NEW SAN TAN CHARTER SCHOOL STUDENTS

STUDENT REGISTRATION
2019 – 2020

Hello,

We are pleased to offer you the opportunity to begin the San Tan Charter School Registration process through Infinite Campus. You will be able to register your new student(s) and save and continue the registration process without worrying about losing progress. Once complete, you will receive a confirmation email as well as any notes and additional student paperwork needs.

We hope the below instructions will guide you through the new process. We are always available to answer questions by calling us at 480-222-0811. During office hours, select your campus and then select "Registrar" through the automated system. You may also email us at enrollment@santancs.com.

We look forward to your trust and involvement in our San Tan Charter School community.

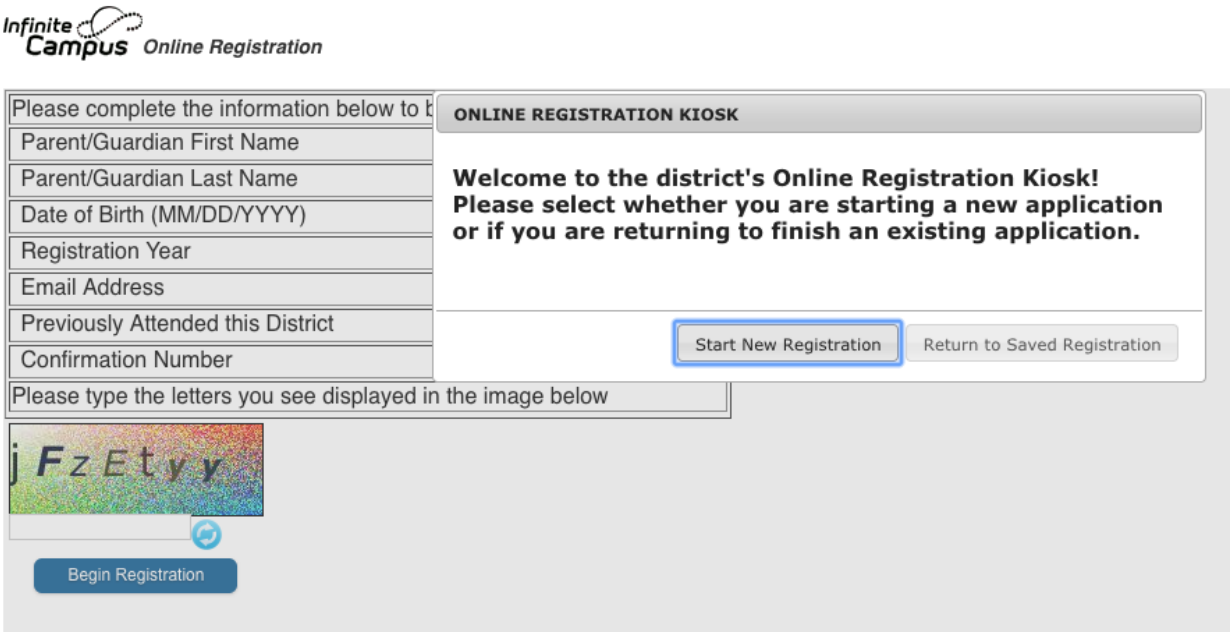
Educationally yours,

NEW SAN TAN CHARTER SCHOOL STUDENTS

STUDENT REGISTRATION 2019 – 2020 SCHOOL YEAR

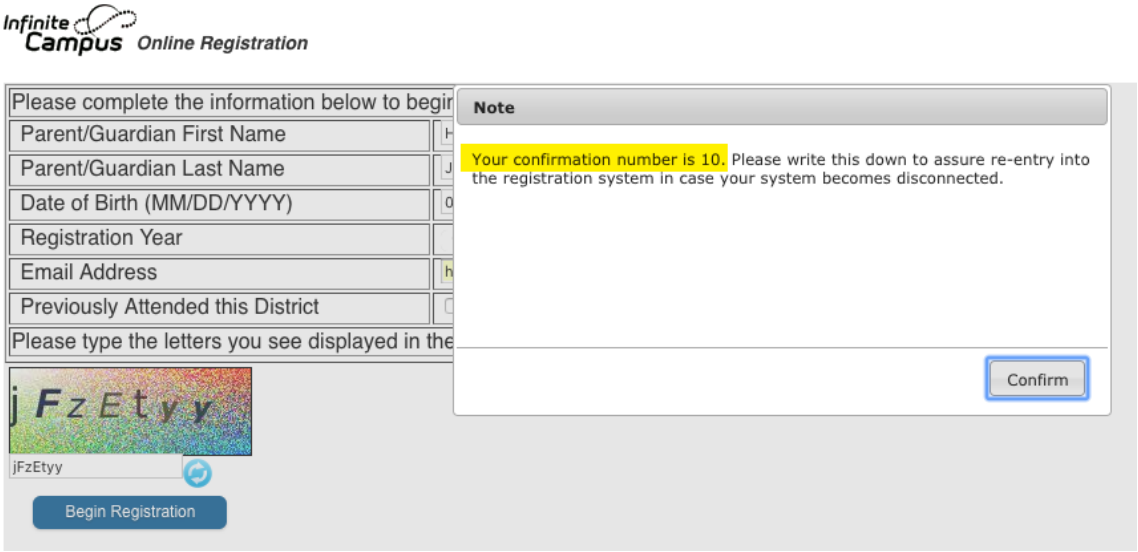
LOGIN THROUGH KIOSK LINK

1. Use your Kiosk link to begin the San Tan Charter School Registration Process https://azcloud1.infinitecampus.org/campus/OLRLoginKiosk/santan
2. If you are starting your registration process, select "Start New Registration"
3. If you are returning to finish your registration, select "Return to Saved Registration"
    a. You will need your confirmation number from when you originally started your registration in order to continue.

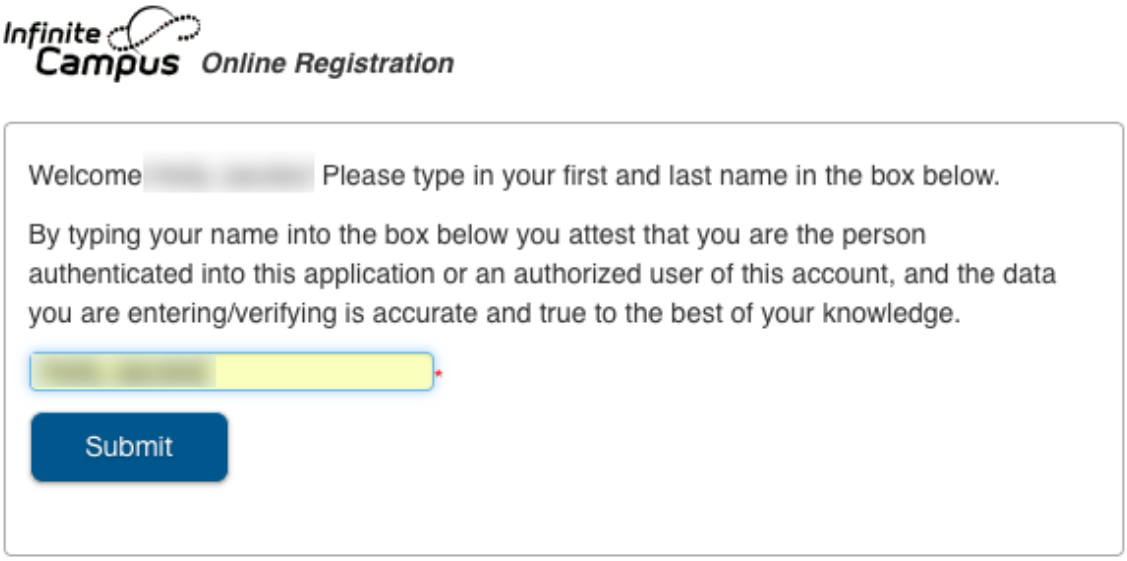


Register Parent/Guardian

1. From Start New Registration, complete all required questions
2. Select Begin Registration button
3. A pop-up window will appear with your Confirmation number. Write this down, as you will need it to continue the registration process at a later date/time.
4. Select Confirm

