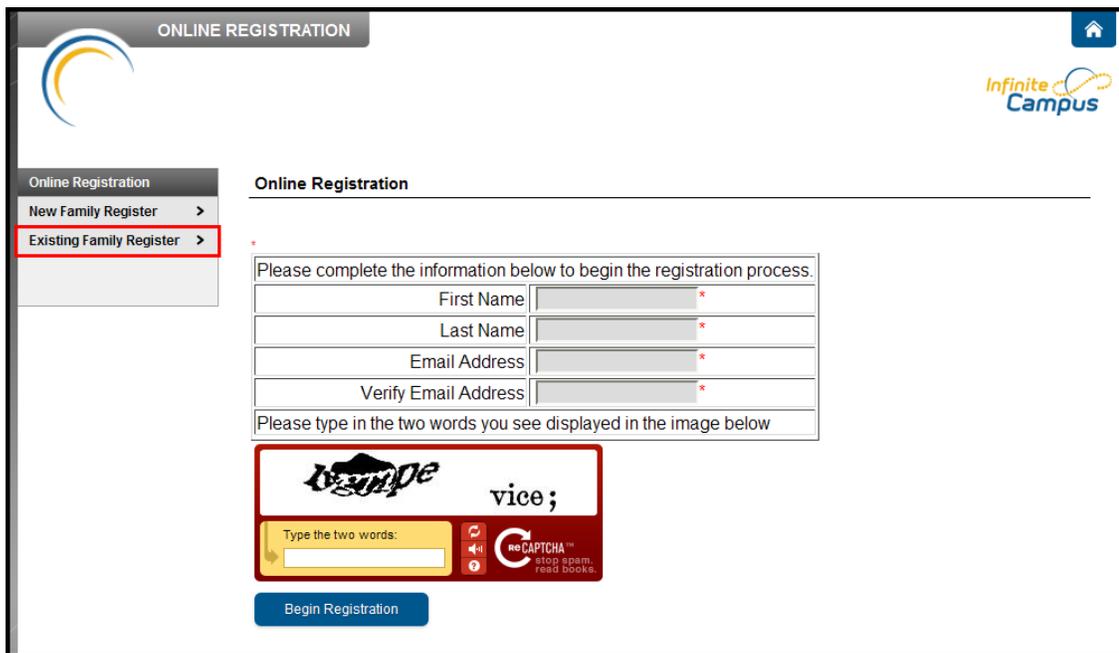


Image 1: Online Registration - Returning Families

i If you are registering a student who has never before been enrolled in this district, see the following:

- [New Student Registration](#)

Things to Know

1. A parent/guardian must contact the district to receive the URL for registering through the Portal. A link will be sent to that parent/guardian with information on accessing the tool.
2. The registration process takes 15-20 minutes. Applications can be saved if more data entry is needed, and reopened at a later time.
3. Required fields display with a red asterisk.
4. It is not possible to move to the next panel without using the Previous and Next buttons available on each panel. A warning message displays if this is done.

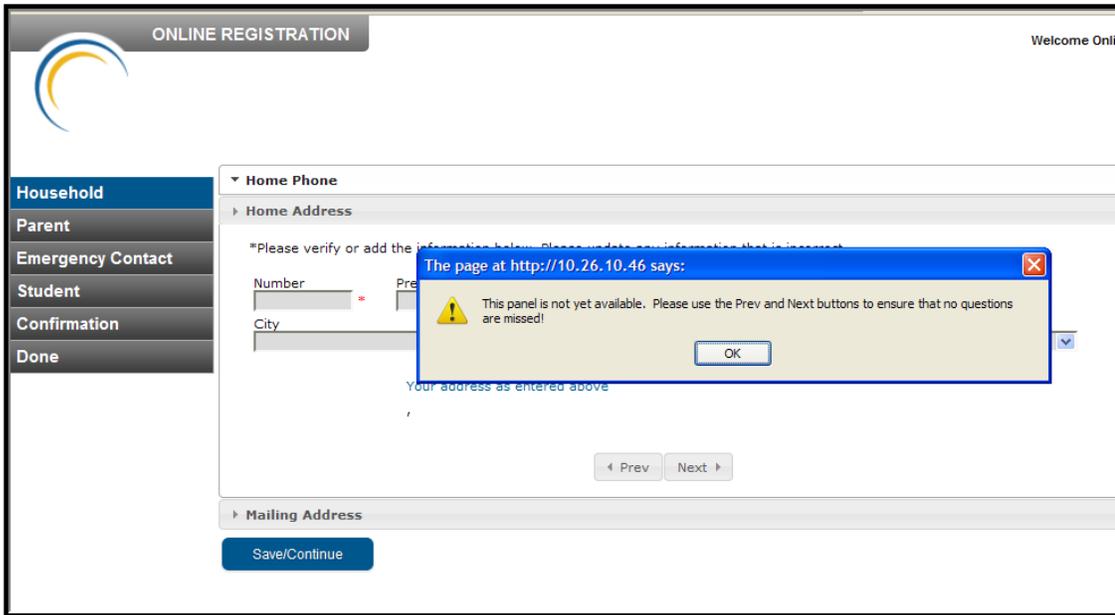


Image 2: Panel Navigation

Accessing the Returning Family Registration

1. From the Online Registration page (see Image 1), select the Existing Family Registrar. A Portal Login page displays.
2. Enter the username and password given to you previously from the district that is used to access the Portal.
3. Expand the Inbox. A link to the Online Registration displays. Click this link. Registration may begin.

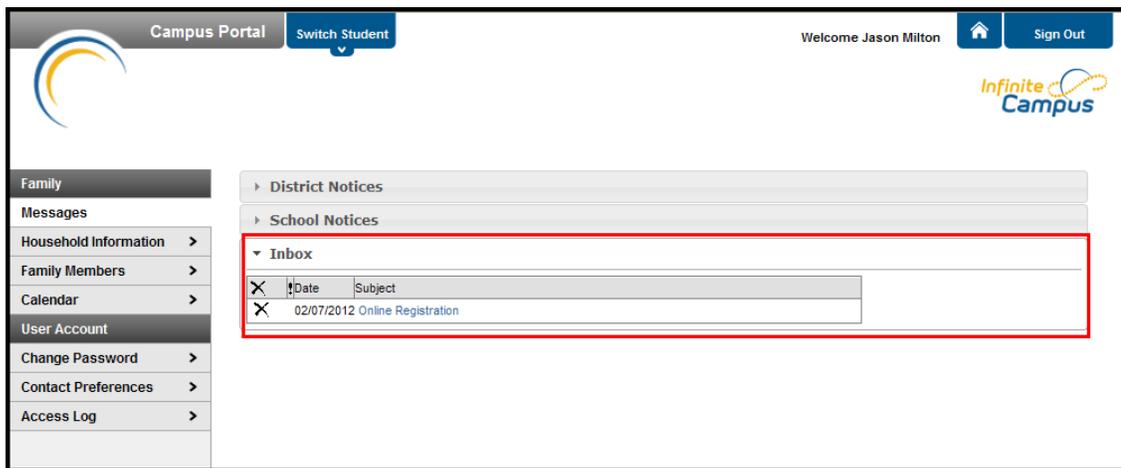


Image 3: Existing Parent - Online Registration

A Welcome message displays, with a list of current students in the family. Click the **Begin Registration** button.

