



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.



ONLINE REGISTRATION KIOSK	
Please complete the information below to k	Welcome to the district's Online Registration Kiosk! Please select whether you are starting a new application or if you are returning to finish an existing application.
Parent/Guardian First Name	
Parent/Guardian Last Name	
Date of Birth (MM/DD/YYYY)	
Registration Year	
Email Address	
Previously Attended this District	
Confirmation Number	<input type="button" value="Start New Registration"/> <input type="button" value="Return to Saved Registration"/>
Please type the letters you see displayed in the image below	
	
<input type="button" value="Begin Registration"/>	

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

Infinite Campus Online Registration

Please complete the information below to begin

Parent/Guardian First Name	
Parent/Guardian Last Name	
Date of Birth (MM/DD/YYYY)	
Registration Year	
Email Address	
Previously Attended this District	

Please type the letters you see displayed in the

jFzEtYy

Begin Registration

Note

Your confirmation number is 10. Please write this down to assure re-entry into the registration system in case your system becomes disconnected.

Confirm

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

Infinite Campus Online Registration

Welcome [Name] Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

[Name Input Box]

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



Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx. You may save the information you have added at any time, and return to complete the application at a later time.

If you need assistance, please call (480) 222-0811. Select your campus (Power or Recker) and select "registrar" during business hours or leave a message or email enrollment@santancs.com. A representative will be back in touch with you within 24 hours of receiving your inquiry.

Note: Incomplete applications will be deleted on December 23, 2018.



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

* Indicates a required field

▼ Student(s) Primary Household
Parent/Guardian
Emergency Contact
Student
Completed

▼ Home phone

Home Phone () - - *	Voice	Emergency	High Priority	Attendance	General	Teacher	Private
	Text(SMS)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences

Emergency - Marking this checkbox will use this method of contact for emergency messages

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.

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.

Private - Mark if number should be listed as private

[For more information click on this link.](#)

Next >

> Home Address

> Mailing Address

Save/Continue



Online Student Registration

2019 – 2020 School Year

2. Add address

a. Select Next

* Indicates a required field

▼ Student(s) Primary Household Parent/Guardian Emergency Contact Student Completed

Home phone

▼ Home Address

*Please verify or add the information below. Please update any information that is incorrect.

Number 123 *	Prefix S	Street Name Main *	Tag (Rd, St, Ln) St	Direction ↕	Apartment #
City GILBERT *	State AZ *	Zip 85297 *	Ext.	County	

Clear Address Fields

Click on your address if it appears in box

Your address as entered above
123 S Main St
GILBERT, AZ 85297

[For more information click this link.](#)

Previous Next

▼ Mailing Address

Save/Continue

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

* Indicates a required field

▼ Student(s) Primary Household Parent/Guardian Emergency Contact Student Completed

Home phone

Home Address

▼ Mailing Address

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

☒ The household has no separate Mailing Address

[For more information click on this link.](#)

Previous

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

* Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian Name: Holly Jacobs

▼ Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name *
Middle Name
Last Name *
Suffix
Birth Date *
Gender *

Add Parent/Guardian Title

Please add any Parent/Guardian including yourself in this area.

Ok

Next ▶

▶ Contact Information

Cancel Save/Continue

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

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian Name: [REDACTED]

▼ Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name *
Middle Name
Last Name *
Suffix
Birth Date *
Gender *

☒ Please check this box if this person lives at the address listed below.

Next ▶

▶ Contact Information

Cancel Save/Continue



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

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian Name: [Redacted]

▼ Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name [Redacted] *
 Middle Name [Redacted]
 Last Name [Redacted] *
 Suffix [Redacted]
 Birth Date [Redacted] *
 Gender [Redacted] *

☐ Please check this box if this person lives at the address listed below.
 4653 S Burma Rd
 Gilbert, AZ 85297

☐ I will not provide an address for this parent.