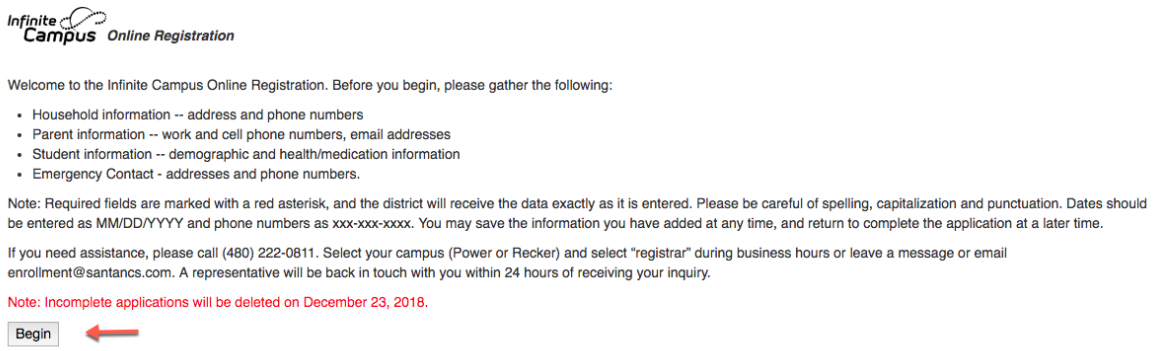


5. A Welcome message will appear with your name.
6. Typing your name in the box and select Submit



Begin Registration

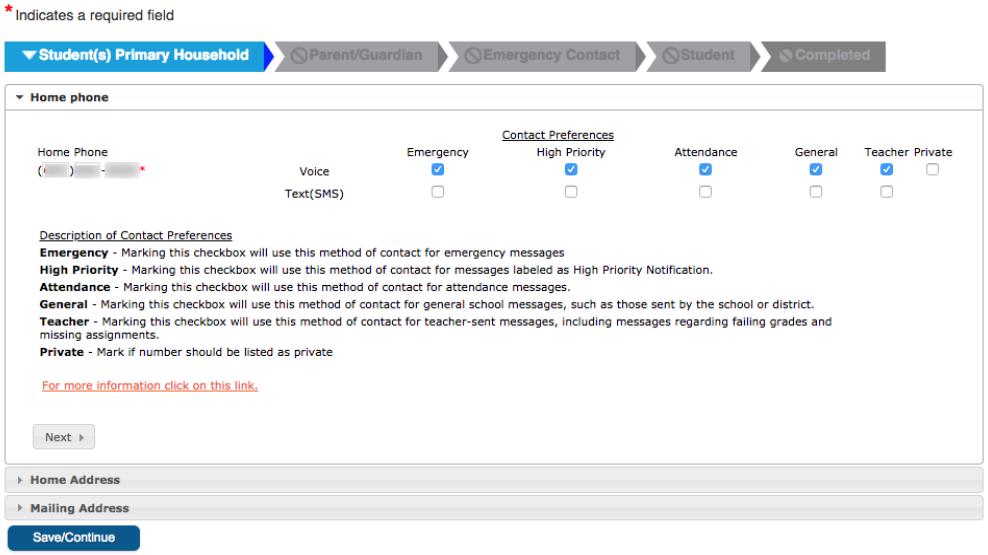
1. Welcome to Infinite Campus Online Registration
    a. A list of information you will need to provide is listed as well as tips for updating information and contact information
2. Select Begin



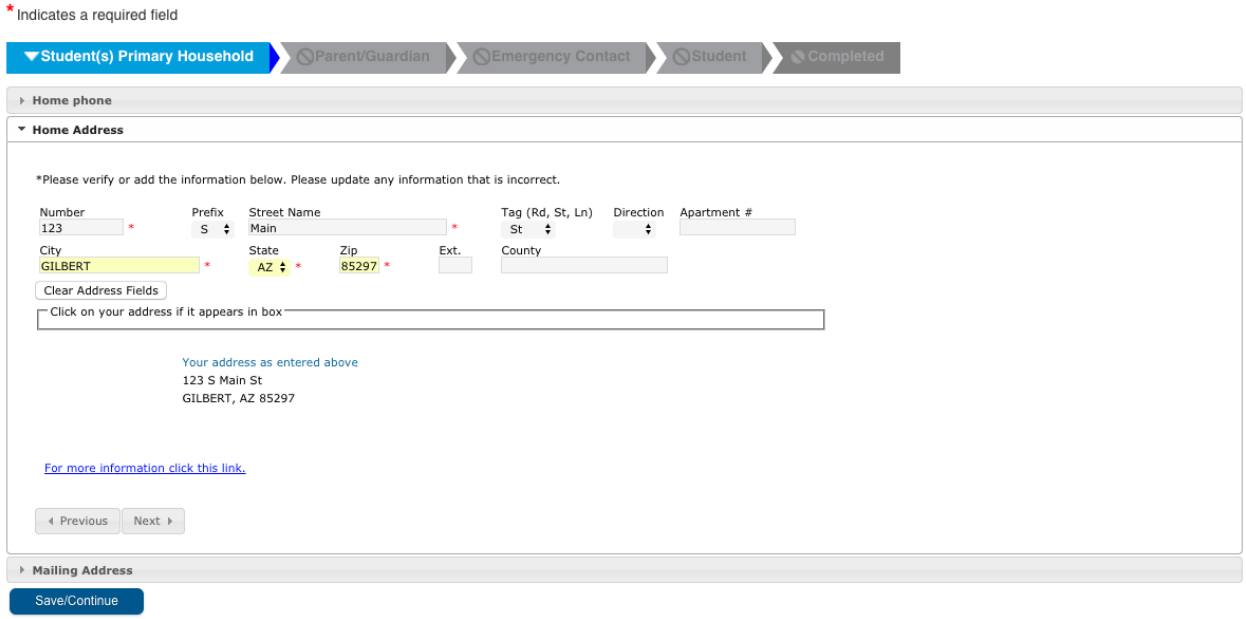
PLEASE NOTE: *Save/Continue will be available throughout the process so that you may complete items at a later Date/Time if necessary.*

Student(s) Primary Household Information

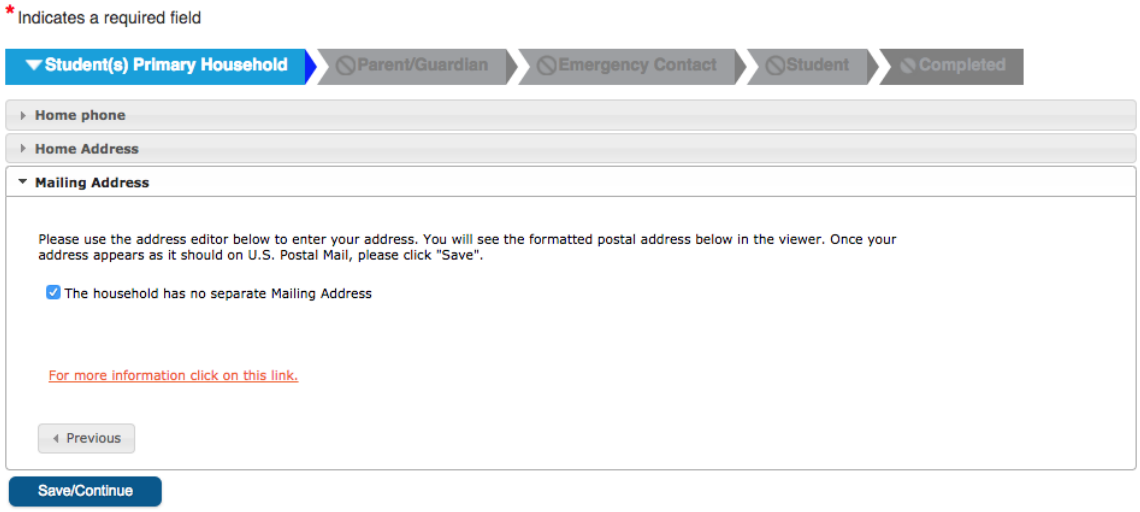
1. Add preferred phone number and select communication methods via voice and text
    a. Select Next



2. Add address
    a. Select Next



3. Confirm Mailing Address
    a. By default "The household has no separate Mailing Address" box is checked.
4. If this is correct select Save/Continue

