



EXISTING SAN TAN CHARTER SCHOOL STUDENTS

STUDENT REGISTRATION 2019 – 2020

Hello Returning Families,

We are pleased to offer you the opportunity to register your returning students online this year, through our Parent Portal - Infinite Campus. We look forward to the Infinite Campus process saving you time by allowing you to review existing information and updating new. If you have already provided the essential student forms in prior years, the online process will allow you to confirm we have the most current information. Once complete, you will receive a confirmation email as well as any notes or additional 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 continued trust and involvement in our San Tan Charter School community.

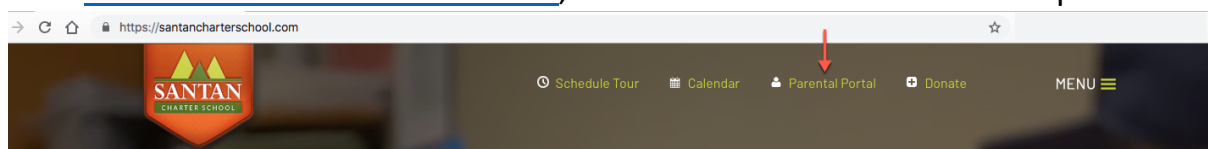
Educationally yours,



EXISTING SAN TAN CHARTER SCHOOL STUDENTS STUDENT REGISTRATION 2019 – 2020 SCHOOL YEAR

LOGIN

1. If you've bookmarked your Infinite Campus account, Login like you normally do.
2. If you haven't bookmarked your account, go to www.santancharterschool.com, select Parent Portal from the top menu



3. From <https://santancharterschool.com/parent-portal/>, select Campus Portal

CAMPUS PORTAL

CAMPUS PORTAL



WHAT IS THE CAMPUS PORTAL?

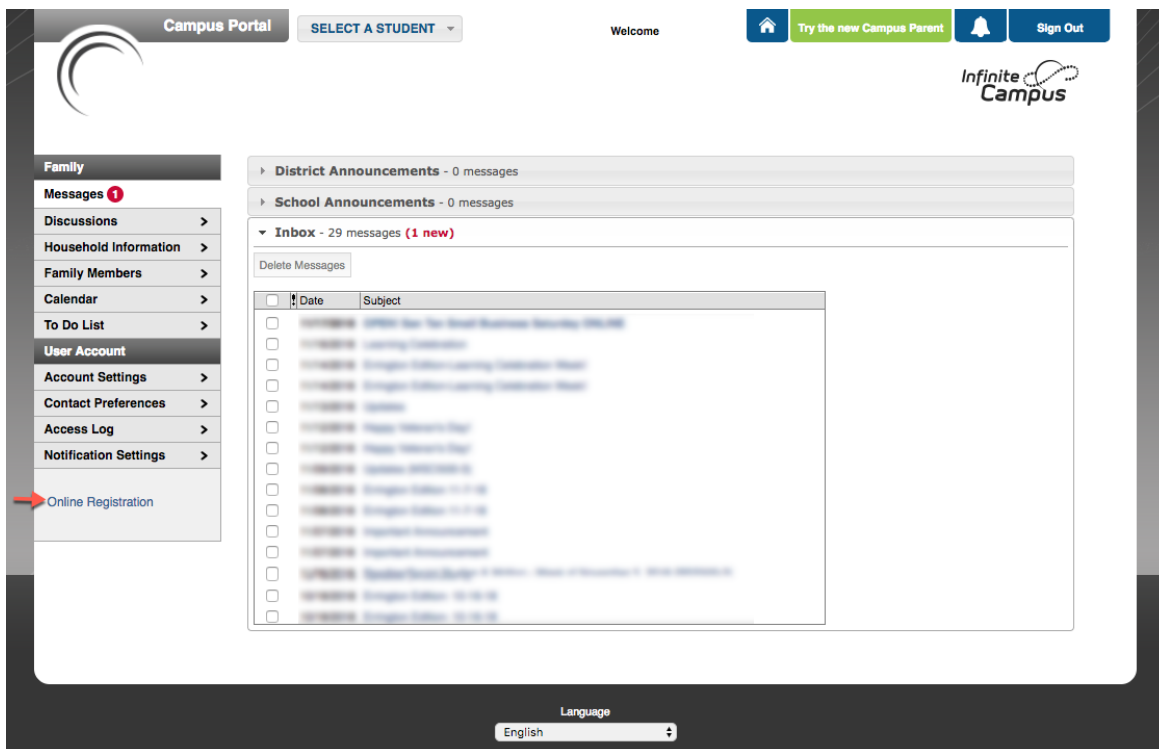
Campus Portal is our tool for parents and students to access instant, online, timely and secure student information: class schedule, assignments, attendance, discipline, course registrations for next year, report cards and transcripts.