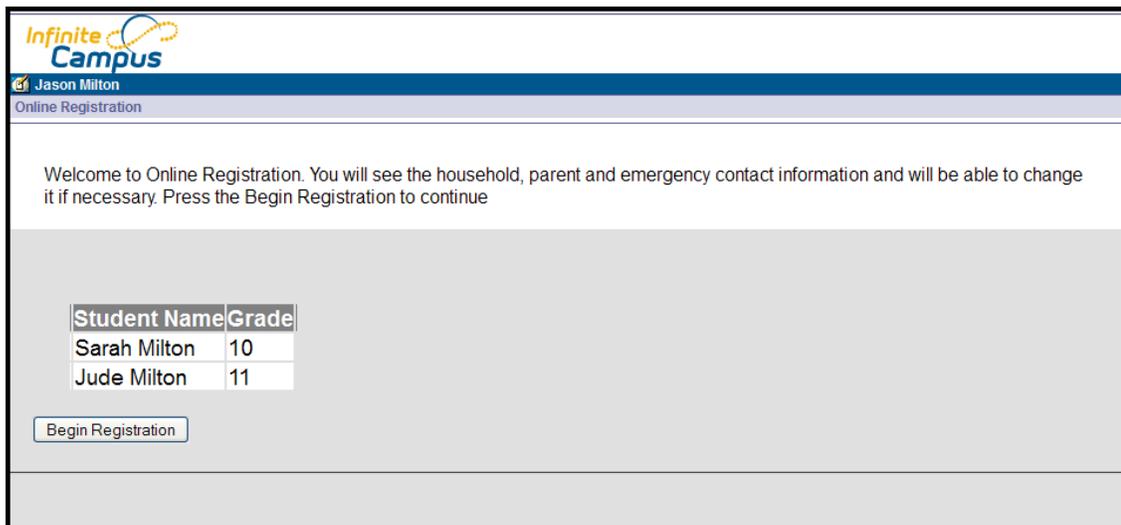


Image 4: Existing Parent - Online Registration

When the Begin Registration button is selected, the Online Registration panels display. Before modifying student information, select the desired language to use for all Online Registration panels. All screens in the Online Registration Progress are available in the following languages:

- English
- French
- Hmong
- Spanish

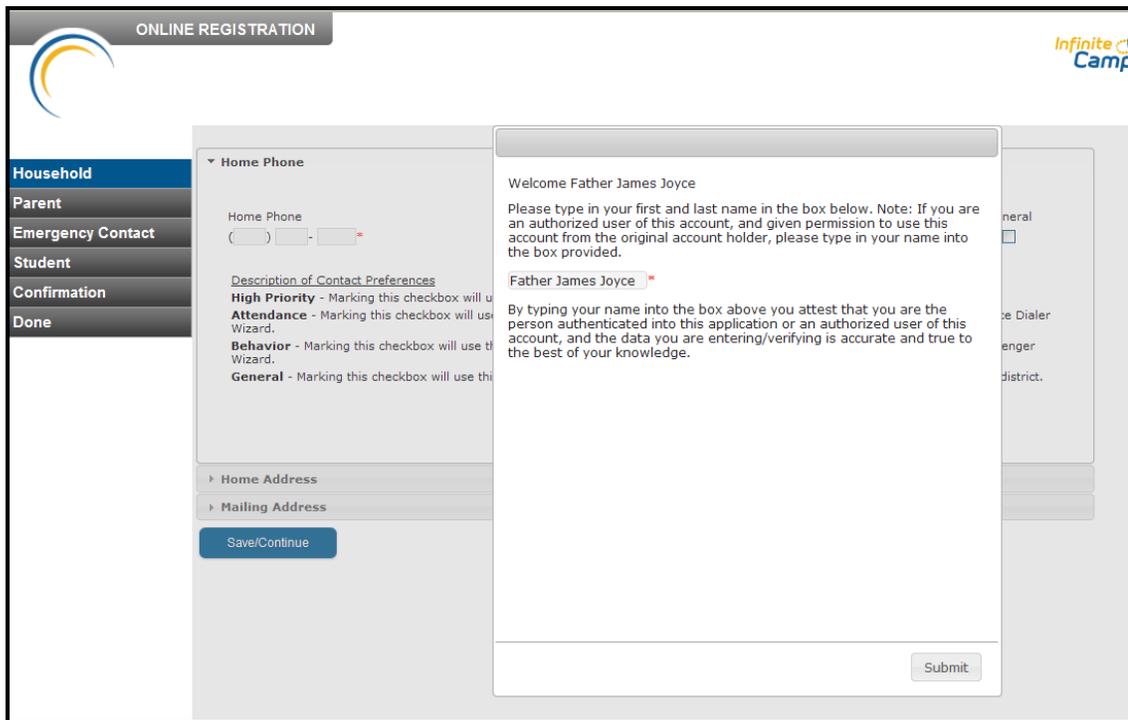


Image 5: Online Registration - Language Selection

Household

Household data includes the home phone number, home address and mailing address (if different than the home address).

Home Phone

1. Verify the existing 10-digit **Home Phone Number**.
2. Review the selected **Contact Preferences** and modify as needed. Definitions for each option are available.
3. Click the **Next** button when finished.

Image 6: Household Home Phone

Home Address

The Home Address is considered the location of the household. In some instances, the home address is not the mailing address but only the physical location of where the family abides.

1. Review the entered **Address**.
2. If the home address is correct, click the **Next** button to enter Mailing Address information.

Image 7: Home Address Verification

If the home address is incorrect:

1. Mark the **The home address listed is no longer current** checkbox. An address entry area displays.
2. Enter the date that the current address became inactive for the household. This is the date of the household's move to the new location.
3. Enter the new address information in the appropriate fields. See the [Address Fields](#) section for definitions of these items.
4. Click the **Next** button when finished.

The screenshot shows the 'ONLINE REGISTRATION' interface. On the left is a navigation menu with options: Household, Parent, Emergency Contact, Student, Confirmation, and Completed. The main content area is titled 'Home Address' and displays the current address: '510 Point Douglas RD S, St Paul, mn 55118'. A checkbox labeled 'The home address listed is no longer current' is checked and highlighted with a red box. Below this is a date field for when the address became inactive. A section for address verification follows, with fields for Number, Prefix, Street, Tag, Direction, Apartment, City, State, Zip, and County. A 'Save' button is at the bottom.

Image 8: New Address Entry

Address Fields

Field	Definition
Post Office Box	Indicates the address is not a physical location but a mailing location. This is available for selection on the Mailing Address panel only.
Number	House Number of the address, or Box number if the address is a P.O. Box address. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , South is the prefix.
Street	Name of the street. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , NE is the direction. Enter only the direction in this field.
Apt	Apartment number if this address is for an apartment building location. In the address <i>7750 South Barstow Street NE, Apt. 101 My Town MN 55555</i> , 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip Code	Postal zip code (plus 4 if available).
County	County in which the address is located.

Mailing Address

1. If the Home Address is a physical location only or not the permanent address of the household, enter the **Mailing Address**. See the [Address Fields](#) table for definitions of the address elements.
2. If it is the same as the Home Address, mark the **The household has no separate Mailing Address** checkbox. This removes the address fields from the panel.
3. Click the **Save/Continue** button when finished.

✔ At this time, household information entry is complete. Next, Parent/Guardian information is entered.

