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

Infinite Campus **Online Registration**

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.

[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

*Indicates a required field

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

▼ Home phone

			Contact Preferences				
Home Phone		Emergency	High Priority	Attendance	General	Teacher	Private
( ) - *	Voice	☑	☑	☑	☑	☑	☐
	Text(SMS)	☐	☐	☐	☐	☐	

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]

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

*Indicates a required field

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.

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

* Indicates a required field

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

Contact Name:

▼ Demographics

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

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

☐ 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:

▶ Demographics

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone   (   )   -
Cell Phone   (   )   -
Work Phone   (   )   -   x
Email

For more information click on this link.

◀ Previous   Next ▶

▶ Verification

Cancel   Save/Continue

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

*Indicates a required field

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

Student Name:

▸ 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
	⇕	⇕	│	☐
	⇕	⇕	│	☐

<u>Description of Contact Preferences</u>
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
    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

*Indicates a required field

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

Student Name:

▸ 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

Add Condition

For more information click on this link.

◁ Previous   Next ▷

▸ Health Services - Medications

Cancel   Save/Continue

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