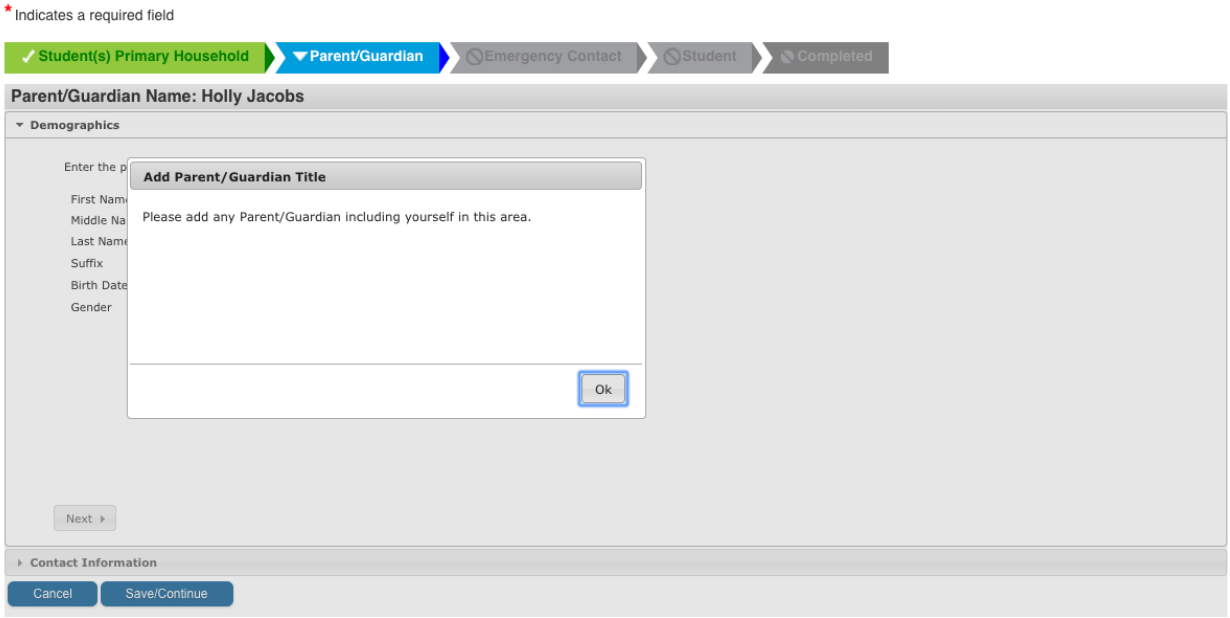


5. If you have a separate Mailing Address, uncheck the box and update the fields.
6. Select Save/Continue

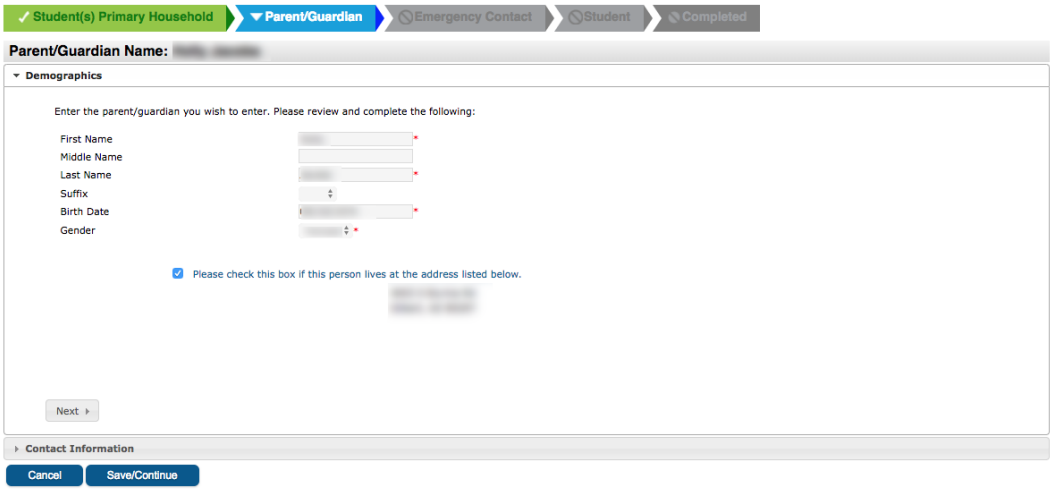
You have now completed the Student(s) Primary Household information.

PARENT/GUARDIAN INFORMATION

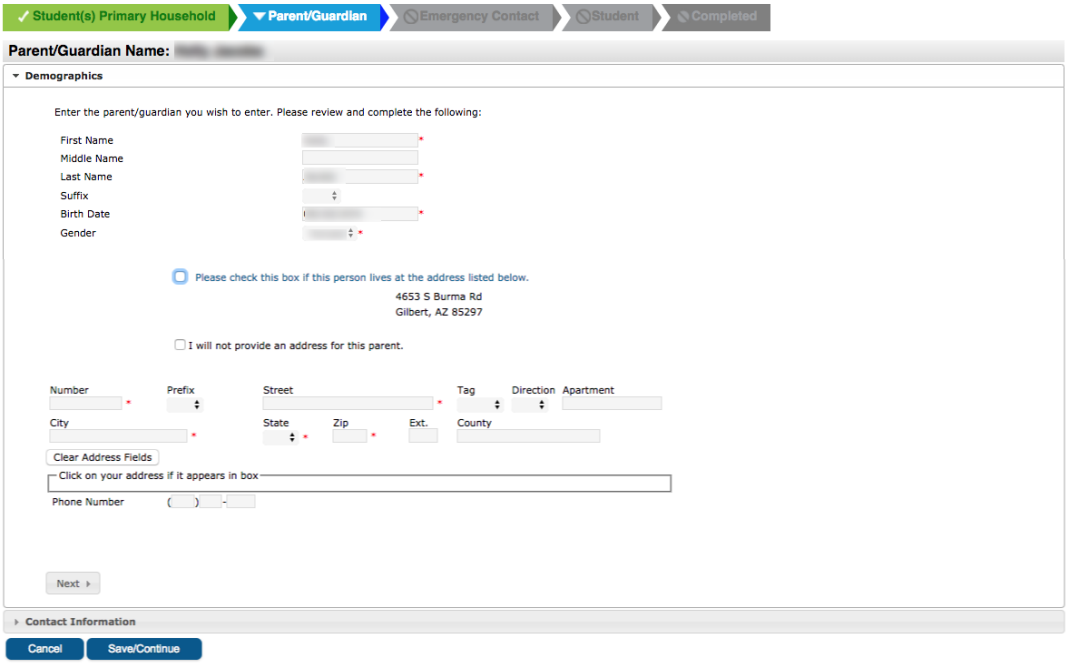
1. A pop-up highlights at the beginning of adding Parent/Guardian information, that this means you. People added here cannot be used for Emergency Contact.
    a. Select Ok



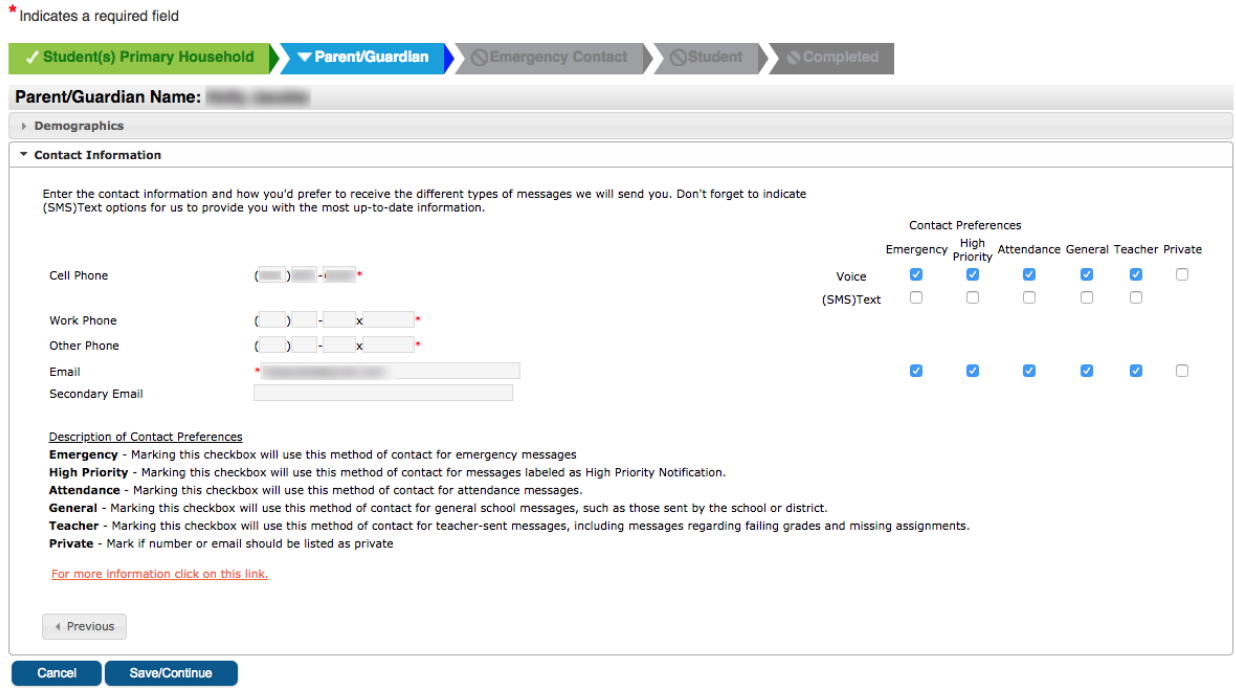
2. Add/Update required Demographic information
    a. Check/Uncheck that this person lives at the listed address
    b. Select Next



c. If they don't, uncheck the box and update requested information
d. Select Next