Parent

Displayed are the current parents/guardians associated with the household. The following can be done:

- [Remove existing parents/guardians](#)
- [Make no changes to existing parents/guardians](#)
- [Make changes to existing parents/guardians](#)
- [Add new parents](#)

⚠ Making changes to parents/guardians includes changing contact information (cell phone, work phone, email addresses, etc.), among other information. If any of these have been modified since the last time this data was reviewed, select the parent's/guardian's name and move through the panels to ensure the data is accurate.

The screenshot shows the 'ONLINE REGISTRATION' interface. At the top left is a logo with a blue and yellow arc. Below it, the text reads: 'Father Parent', 'Gender: M', and 'Household Member: Yes'. Below this is a table with the following data:

Household	First Name	Last Name	Gender	Remove
Parent	Father	Parent	M	✗
Emergency Contact	Mother	Parent	F	✗

Below the table are several buttons: 'Add New Parent', 'Back', and 'Save/Continue'. On the left side of the interface, there are navigation tabs: 'Household', 'Parent', 'Emergency Contact', 'Student', 'Confirmation', and 'Done'. The 'Parent' tab is currently selected.

Image 9: Existing Parents/Guardians

Removing a Parent/Guardian

1. Select the name of the Parent/Guardian to remove by placing the cursor in the **Remove** column.
2. The row of the parent will turn red.
3. Click the Remove **X**. A confirmation message will display asking to confirm the removal.
4. Click the **OK** button to continue or the **Cancel** button to ignore the removal.

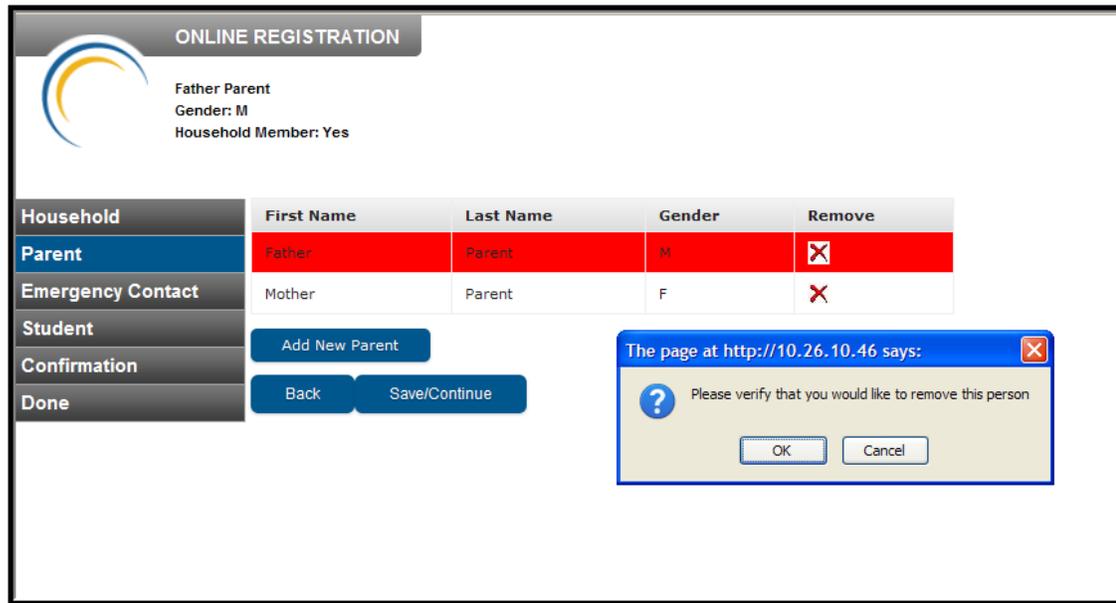


Image 10: Removing Existing Parent/Guardian

Making No Changes to Existing Parents/Guardians

If no changes need to be made to the existing parents/guardians, click the **Save/Continue** button.