Number [Redacted] * Prefix [Redacted] Street [Redacted] * Tag [Redacted] Direction [Redacted] Apartment [Redacted]
 City [Redacted] * State [Redacted] * Zip [Redacted] * Ext. [Redacted] Country [Redacted]
 Clear Address Fields
 Click on your address if it appears in box [Redacted]
 Phone Number () - [Redacted]

Next ▶

▶ Contact Information

Cancel Save/Continue

3. Update contact information and select preferred communication methods

* Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Student ▶ Completed

Parent/Guardian Name: [Redacted]

▶ Demographics

▼ Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you. Don't forget to indicate (SMS)Text options for us to provide you with the most up-to-date information.

Cell Phone () - - *
 Work Phone () - - x *
 Other Phone () - - x *
 Email [Redacted] *
 Secondary Email [Redacted]

Contact Preferences

	Emergency	High Priority	Attendance	General	Teacher	Private
Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(SMS)Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences
Emergency - Marking this checkbox will use this method of contact for emergency messages
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.
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.
Private - Mark if number or email should be listed as private

[For more information click on this link.](#)

◀ Previous

Cancel Save/Continue

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

* Indicates a required field

Progress bar: ✓ Student(s) Primary Household → ▼ Parent/Guardian → Emergency Contact → Student → Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	
			✓	<div>Edit/Review</div>

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back

Save/Continue

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

Parent/Guardian Name: [Redacted]

Demographics

Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you. Don't forget to indicate (SMS)Text options for us to provide you with the most up-to-date information.

Cell Phone: [Redacted]
 Work Phone: [Redacted]
 Other Phone: [Redacted]
 Email: [Redacted]
 Secondary Email: [Redacted]

Contact Preferences

	Emergency	High Priority	Attendance	General	Teacher	Private
Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(SMS)Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of Contact Preferences

Emergency - Marking this checkbox will use this method of contact for emergency messages.

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.

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.

Private - Mark if number or email should be listed as private

[For more information click on this link.](#)

Previous

Cancel

Save/Continue

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

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ▼ Emergency Contact → Student → Completed

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
<p><u>in AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.</u></p> <p>Yellow - Indicates that person is missing required information. Select the highlighted row to continue.</p> <p>✓ - Indicates that person is completed.</p>					

Add New Emergency Contact

Back

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

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ▼ Emergency Contact → Student → Completed

Contact Name:

Demographics

Please enter Emergency Contacts. Do not enter Parent/Guardian(s) here if already entered in Parent/Guardian section.

Emergency Contact Information

First Name

Middle Name

Last Name

Suffix

Birth Date

Gender

For more information, click here.

Next

Ok

Contact Information

Verification

Cancel Save/Continue



3. Add Demographic information

a. Select Next

* Indicates a required field

✓ Student(s) Primary Household > ✓ Parent/Guardian > ▼ Emergency Contact > Student > Completed

Contact Name: [Redacted]

▼ Demographics

Please complete the following information for each emergency contact for your students.

First Name [Redacted] *

Middle Name [Redacted]

Last Name [Redacted] *

Suffix [Redacted]

Birth Date [Redacted]

Gender [Redacted] *

☐ This person is no longer an Emergency Contact for any students in this family.

[For more information click on this link.](#)

Next >

> Contact Information

> Verification

Cancel Save/Continue

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

* Indicates a required field

✓ Student(s) Primary Household > ✓ Parent/Guardian > ▼ Emergency Contact > Student > Completed

Contact Name: [Redacted]

> Demographics

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone [Redacted] [Redacted] [Redacted] [Redacted]

Cell Phone [Redacted] [Redacted] [Redacted] [Redacted]

Work Phone [Redacted] [Redacted] [Redacted] [Redacted]

Email [Redacted]

[For more information click on this link.](#)

< Previous Next >

> Verification

Cancel Save/Continue



5. Add Verification information

- Check the box if the Emergency Contact lives at the listed address
- Otherwise, add their address in the fields, following the example provided

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Emergency Contact Student Completed

Contact Name: [Redacted]

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 at the address listed below.

or

Address Line 1 [Redacted]
Address Line 2 [Redacted]

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

[For more information click on this link.](#)

Previous

Cancel Save/Continue

6. Select Save/Continue

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

Add New Emergency Contact

Back Save/Continue

The District requires a minimum of 2 emergency contacts for a student. This information must be entered before moving forward.