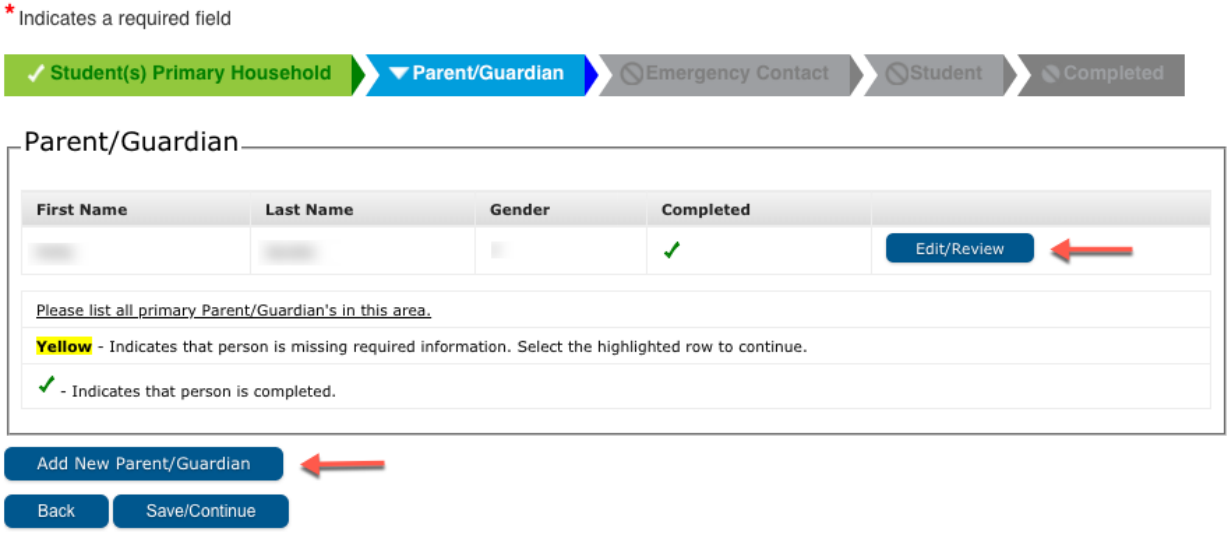


3. Update contact information and select preferred communication methods

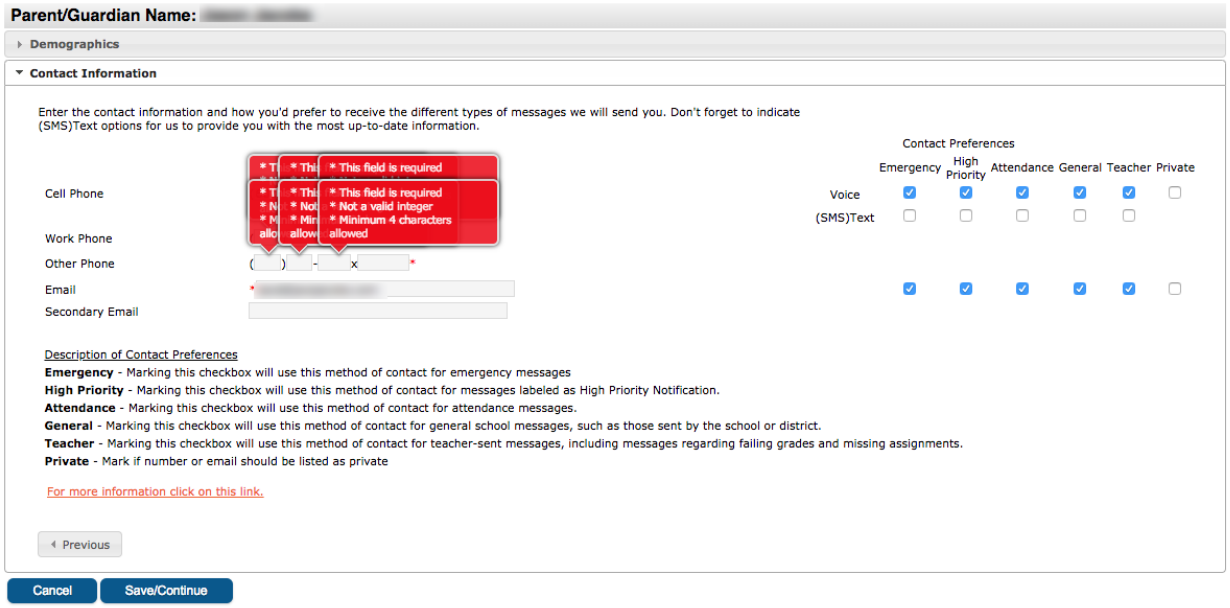


4. Select Save/Continue

5. Add additional Parent/Guardian by selecting “Add New Parent/Guardian”
6. If needed, you can update information by selecting Edit/Review



7. If Error messages show up around phone number, click on them to close them and then you can update the phone number

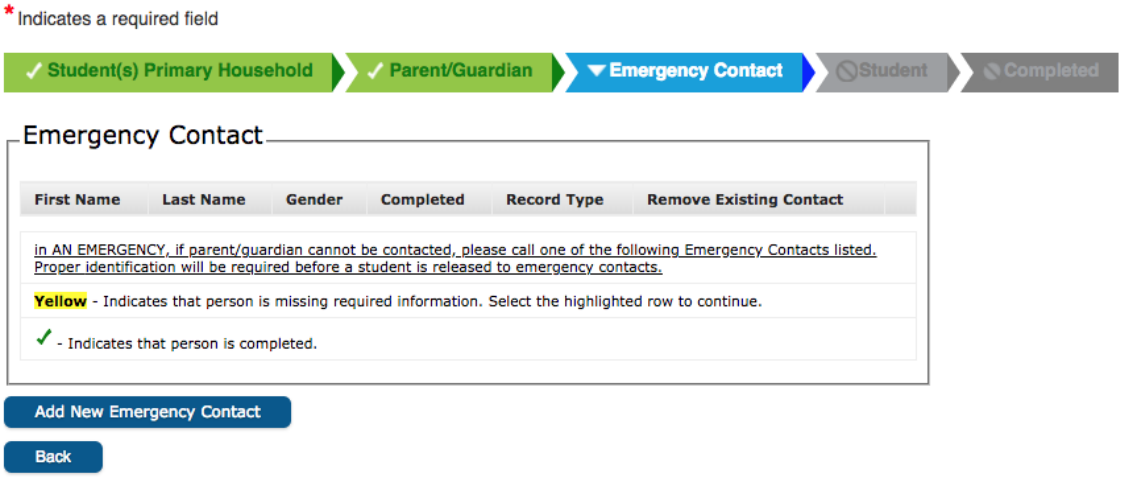


8. Repeat process for all Parent/Guardian’s
9. Select Save/Continue when all Parent/Guardian’s are added

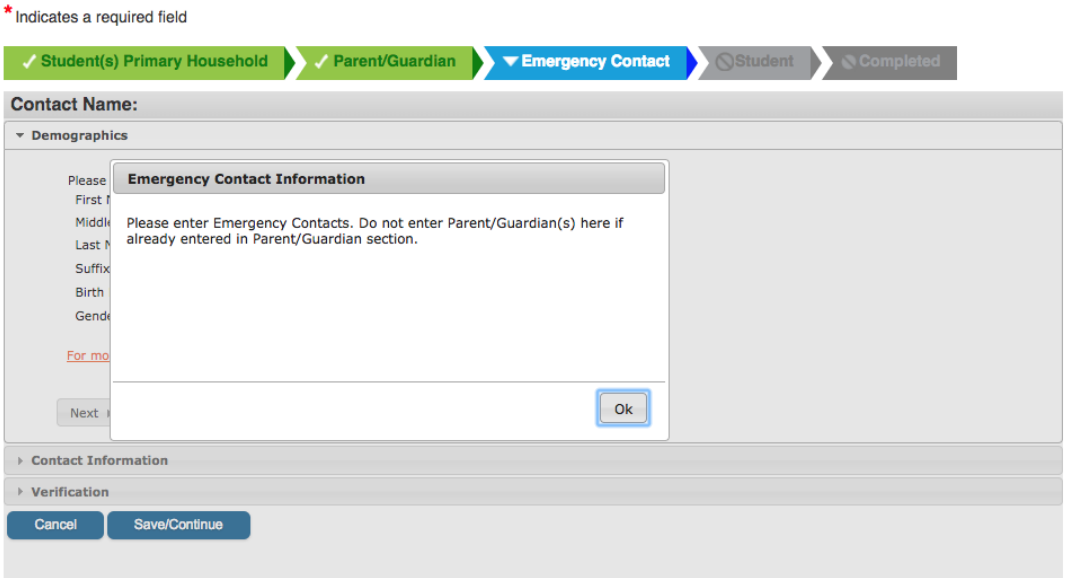
You have now completed the Parent/Guardian Information

Emergency Contact Information

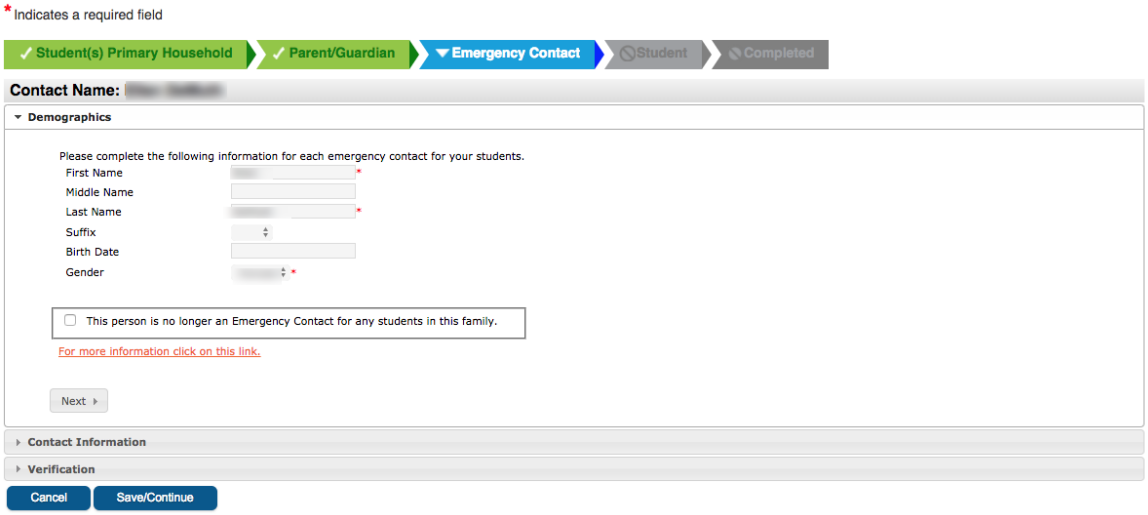
1. Select the Add New Emergency Contact Button
    a. A minimum of two emergency contacts are required