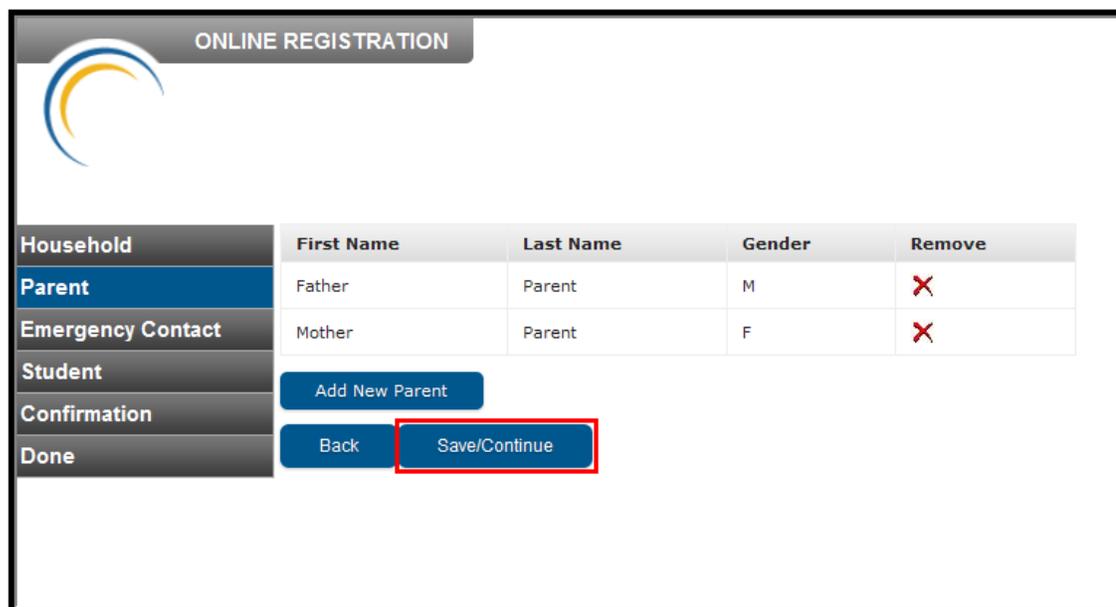


Image 11: No Changes Needed to Existing Parents/Guardians

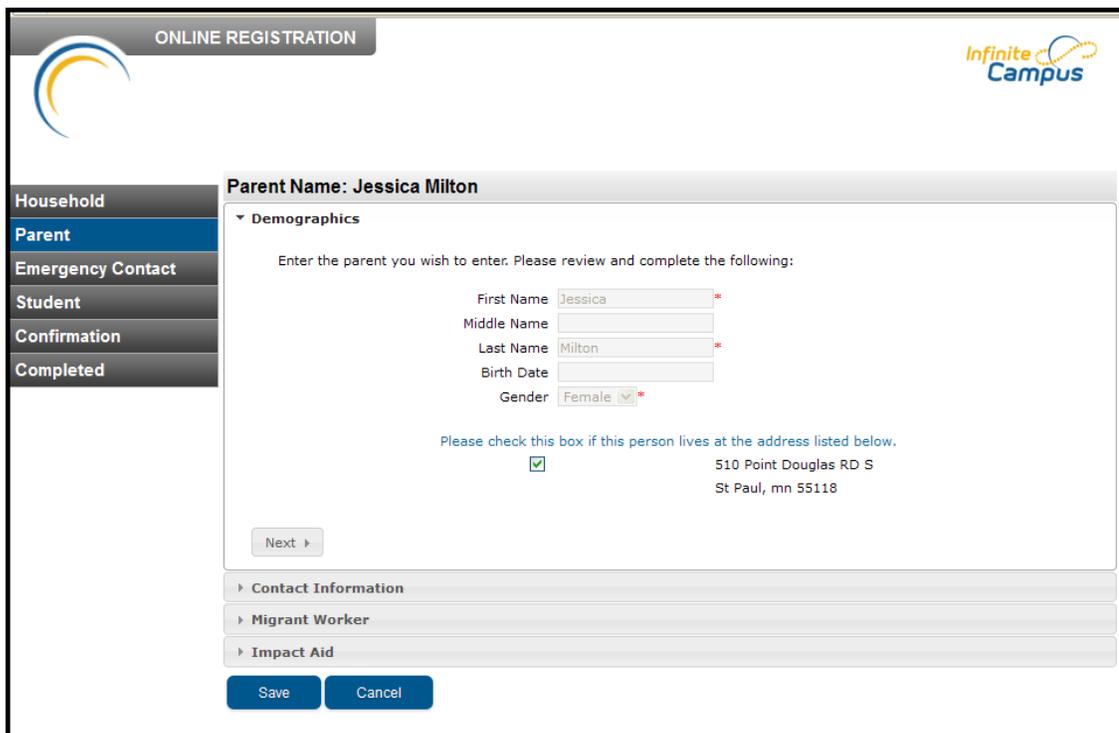
Adding Parents/Guardians or Making Changes to Existing Parents/Guardians

To add a new Parent, click the **Add New Parent** button. Follow the information below for entering data.

To make changes to existing parents/guardians, select the parent's name from the table and follow the information below for entering data.

Demographics

1. Enter the following information for the parent:
 - **First Name**
 - **Middle Name** (optional)
 - **Last Name**
 - **Birth Date**
 - **Gender**
2. If this person lives at the previously entered address, mark the **Please check this box if this person lives at the same address listed below** checkbox.
3. Click the **Next** button.



The screenshot shows the 'ONLINE REGISTRATION' interface. On the left is a navigation menu with options: Household, Parent (selected), Emergency Contact, Student, Confirmation, and Completed. The main content area is titled 'Parent Name: Jessica Milton' and contains a 'Demographics' section. It prompts the user to 'Enter the parent you wish to enter. Please review and complete the following:'. The form fields are: First Name (Jessica), Middle Name (empty), Last Name (Milton), Birth Date (empty), and Gender (Female). Below these fields is a checkbox labeled 'Please check this box if this person lives at the address listed below.' which is checked. The address listed is '510 Point Douglas RD S, St Paul, mn 55118'. At the bottom of the form are 'Next', 'Save', and 'Cancel' buttons.

Image 12: Parent Demographic Data

Contact Information

1. Enter the following about the parent's contact information:
 - a. **Cell Phone**
 - b. **Work Phone**
 - c. **Email** (if no email, mark the **Has No Email** checkbox).
2. Determine the **Contact Preferences** for each entered contact. Definitions are provided for each type of preference.
3. Click the **Next** button.

ONLINE REGISTRATION

Infinite Campus

Household

Parent

Emergency Contact

Student

Confirmation

Done

Parent Name: Ethel Lee McCormack

Demographics

Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

	Contact Preferences				
	High Priority	Attendance	Behavior	General	Teacher
Cell Phone (612) 545-1234	<input checked="" type="checkbox"/>				
Work Phone () - x	<input type="checkbox"/>				
Email momMcCormack@mail.com	<input checked="" type="checkbox"/>				
OR					
Has no e-mail	<input type="checkbox"/>				

Description of Contact Preferences

High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.

Attendance - Marking this checkbox will use this method of contact for attendance messages, such as those sent by the Attendance Dialer Wizard.

Behavior - Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.

General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.

Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.

← Prev Next →

Migrant Worker

Impact Aid

Save Cancel

Image 13: Parent/Guardian Contact Information

Migrant Worker

1. If the parent is a migrant worker, mark the **Migrant Worker** checkbox.
2. Click the **Next** button.

The screenshot shows the 'ONLINE REGISTRATION' interface. On the left is a navigation menu with options: Household, Parent (highlighted), Emergency Contact, Student, Confirmation, and Done. The main content area is titled 'Parent Name: Ethel Lee McCormack'. It contains several expandable sections: 'Demographics', 'Contact Information', 'Migrant Worker', and 'Impact Aid'. The 'Migrant Worker' section is expanded, showing the question 'Does this person currently work as a migrant worker?' with a 'Migrant Worker' checkbox that is currently unchecked. Below this are 'Prev' and 'Next' navigation buttons. At the bottom of the form are 'Save' and 'Cancel' buttons.

Image 14: Parent/Guardian - Migrant Worker

Active Military

1. If the parent is on active duty through the US Military, mark the **Parent in Military** checkbox.
2. Click the **Save** button. Data entry for this parent is complete. The screen will return to the first page of the Parent entry screens where additional parents/guardians can be entered.

The screenshot shows the 'ONLINE REGISTRATION' interface. On the left is a navigation menu with options: Household, Parent (highlighted), Emergency Contact, Student, Confirmation, and Done. The main content area is titled 'Parent Name: Ethel Lee McCormack'. It contains several expandable sections: 'Demographics', 'Contact Information', 'Migrant Worker', and 'Impact Aid'. The 'Impact Aid' section is expanded, showing the text 'Federal Impact Aid (FIA) Section 8003 Grant Information.' and a 'Parent in Military' checkbox that is currently unchecked. Below this is a 'Prev' navigation button. At the bottom of the form are 'Save' and 'Cancel' buttons.

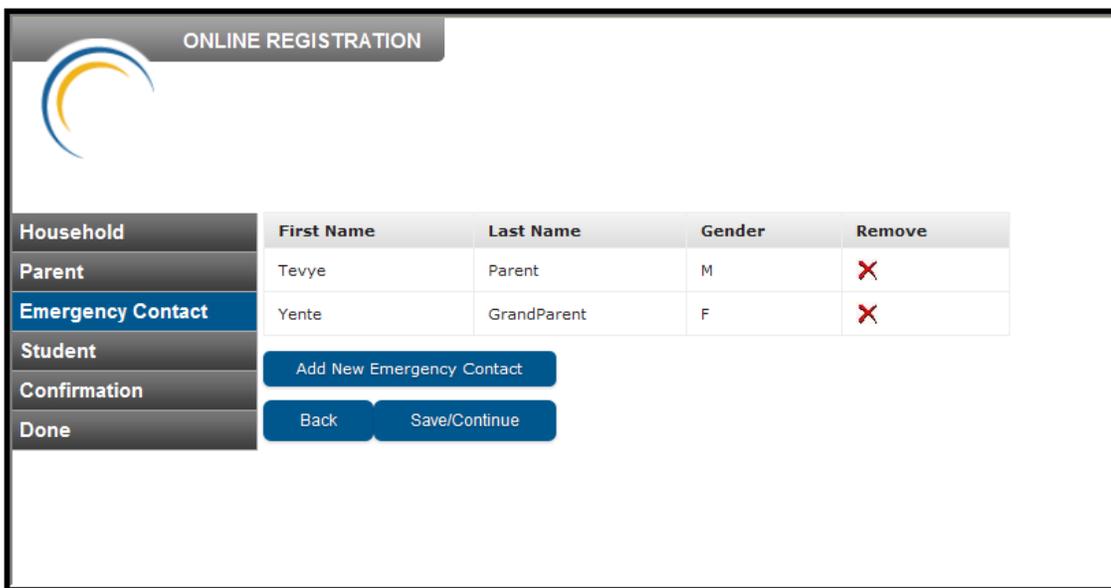
Image 15: Parent/Guardian - Impact Aid

Emergency Contact

Displayed are the current associated with the household. The following can be done:

- [Remove existing emergency contacts](#)
- [Make no changes to existing emergency contacts](#)
- [Make changes to existing emergency contacts](#)
- [Add new emergency contacts](#)

 Making changes to emergency contacts includes changing contact information (cell phone, work phone, email addresses, etc.), among other information. If any of these have been modified since the last time this data was reviewed, select the emergency contacts name and move through the panels to ensure the data is accurate.