Campus Portal is a means to further promote educational excellence by enhancing our program of communication with parents and students.

4. You will be directed to our STCS Infinite Campus login page. Login with your Username and Password



5. From within Infinite Campus, select the “Online Registration” option from the left menu.



BEGIN REGISTRATION PROCESS

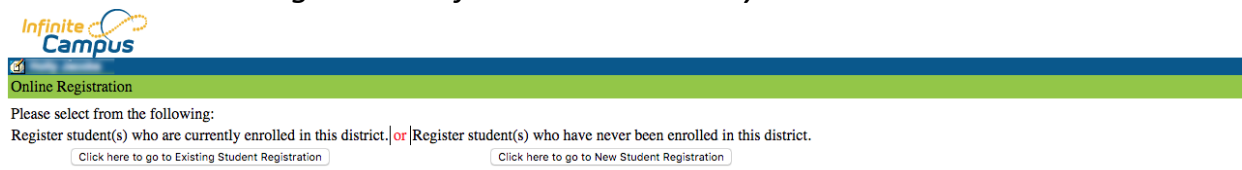
1. Choose from the two options

- a. Existing Student Registration

PLEASE NOTE: *If you are enrolling existing students AND have a sibling to add as a new student, you will be able to add the new student after you have confirmed your existing student information*

- b. New Student Registration

PLEASE NOTE: *This option is for New Students ONLY, not for enrolling existing students for the new school year*





2. Assuming the selection was “Existing Student Registration”

- a. You will see a pre-populated information section with your existing student(s) and their grade for the 2019 – 2020 school year.
 - b. Registration Year will be pre-populated.
3. Select Begin Registration
 4. If you selected Existing Student Registration by mistake, you have another option to change paths and go to the New Student Registration forms instead by selecting “Go to New Student Registration.”



Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

Existing Student Registration
This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.
[Click here to go to New Student Registration](#)

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
		Yes	Included	No
		Yes	Included	No

Registration Year: 19-20

[Begin Registration](#)

5. Welcome to Infinite Campus Online Registration

- a. A list of information you will need to confirm or provide is listed as well as tips for updating
6. 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.

[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. Parent information will be pre-populated along with default communication methods. Update as needed.
2. Select Next

Infinite Campus Online Registration

* Indicates a required field

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

▼ Home phone

Home Phone (###) ###-#### *

Voice ☒ Text(SMS) ☐ Emergency ☒ High Priority ☐ Attendance ☒ General ☒ Teacher Private ☐

Contact Preferences

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

3. Home address is pre-populated along with an option to update by selecting the button “The home address listed is no longer current”
4. Update as needed and select Next

* Indicates a required field

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

> Home phone

▼ Home Address

Your address as listed in the portal

☒ The home address listed is no longer current

Please enter the date that the mailing address became inactive for this household. *

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

Number * Prefix Street Name * Tag (Rd, St, Ln) Direction Apartment #

City * State * Zip * Ext. County

Clear Address Fields

☐ Click on your address if it appears in box

Your address as entered above

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

< Previous Next >

> Mailing Address

Save/Continue



5. Confirm Mailing Address

- a. By default “The household has no separate Mailing Address” box is checked.

6. 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

7. If you have a separate Mailing Address, uncheck the box and update the fields.

8. 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

Post Office Box ☐ Number Prefix Street Name Tag (Rd, St, Ln) Direction Apartment #

City State Zip Ext. County

Clear Address Fields

Click on your address if it appears in box

Your address as entered above

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

◀ Previous

Save/Continue

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



PARENT/GUARDIAN INFORMATION

1. Parent/Guardian information will be pre-populated. Yellow sections indicate that information needs to be updated.



* Indicates a required field



Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
				Existing	Edit/Review
				Existing	Edit/Review

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

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

Green - Indicates that person is completed.