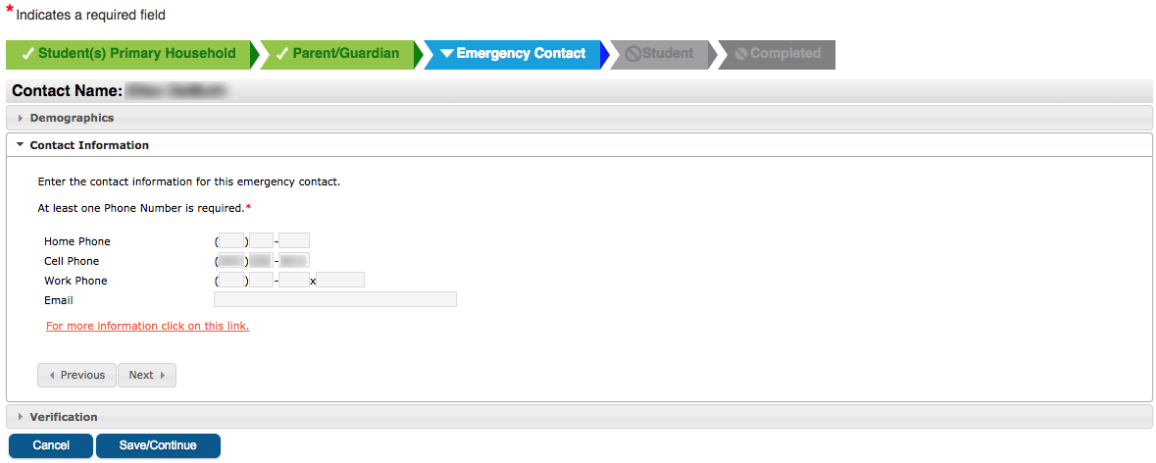
2. Emergency contacts are non Parent/Guardians. Confirm understanding by selecting Ok.



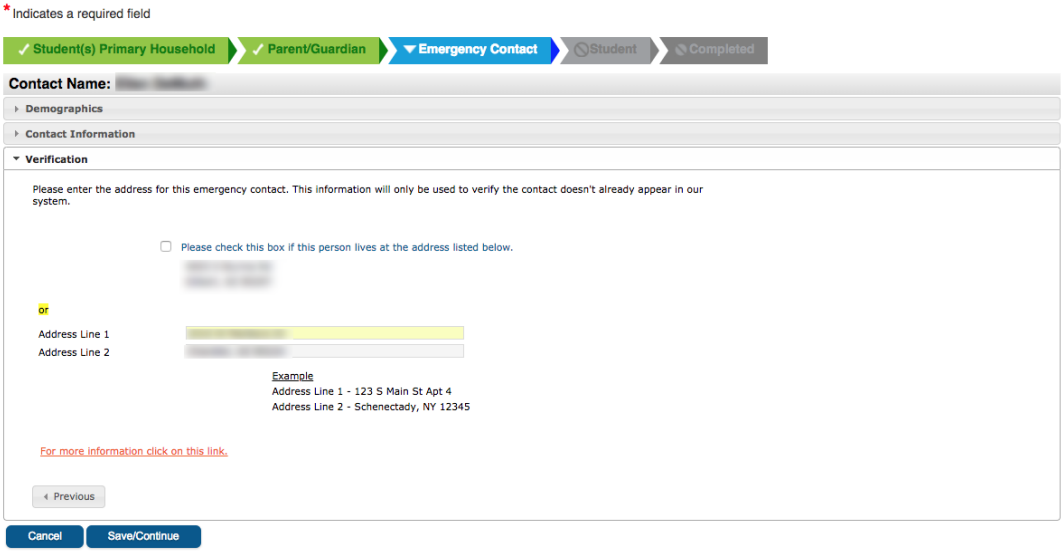
3. Add Demographic information
    a. Select Next



4. Add Contact Information
    a. At least one phone number is required for Emergency Contact
    b. Adding an Email is also an option
    c. Select Next

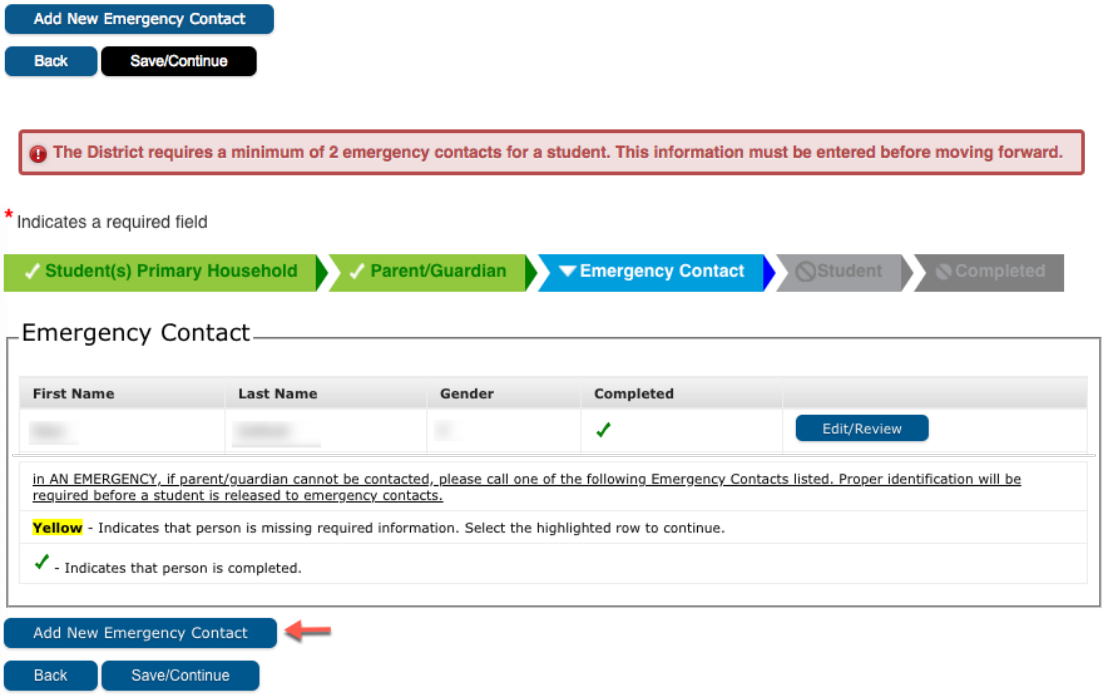


5. Add Verification information
    a. Check the box if the Emergency Contact lives at the listed address
    b. Otherwise, add their address in the fields, following the example provided