Household	First Name	Last Name	Gender	Remove
Parent	Teveye	Parent	M	X
Emergency Contact	Yente	GrandParent	F	X

Image 16: Existing Emergency Contacts

Emergency contacts are those individuals who are not parents/guardians, may be living in the same household as the student, and should be contacted in case of an emergency and the parent/guardian is not available. Click the **Add New Emergency Contact** button to begin.

 At least two Emergency Contacts need to be added.

Removing Existing Emergency Contacts

1. Select the name of the **Emergency Contact** to remove by placing the cursor in the **Remove** column.
2. The row of the emergency contact will turn red.
3. Click the **Remove X**. A confirmation message will display asking to confirm the removal.
4. Click the **OK** button to continue or the **Cancel** button to ignore the removal.

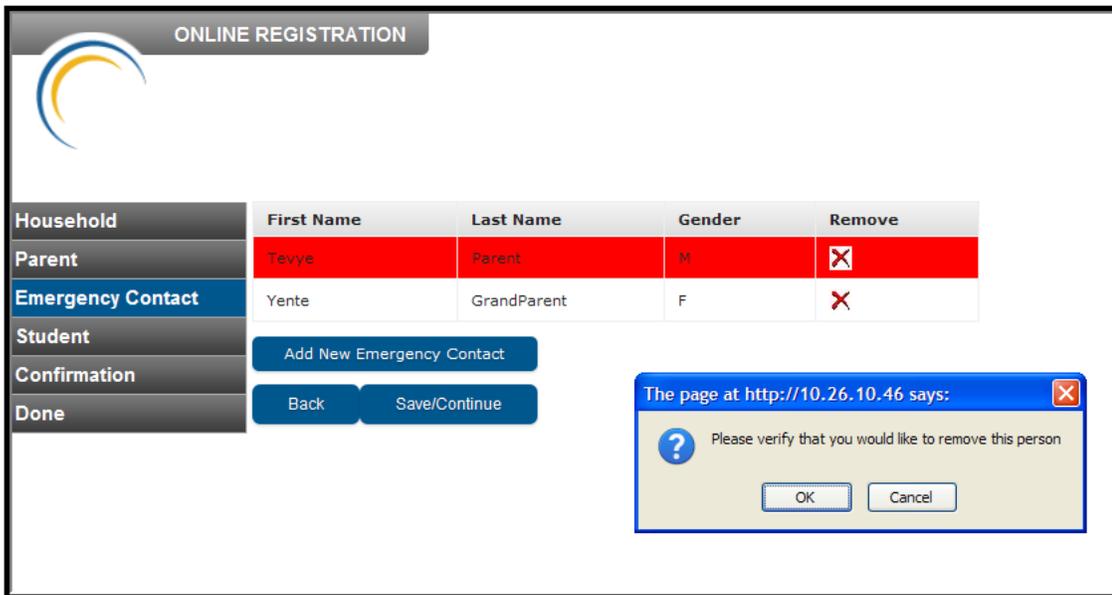


Image 17: Removing Existing Emergency Contacts

Making No Changes to Existing Emergency Contacts

If no changes need to be made to the existing emergency contacts, click the **Save/Continue** button.