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Emergency Contact Student Completed

Emergency Contact

First Name	Last Name	Gender	Completed	
[Redacted]	[Redacted]	[Redacted]	✓	Edit/Review

in AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Emergency Contact

Back Save/Continue

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

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Emergency Contact ⌂ Student ➤ Completed

Contact Name: [Redacted]

Demographics

Please complete the following information for each contact:

First Name [Redacted]
 Middle Name [Redacted]
 Last Name [Redacted]
 Suffix [Redacted]
 Birth Date [Redacted]
 Gender [Redacted]

Warning

By checking this box you will not be required to complete any forms for this person and you will deactivate this person as an Emergency Contact for any current students in the family. If you wish to deactivate, please check OK.

☒ This person is no longer an Emergency Contact for any students in this family.

[For more information click on this link.](#)

Confirm Cancel

Next >

Contact Information

Verification

Cancel Save/Continue

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

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ▼ Emergency Contact ⌂ Student ➤ Completed

Emergency Contact

First Name	Last Name	Gender	Completed	
[Redacted]	[Redacted]	[Redacted]	✓	Edit/Review
[Redacted]	[Redacted]	[Redacted]	✓	Edit/Review

In AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Emergency Contact

Back Save/Continue

You have now completed the Emergency Contact Information



STUDENT INFORMATION

1. Select Add New Student

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → ▼ Student → Completed

Student

First Name	Last Name	Gender	Completed	Record Type
Please include all students that need to be enrolled.				
Yellow - Indicates that person is missing required information. Select the highlighted row to continue.				
✓ - Indicates that person is completed.				

Add New Student

Back

2. Add all required Student Information

a. Select Next

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → ▼ Student → Completed

Student Name: [Redacted]

▼ Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. **Please enter the student's name exactly as it appears on the birth certificate.** If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

Legal First Name [Redacted] * Gender [Redacted] * Enrollment Grade [Redacted] *
 Legal Middle Name [Redacted] Birth Date [Redacted] *
 Legal Last Name [Redacted] * Date Entered U.S. [Redacted] *
 Suffix [Redacted]
 Nickname [Redacted]
 Student Cell Number () - -
 Student Email Address [Redacted]

Foreign Exchange*
☐ Yes, this is a foreign exchange student
☒ No, this is not a foreign exchange student

Next >

▶ Race Ethnicity
 ▶ Previous School
 ▶ Relationships - Parent/Guardians
 ▶ Relationships - Emergency Contacts
 ▶ Health Services - Medical or Mental Health Conditions
 ▶ Health Services - Medications

Cancel Save/Continue



3. Add Race Ethnicity

a. Select Next

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student Completed

Student Name: [Redacted]

Demographics

Race Ethnicity

Is Hispanic/Latino ☐ *

*Please check all that apply. If not Hispanic, at least one is required.

☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

[For more information click on this link.](#)

< Previous Next >

Previous School
 Relationships - Parent/ Guardians
 Relationships - Emergency Contacts
 Health Services - Medical or Mental Health Conditions
 Health Services - Medications

Cancel Save/Continue

4. Add Previous School Information

a. Select Next

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student Completed

Student Name: [Redacted]

Demographics

Race Ethnicity

Previous School

Please enter information regarding this student's prior schools.