6. Select Save/Continue

7. Add a second Emergency Contact, as it's a district minimum to have two.

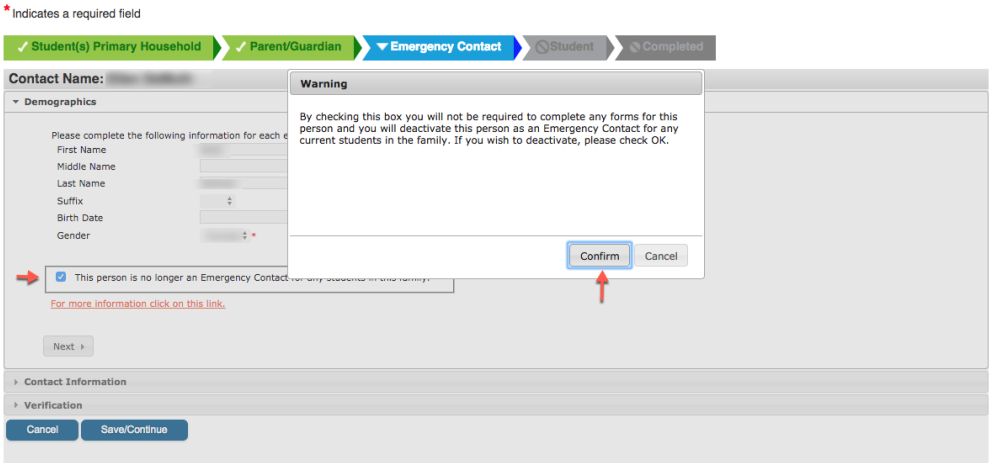


8. Select Save/Continue

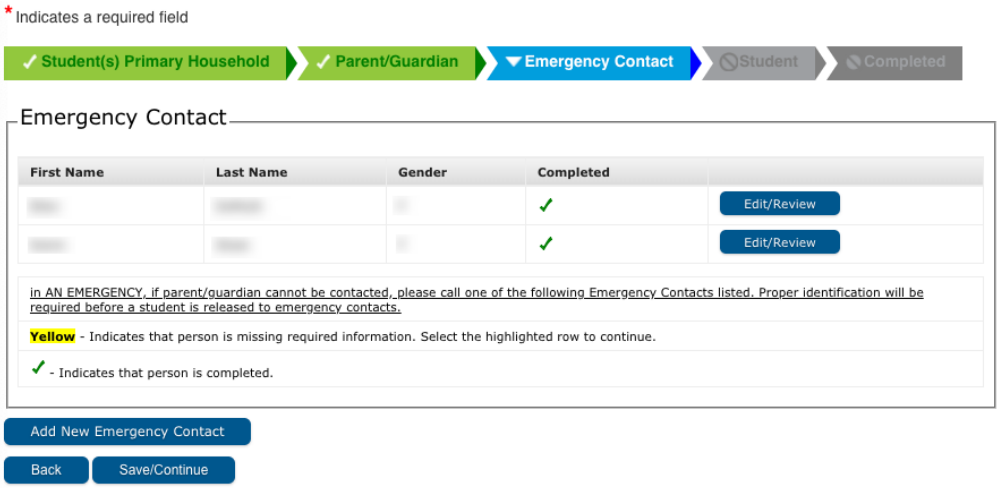
9. If needed, you have the option to Remove Emergency Contacts
    a. *See Notes below on Removing Contacts and Adding New Contacts*
    b. *Select Save/Continue when you finish*

--- REMOVE EMERGENCY CONTACT ---

1. If you would like to remove an Emergency Contact, you can do it from the Edit/Review Screen, by checking the button "This person is no longer an Emergency Contact for any students in this family."
2. Once you select to remove a contact, you will need to confirm their removal



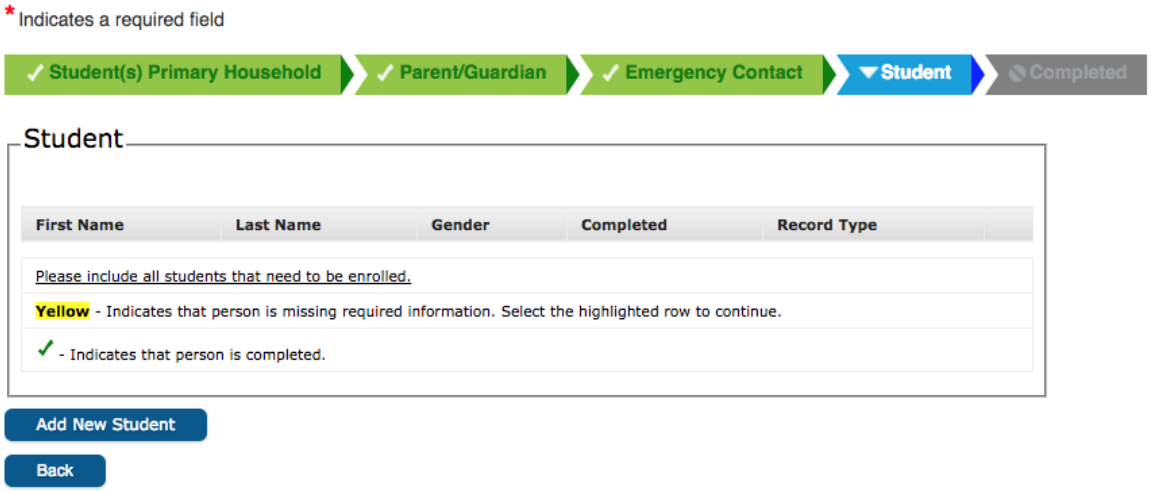
5. The Emergency Contact chart will now indicate that they should be removed from existing contact.
6. If you'd like to undo this, select Edit/Review again and uncheck box



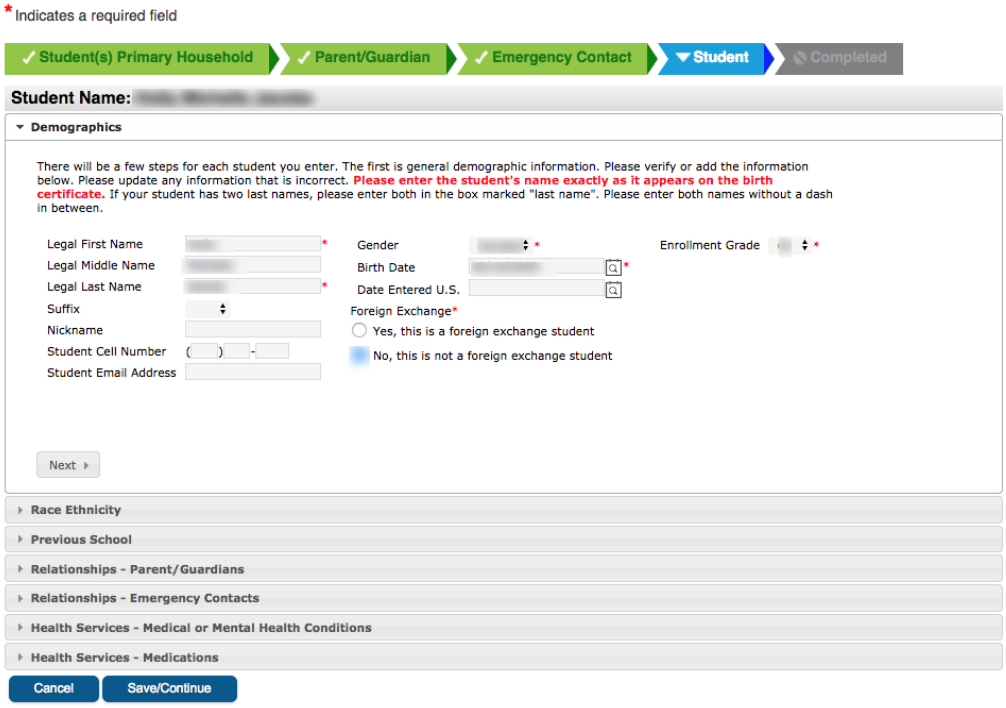
You have now completed the Emergency Contact Information