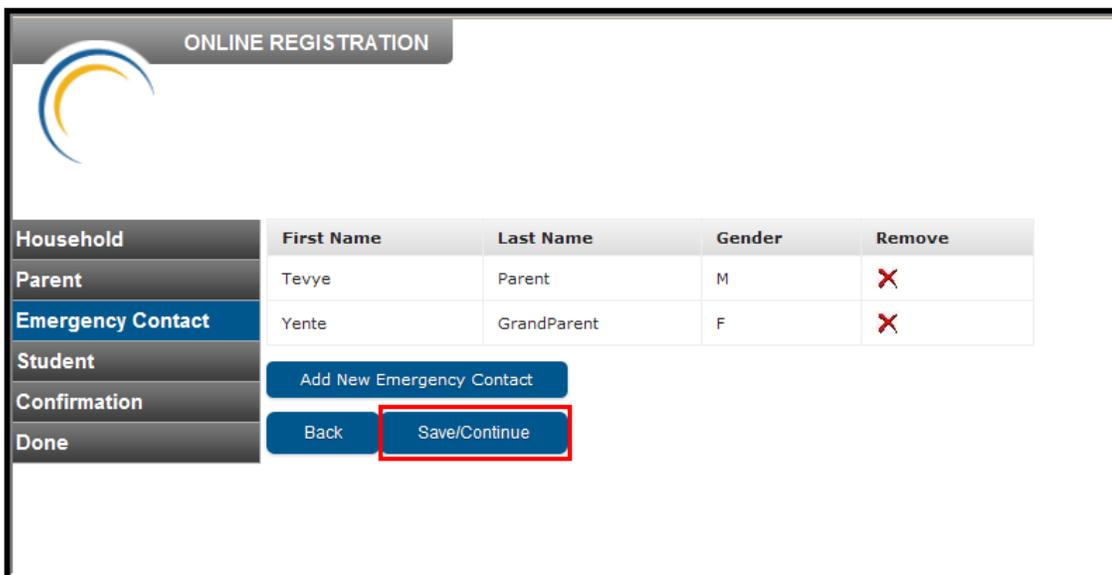


Image 18: No Changes Needed to Existing Emergency Contacts

Adding New Emergency Contacts or Making Changes to Existing Emergency Contacts

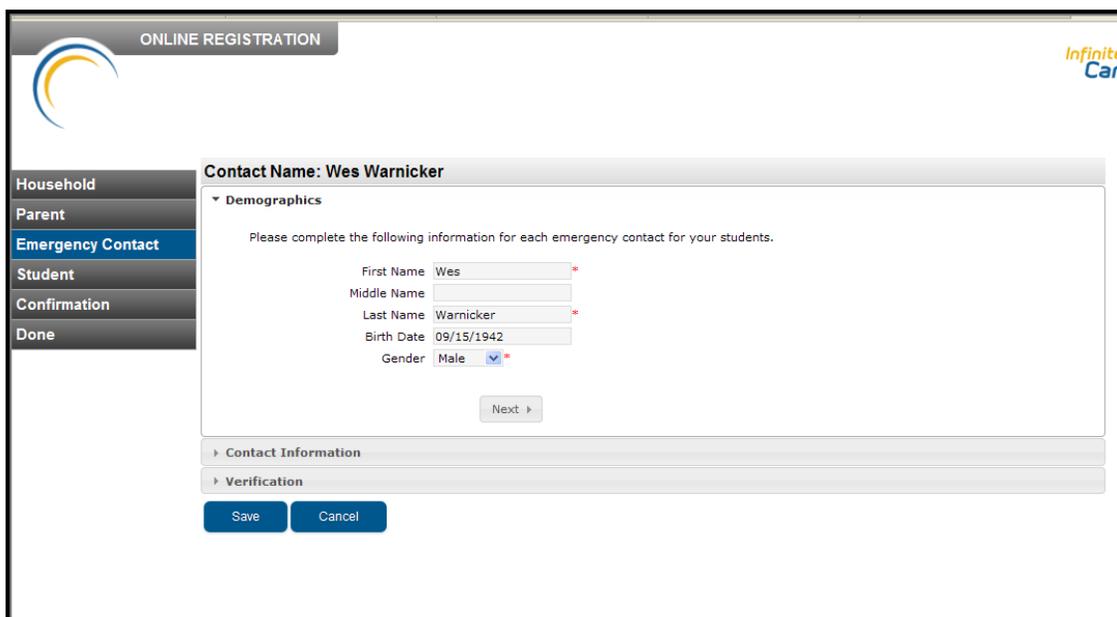
To add a new Emergency Contact click the **Add New Emergency Contact** button. Follow the information below for entering data.

To make changes to existing emergency contacts, select the emergency contact's name from the table and

follow the information below for entering data.

Demographics

1. Enter the following information for the emergency contact:
 - **First Name**
 - **Middle Name** (optional)
 - **Last Name**
 - **Birth Date**
 - **Gender**
2. Click the **Next** button.



The screenshot shows a web application interface for online registration. At the top left, there is a logo and the text "ONLINE REGISTRATION". At the top right, the "Infinite Cam" logo is visible. On the left side, there is a vertical navigation menu with the following items: "Household", "Parent", "Emergency Contact" (highlighted in blue), "Student", "Confirmation", and "Done". The main content area is titled "Contact Name: Wes Warnicker" and contains a "Demographics" section. Below the title, there is a prompt: "Please complete the following information for each emergency contact for your students." The form fields are: "First Name" (filled with "Wes"), "Middle Name" (empty), "Last Name" (filled with "Warnicker"), "Birth Date" (filled with "09/15/1942"), and "Gender" (filled with "Male" and a dropdown arrow). A "Next" button is located below the form fields. At the bottom of the form, there are two buttons: "Save" and "Cancel".

Image 19: Emergency Contacts - Demographics

Contact Information

1. Enter the following about the parent's contact information:
 - a. **Cell Phone**
 - b. **Work Phone**
 - c. **Email** (if no email, mark the **Has No Email** checkbox).
2. Click the **Next** button.

ONLINE REGISTRATION

Infinite Campus

Household
Parent
Emergency Contact
Student
Confirmation
Done

Contact Name: Wes Warnicker

Demographics

Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone () - () - ()

Cell Phone (612) 555 - 9999

Work Phone () - () - () x ()

Email wes@warnicker.com

OR

Has no e-mail

Prev Next

Verification

Save Cancel

Image 20: Emergency Contact Information

Verification

1. Enter the Address information for the emergency contact.
2. Click the **Save** icon when finished. The screen will return to the first page of the Emergency Contact entry screens where additional emergency contacts can be entered.

ONLINE REGISTRATION

Infinite Cam

Household
Parent
Emergency Contact
Student
Confirmation
Done

Contact Name: Wes Warnicker

Demographics

Contact Information

Verification

Please enter the address for this emergency contact. This information will only be used to verify the contact doesn't already appear in our system.

Please check this box if this person lives in the previous entered address for this student

OR

Address Line 1 4545 Bomont Ave

Address Line 2 Bomont, OK

Example
Address Line 1 - 123 S Main St Apt 4
Address Line 2 - Schenectady, NY 12345

Prev

Save Cancel

Image 21: Emergency Contact Demographics

To enter additional emergency contacts , click the **Add New Emergency Contact** button. Repeat the instructions in the [Emergency Contact Entry](#) for guidance. If no further parents/guardians need to be entered, click the **Save/Continue** button.

Student Entry

After entering Parent information and Emergency Contact information, enter the Student(s) in the household.

Click the **Add New Student** button to begin.

Demographics

1. Enter the following about the student:
 - **First Name**
 - **Middle Name** (optional)
 - **Last Name**
 - ***Suffix** (*optional)
 - **Nickname** (optional)
2. Select the student's Gender from the dropdown list.
3. Enter the student's **Birth Date**.
4. Enter the date the **student entered the United States**.
5. Mark the **Foreign Exchange** checkbox if the student is a foreign exchange student.
6. Mark the **Is the student homeless?** if the student is homeless.
7. Select the appropriate answer for **Is Hispanic/Latino?**
8. Select the student's **race(s)/ethnicity(ies)**.
9. Click the **Next** button

The screenshot shows the 'ONLINE REGISTRATION' interface. On the left is a navigation menu with options: Household, Parent, Emergency Contact, Student (highlighted), Confirmation, and Done. The main content area is titled 'Student Name: Ren McCormack' and contains a 'Demographics' section. A text block explains that information should be verified or added. The form fields are as follows:

First Name: Ren	Gender: Male	Is Hispanic/Latino: No
Middle Name: (empty)	Birth Date: 10/03/2001	Asian: <input type="checkbox"/>
Last Name: McCormack	Date Entered U.S.: (empty)	Black or African American: <input type="checkbox"/>
Suffix: (dropdown)	Foreign Exchange: <input type="checkbox"/>	American Indian or Alaska Native: <input type="checkbox"/>
Nickname: (empty)	Is student homeless?: <input type="checkbox"/>	White: <input checked="" type="checkbox"/>
		Native Hawaiian or Other Pacific Islander: <input type="checkbox"/>

Below the form is a 'Next >' button. At the bottom of the page are 'Save' and 'Cancel' buttons. A list of other registration steps is visible below the demographics section, including Language Information, Previous Schools, Tribal Enrollment, Relationships, and various Health Services and Release Agreement sections.

Image 22: Student Entry - Demographics

Language Information

This information determines the student's knowledge of English and helps the district personnel determine if the student may need additional guidance and services in English language programs.

1. Select the **Student Language** from the dropdown list. This is the language the student most often speaks at home.
2. Select the **Parent Language** from the dropdown list. This is the language the parent most often speaks at home.
3. Click the **Next** button when finished.

The screenshot shows the 'ONLINE REGISTRATION' interface for 'Infinite Campus'. The student's name is 'Jude Michael Milton'. The 'Language Information' section is expanded, showing two dropdown menus: 'Student Language' and 'Parent Language'. A navigation bar on the left lists steps: Household, Parent, Emergency Contact, Student (highlighted), Confirmation, and Completed. At the bottom, there are 'Previous' and 'Next' buttons. Other sections like Tribal Enrollment, Relationships - Parent/Guardians, Relationships - Emergency Contacts, and Health Services - Emergency Information are collapsed.