Last Year

School
 City
 State
 Country
 Phone () -

[For more information click on this link.](#)

< Previous Next >

Relationships - Parent/ Guardians
 Relationships - Emergency Contacts
 Health Services - Medical or Mental Health Conditions
 Health Services - Medications

Cancel Save/Continue



5. Confirm Relationships – Parent/Guardians

- Update Parent/Guardians using dropdown, if necessary
- Update communication methods
- Confirm Contact Sequence
- Review Description of Preferences to ensure updating correctly
- Select Next

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student Completed

Student Name: [REDACTED]

▶ Demographics
 ▶ Race Ethnicity
 ▶ Previous School

▼ Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'. *

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	or	No Relationship
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>
[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2		<input type="checkbox"/>

Description of C
Guardian - Mar
Mailing - Marki
Portal - Markin
student.
Messenger - M
Secondary Hou
Contact Sequ
should start w
No Relationsh
indicating that t

this person as legal guardian to the student.
 is person to receive mailings for the student.
 person as a portal account, and this person will be able to view student information within the portal for this
 ing this person to receive messages from the District's messenger system.
 kbox will indicate that the student has a secondary household membership with this person
 mber on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians
 will indicate that this person does not share a relationship to the student. By checking this checkbox you are
 relationship to the student. The relationship will be ended if one exists.

For more information click on this link.

< Previous Next >

▶ Relationships - Emergency Contacts
 ▶ Health Services - Medical or Mental Health Conditions
 ▶ Health Services - Medications

Cancel Save/Continue

6. Confirm Relationships – Emergency Contacts

- Prior created emergency contacts will be seen here. Any contact removed in prior step will not be in this list
- Confirm/Update Relationships with Dropdown
- Confirm/Update Contact Sequence
- Reference Descriptions of Preferences to ensure updating correctly
- Select Next



* Indicates a required field

✓ Student(s) Primary Household > ✓ Parent/Guardian > ✓ Emergency Contact > ▼ Student > Completed

Student Name: [Redacted]

▶ Demographics
 ▶ Race Ethnicity
 ▶ Previous School
 ▶ Relationships - Parent/Guardians
 ▼ Relationships - Emergency Contacts

A minimum of (2) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	or	No Relationship
[Redacted]	↓	↓		<input type="checkbox"/>
[Redacted]	↓	↓		<input type="checkbox"/>

Description of Contact Preferences
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.
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.

[For more information click on this link.](#)

< Previous Next >

▶ Health Services - Medical or Mental Health Conditions
 ▶ Health Services - Medications

Cancel Save/Continue

7. Update Health Services – Medical or Mental Health Conditions

- If there are no Medical or Mental Health issues, check the box labeled “No medical or mental health conditions”
- If there are issues, select Add Condition
- Use the dropdown menu to choose condition
 - Add comments and instructions
- Select Next

* Indicates a required field

✓ Student(s) Primary Household > ✓ Parent/Guardian > ✓ Emergency Contact > ▼ Student > Completed

Student Name: [Redacted]

▶ Demographics
 ▶ Race Ethnicity
 ▶ Previous School
 ▶ Relationships - Parent/Guardians
 ▶ Relationships - Emergency Contacts
 ▼ Health Services - Medical or Mental Health Conditions

No medical or mental health conditions ☐

or

Condition*	Comments and Instructions	Remove Condition
↓	<input type="text"/>	

Add Condition

[For more information click on this link.](#)

< Previous Next >

▶ Health Services - Medications

Cancel Save/Continue



8. Update Health Services – Medications

- Update if student is taking any medication
- Select No Medication
- Or Select Add Medication
- If Adding, use dropdowns to update where medication is taken and medication type
- If Adding, include comments and instructions
- Select Save/Continue

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student ▢ Completed

Student Name: _____

Demographics

Race/Ethnicity

Relationships - Parent/Guardians

Relationships - Emergency Contacts

Relationships - Other Household

Health Services - Medical or Mental Health Conditions

Health Services - Medications

No medications ☐

Medication* Where Taken* Medication Type* Comments and Instructions Remove Medication

Add Medication

For more information click on our video

< Previous

Cancel Save/Continue

9. Repeat process for all new students

10. Select Save/Continue after all students have checkmarks in Completed

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student ▢ Completed

Student

First Name	Last Name	Gender	Completed	
			✓	Edit/Review

Please include all students that need to be enrolled.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Student

Back Save/Continue

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



* Indicates a required field



You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

[Application Summary PDF](#)



Warning

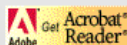
Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.

Confirm **Cancel**



Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)



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

You have now completed the Online Registration Process