STUDENT INFORMATION

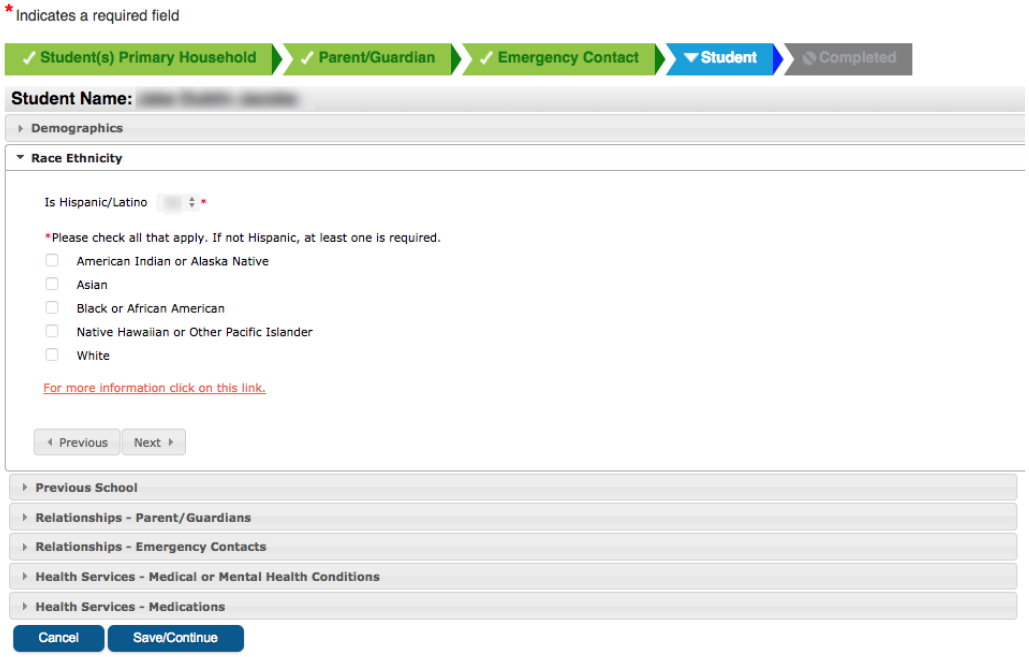
1. Select Add New Student



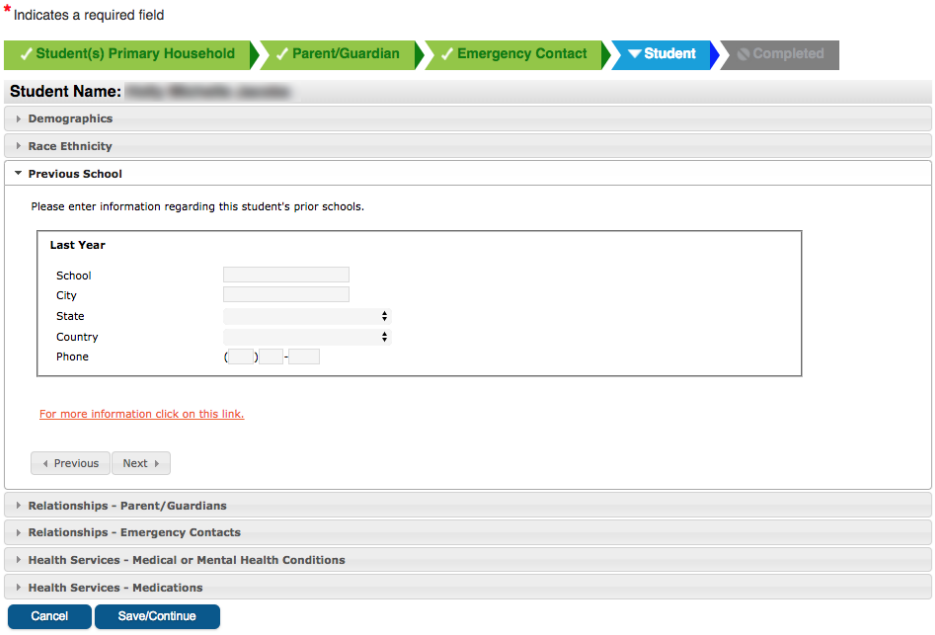
2. Add all required Student Information
   a. Select Next



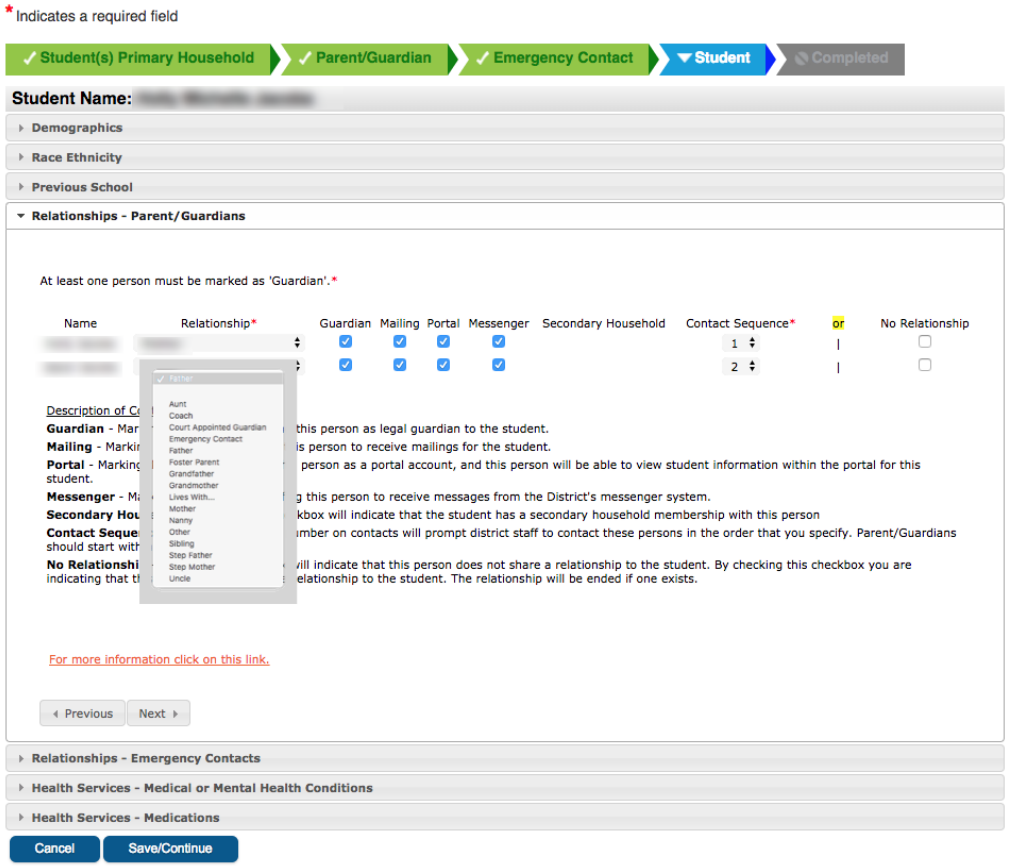
3. Add Race Ethnicity
    a. Select Next



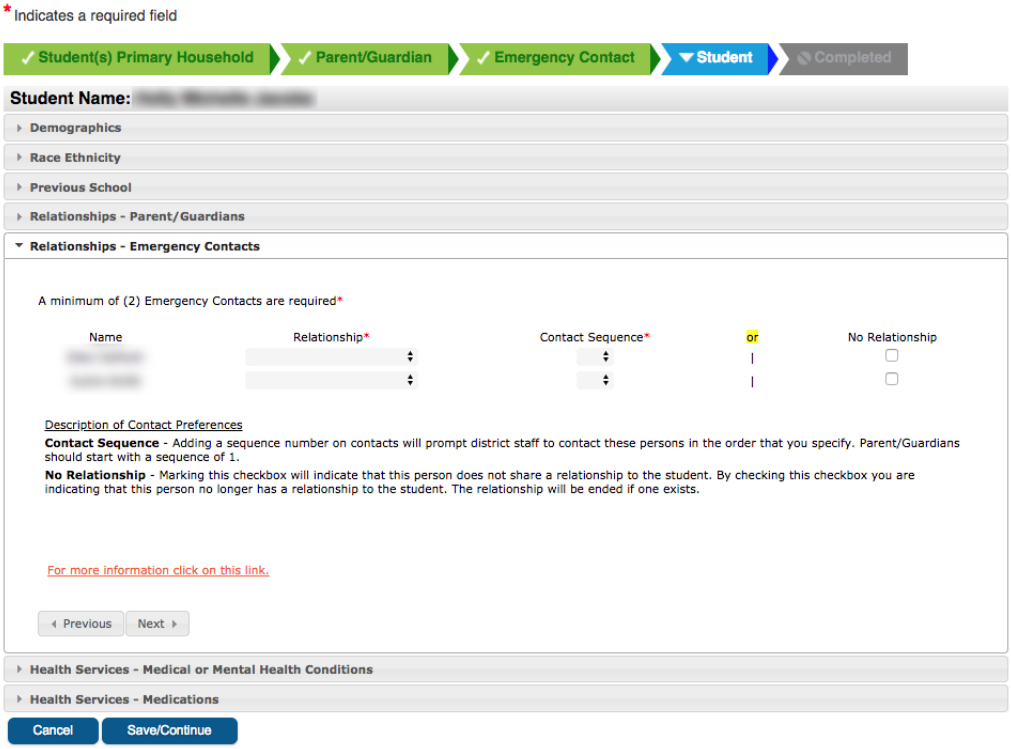
4. Add Previous School Information
    a. Select Next



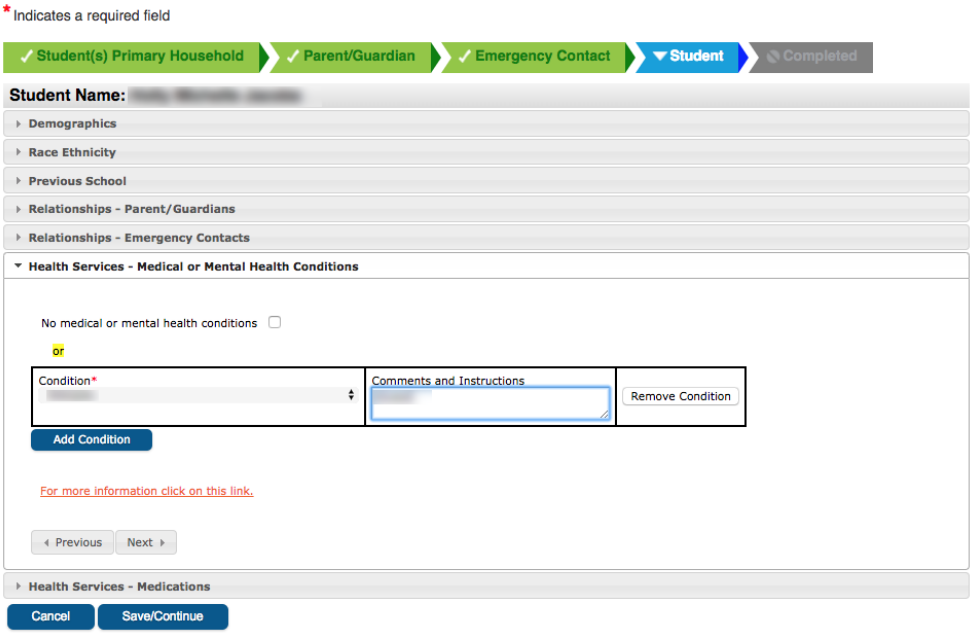
5. Confirm Relationships – Parent/Guardians
    a. Update Parent/Guardians using dropdown, if necessary
    b. Update communication methods
    c. Confirm Contact Sequence
    d. Review Description of Preferences to ensure updating correctly
    e. Select Next