Image 23: Student Entry - Language Entry

Image 24: Student Entry - Tribal Entry

Relationships

Parent/Guardians

1. Select the **Relationship** option for the parent/guardian from the dropdown list.
2. Select the **Contact Preferences** for this person. A Description of each type is provided on the panel.
3. Enter the **Contact Sequence** for this person.
4. If this person should not have a relationship with the student, mark the **No Relationship** checkbox.
5. Click the **Next** button when finished.

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Contact Sequence*	OR	No Relationship
Robert James	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.

Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system.

Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1 and Emergency Contacts should also start at a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Image 25: Student Entry - Parent/Guardian Entry

Emergency Contacts

1. Select the **Relationship** option for the emergency contact from the dropdown list.
2. Select the **Contact Preferences** for this person. A Description of each type is provided on the panel.
3. Enter the **Contact Sequence** for this person.
4. If this person should not have a relationship with the student, mark the **No Relationship** checkbox.
5. Click the **Next** button when finished.

Image 26: Student Entry - Emergency Contact Entry

Health Services

The Health Services entry is entered on several panels that include information on medications, medication conditions and doctor information.

Emergency Information

1. Enter the student's **Primary Care Provider** name (clinic name or doctor's name).
2. Enter the **Phone Number** for the Primary Care Provider.
3. Click the **Next** button.

ONLINE REGISTRATION

Infinite Campus

Household

Parent

Emergency Contact

Student

Confirmation

Done

Student Name: Ren McCormack

- Demographics
- Language Information
- Previous Schools
- Tribal Enrollment
- Relationships
- Health Services - Emergency Information**
 - Primary Care Provider: The Doctors' Uptown
 - Phone: (612) 555-5555
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications
- Release Agreement - Media
- Release Agreement - Field Trip

Prev Next

Image 27: Student Entry - Emergency Information

Medical or Mental Health Conditions

1. If the student does not have medical or mental health conditions, mark the **No medical or mental health conditions** checkbox and click the **Next** button. Doing this will remove the entry fields from panel.
2. Select the **Health Condition** for the student from the dropdown list.
3. Enter any **Comments** related to the health condition.
4. If a second condition exists, select that **Health Condition** from the dropdown list.
5. Enter any **Comments** related to the second health condition.
6. Click the **Next** button.

ONLINE REGISTRATION

Infinite Campus

Household

Parent

Emergency Contact

Student

Confirmation

Done

Student Name: Ren McCormack

- Demographics
- Language Information
- Previous Schools
- Tribal Enrollment
- Relationships
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions**
 - No medical or mental health conditions
 - OR
 - Health Condition 1: Allergies
 - Health Condition 1 Comments: peanuts
 - Health Condition 2:
 - Health Condition 2 Comments:
- Health Services - Medications
- Release Agreement - Media

Prev Next

Image 28: Student Entry - Medical or Mental Health Conditions

Medications

Medications can be listed for Daily Medications, Emergency Medication or Medication as Needed.

1. If the student does not have any medications to list, mark the **No Medication** checkbox.
2. Mark the **Daily Medication** if the student takes a medication on a daily basis.
3. Enter **Daily Medication Instructions**.
4. Mark the **Emergency Medication** if the student takes a medication for emergency situations only.
5. Enter **Emergency Medication Instructions**.
6. Mark the **Medication as Needed** checkbox to indicate the student takes medication only when needed (not for emergency, not daily).
7. Enter **Medication as Needed Instructions**.
8. Click the **Next** button.

The screenshot shows the 'ONLINE REGISTRATION' interface for a student named Ren McCormack. The 'Student' tab is active. The 'Health Services - Medications' section is expanded, showing three options: 'No medications' (unchecked), 'Daily Medication' (unchecked), and 'Medication as Needed' (checked). Below 'Medication as Needed', the text 'Inhaler' is entered in the 'Medication as Needed Instructions' field. There are also fields for 'Daily Medication Instructions' and 'Emergency Medication Instructions', which are currently empty. At the bottom of the form, there are 'Prev' and 'Next' navigation buttons. The 'Infinite Campus' logo is visible in the top right corner.

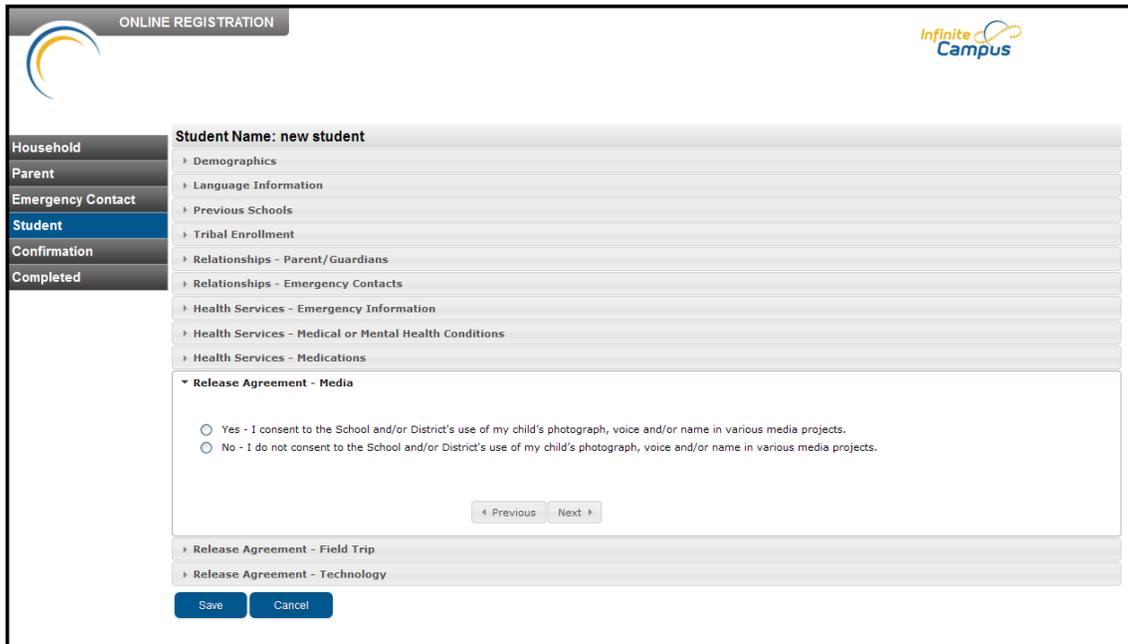
Image 29: Student Entry - Medications

Release Agreement

The following release agreement items are available.

Media

1. Determine if the district can use the student's photograph, voice or name in the media. This includes newspaper articles, district websites, videos promoting school projects, etc. Select the **Yes** or **No** radio buttons accordingly.
2. Click the **Next** button.



The screenshot shows the 'ONLINE REGISTRATION' interface. On the left is a navigation menu with tabs: Household, Parent, Emergency Contact, Student (highlighted), Confirmation, and Completed. The main content area shows 'Student Name: new student' and a list of sections: Demographics, Language Information, Previous Schools, Tribal Enrollment, Relationships - Parent/Guardians, Relationships - Emergency Contacts, Health Services - Emergency Information, Health Services - Medical or Mental Health Conditions, Health Services - Medications, Release Agreement - Media (expanded), Release Agreement - Field Trip, and Release Agreement - Technology. The 'Release Agreement - Media' section contains two radio buttons: 'Yes - I consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.' and 'No - I do not consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.' Below the radio buttons are 'Previous' and 'Next' navigation buttons. At the bottom of the form are 'Save' and 'Cancel' buttons.

Image 30: Student Entry - Media Release Agreement

Field Trip

1. Determine if the student has parent permission to participate in school- or district-approved field trips. Mark the **Yes** or **No** radio buttons accordingly.
2. Click the **Next** button.

ONLINE REGISTRATION

Infinite Campus

Household

Parent

Emergency Contact

Student

Confirmation

Completed

Student Name: new student

- Demographics
- Language Information
- Previous Schools
- Tribal Enrollment
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications
- Release Agreement - Media
- Release Agreement - Field Trip
 - Yes - I consent for my child to participate in School and/ or District approved field trips.
 - No - I do not consent for my child to participate in School and/ or District approved field trips.
- Release Agreement - Technology

Save Cancel

Image 31: Student Entry - Field Trip

Technology

1. Mark the **I agree to the Technology acceptable use policy** checkbox.
2. Click the **Save** button.

ONLINE REGISTRATION

Infinite Campus

Household

Parent

Emergency Contact

Student

Confirmation

Done

Student Name: Ren McCormack

- Demographics
- Language Information
- Previous Schools
- Tribal Enrollment
- Relationships
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications
- Release Agreement - Media
- Release Agreement - Field Trip
- Release Agreement - Technology
 - * I agree to the Technology acceptable use policy.

Save Cancel

Image 32: Student Entry - Technology Policy

Student entry is now complete. Upon clicking the **Save** button, the **Student Entry** screen will display. If additional students need to be entered, repeat the previous steps. If the entered student's name appears in yellow, a required field is missing data. Clicking on the student's name will open the panel where the

information is needed.

If student entry is complete, click the **Save/Continue** button.

Confirmation

Review the information in the **Application Summary PDF**. Return to the previous areas to modify entered data or to enter missing information. After reviewing the information, click the **Go to Submission Page** button.

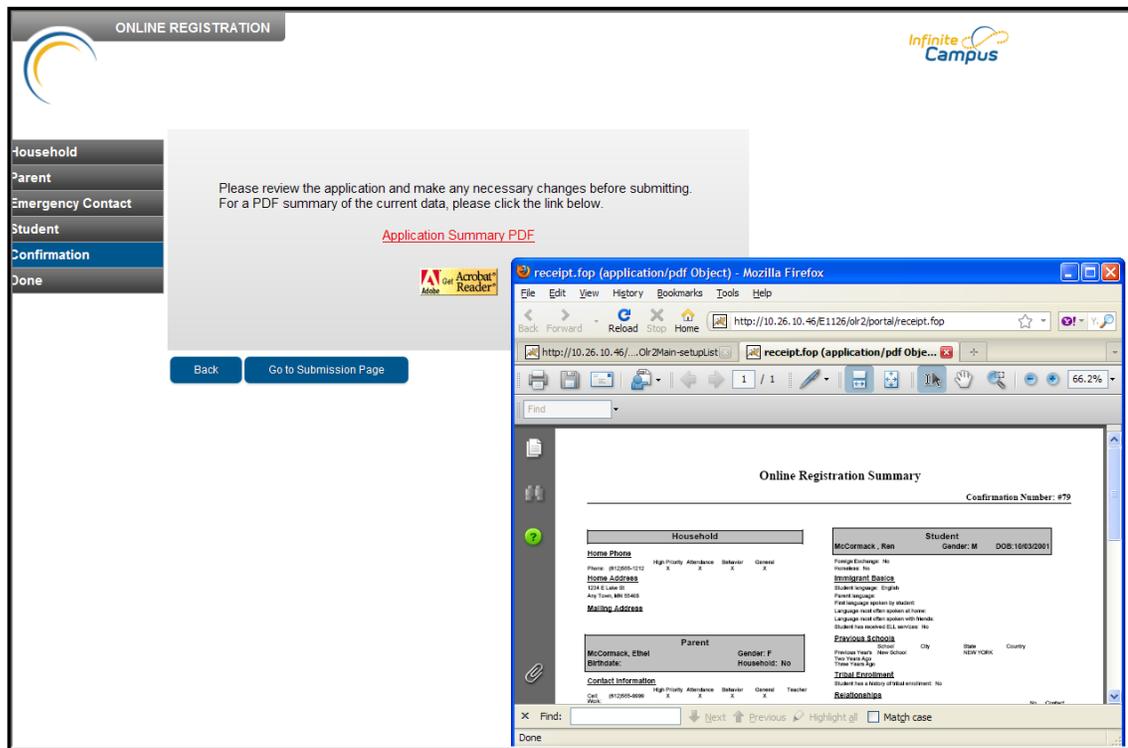


Image 33: Confirmation Summary

Done

Once the registration process is completed and have confirmed all entered information is accurate, click the **Submit** button. This will send a notice to the district staff that an Online Registration Application needs to be reviewed.

 Clicking the **Submit** button removes the ability to modify data in the Online Registration application.

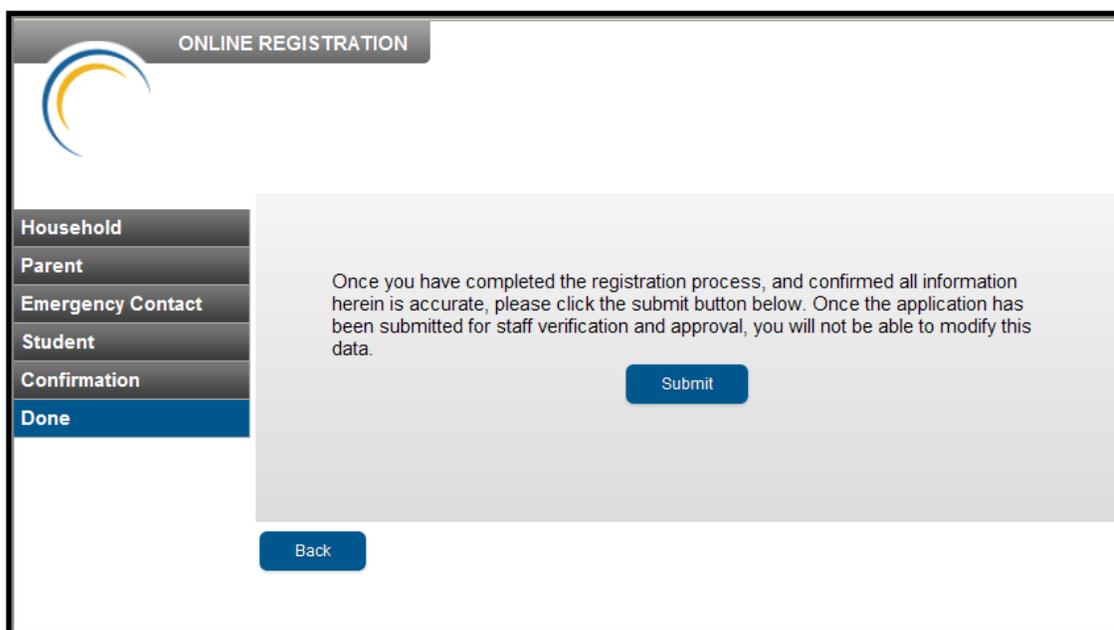


Image 34: Done

Download a copy of the entered information by clicking the **Application Summary PDF**. This is a receipt of data entered. No further information is needed at this time. A confirmation of processing will be sent once the district has reviewed the application.