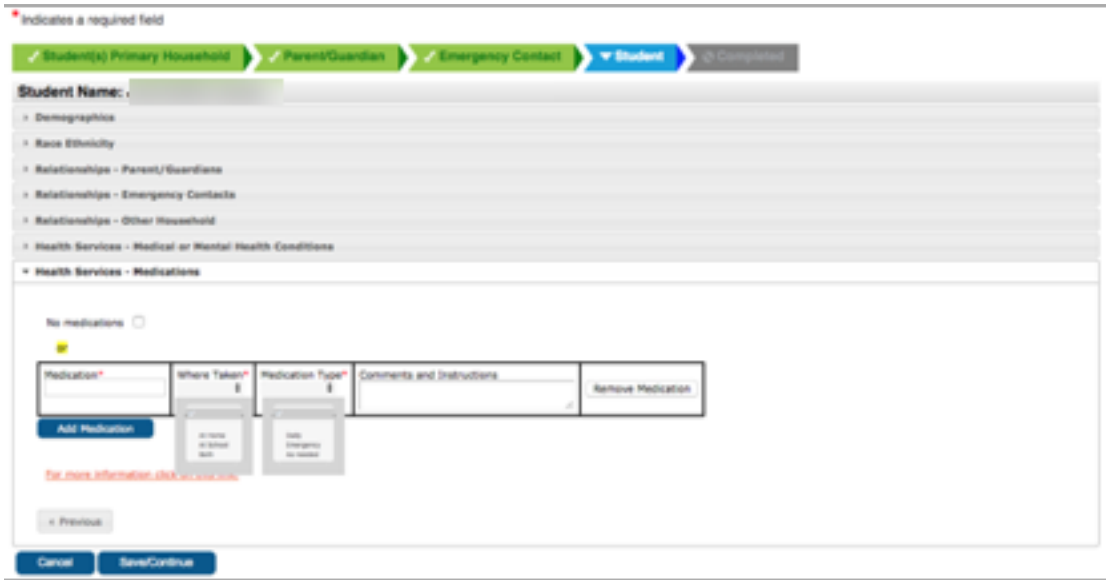
6. Confirm Relationships – Emergency Contacts
    a. Prior created emergency contacts will be seen here. Any contact removed in prior step will not be in this list
    b. Confirm/Update Relationships with Dropdown
    c. Confirm/Update Contact Sequence
    d. Reference Descriptions of Preferences to ensure updating correctly
    e. Select Next



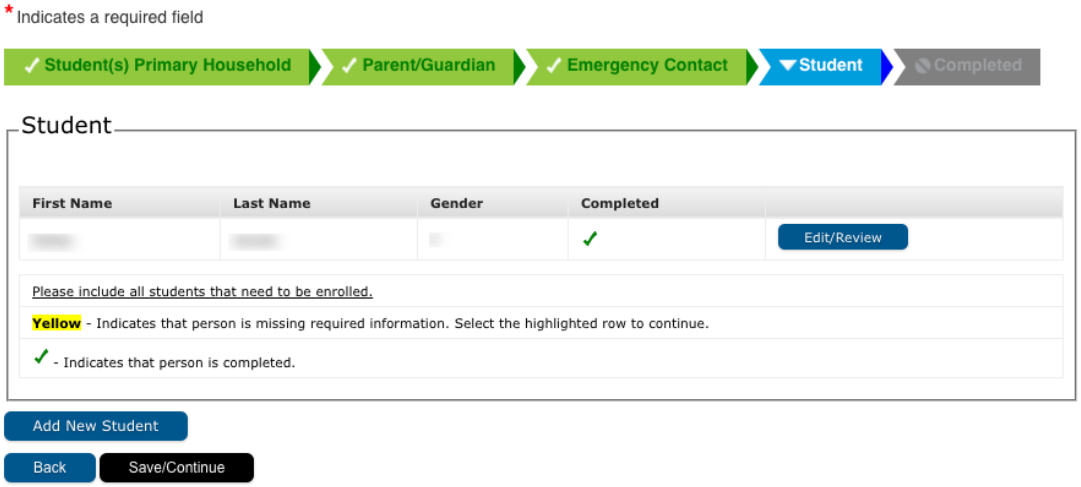
7. Update Health Services – Medical or Mental Health Conditions
    a. If there are no Medical or Mental Health issues, check the box labeled "No medical or mental health conditions"
    b. If there are issues, select Add Condition
    c. Use the dropdown menu to choose condition
        i. Add comments and instructions
    d. Select Next



8. Update Health Services – Medications
    a. Update if student is taking any medication
    b. Select No Medication
    c. Or Select Add Medication
    d. If Adding, use dropdowns to update where medication is taken and medication type
    e. If Adding, include comments and instructions
    f. Select Save/Continue



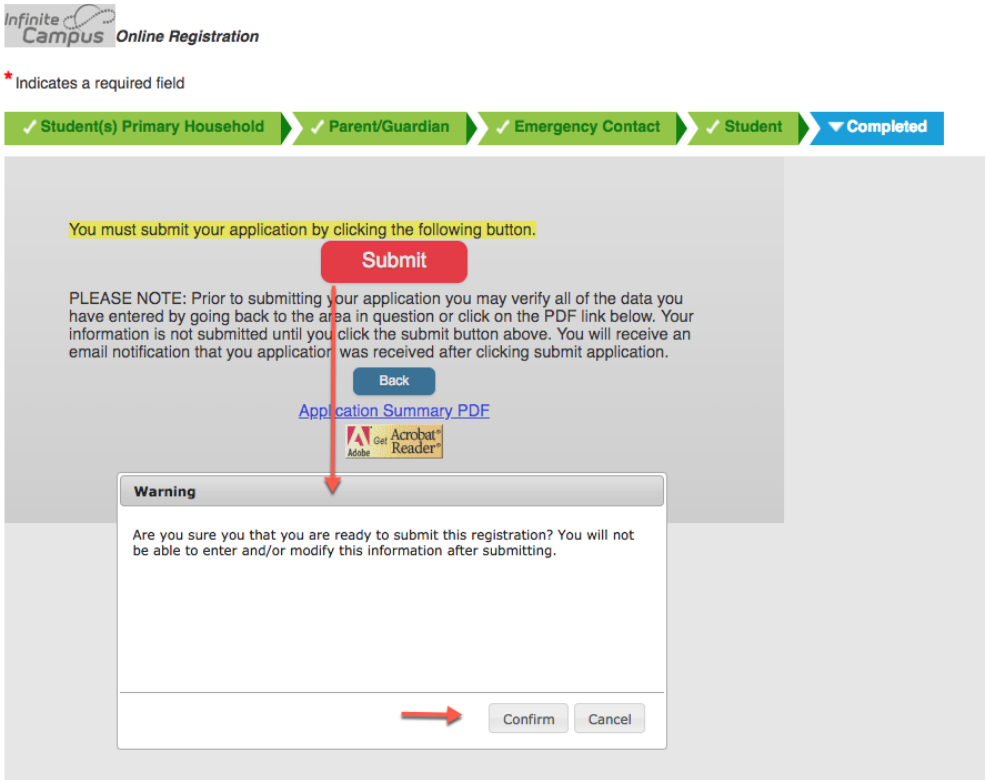
9. Repeat process for all new students
10. Select Save/Continue after all students have checkmarks in Completed

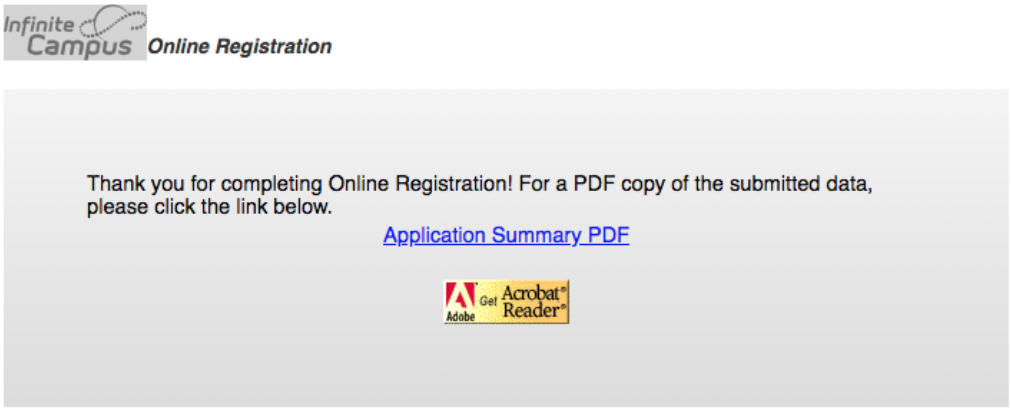


You have now completed the Student Information

Completed Information

1. In order to submit the application, you must select Submit and then Confirm.
    a. Information cannot be modified after submission





2. You will receive a confirmation email following the submission to confirm status change.

    You have now completed the Online Registration Process