[Add New Parent/Guardian](#)

[Back](#)

[Save/Continue](#)

2. Select the Edit/Review button to update the missing information
3. Update required Demographic information
4. Confirm this person lives at the listed address

Progress bar: [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.

[Next >](#)

Contact Information

[Cancel](#) [Save/Continue](#)



5. If they don't, uncheck the box and update requested information

✓ 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

6. Select Next

7. Update Missing 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 () - [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"/>
	<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

8. Select Save/Continue

9. Repeat process for all Parent/Guardian's listed



10. 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] *** This field is required**

Work Phone [Redacted] *** This field is required**

Other Phone [Redacted] *** This field is required**

Email [Redacted] *** This field is required**

Secondary Email [Redacted] *** This field is required**

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

11. Once all Parent/Guardian information is updated, Completed will have a green checkmark
12. Select Save/Continue

* Indicates a required field



Parent/Guardian

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

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

You have now completed the Parent/Guardian Information



EMERGENCY CONTACT INFORMATION

- Similar to the Parent/Guardian section, the current emergency contacts will be pre-populated.
 - You will be able to update, remove, and add emergency contacts
 - A minimum of two emergency contacts are required
- If yellow, select the Edit/Review button and update missing information

* Indicates a required field



Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
				Existing		Edit/Review
				Existing		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](#)

- Update missing Demographics information
 - If needed, please select [---REMOVE EMERGENCY CONTACT---](#) to navigate to the instructions below

* Indicates a required field



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](#)

- Select Next



5. Updated Contact Information
 - a. At least one phone number is required for Emergency Contact
 - b. Adding an Email is also an option

* 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 () - () - ()

Cell Phone () - () - ()

Work Phone () - () - ()

Email [Redacted]

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

Verification

6. Select Next

7. Update 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

* 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.](#)

8. Select Save/Continue
9. Repeat for all other existing 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

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

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
			✓	Existing		Edit/Review
			✓	Existing	✓	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.

Green - Indicates that person is completed.

Add New Emergency Contact

Back Save/Continue



---ADD EMERGENCY CONTACT ---

1. If you would like to add an Emergency Contact, select the “Add New Emergency Contact”

* 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	
			✓	Existing		Edit/Review
			✓	Existing	✓	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](#)

2. Add required Demographic Information
3. Select Next

* Indicates a required field

☒ Student(s) Primary Household
 ☒ Parent/Guardian
 ☒ **Emergency Contact**

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] *

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

[Next >](#)

> Contact Information
 > Verification

[Cancel](#) [Save/Continue](#)

4. Add required Contact Information
5. Select Next

* Indicates a required field

☒ Student(s) Primary Household
 ☒ Parent/Guardian
 ☒ **Emergency Contact**

Contact Name: [Redacted]

Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone [Redacted] - [Redacted]
 Cell Phone [Redacted] - [Redacted]
 Work Phone [Redacted] - [Redacted]
 Email [Redacted]

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

[Previous](#) [Next >](#)

> Verification

[Cancel](#) [Save/Continue](#)



6. Add required Verification Information
7. Select Save/Continue

* 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

8. Emergency Contact Page will be updated to indicate if contacts were existing, removed, or new

* 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	
[Redacted]	[Redacted]	[Redacted]	✓	Existing		Edit/Review
[Redacted]	[Redacted]	[Redacted]	✓	Existing	✓	Edit/Review
[Redacted]	[Redacted]	[Redacted]	✓	New		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

9. Select Save/Continue

You have now completed the Emergency Contact Information



STUDENT INFORMATION

1. Similar to prior sections, update student information by selecting Edit/Review

* Indicates a required field



Student

First Name	Last Name	Gender	Completed	Record Type	
				Existing	Edit/Review
				Existing	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](#)

2. Most Student Information will be pre-populated
 - a. Update any missing information
 - b. Select if they are a foreign exchange student or not

* Indicates a required field



Student Name: [Pre-populated Name]

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 *	Gender *	Enrollment Grade *
Legal Middle Name *	Birth Date *	
Legal Last Name *	Date Entered U.S. *	
Suffix *	Foreign Exchange *	
Nickname	<input type="radio"/> Yes, this is a foreign exchange student	
Student Cell Number	<input checked="" type="radio"/> No, this is not a foreign exchange student	
Student Email Address		

[Next >](#)

[Race Ethnicity](#)
[Relationships - Parent/Guardians](#)
[Relationships - Emergency Contacts](#)
[Relationships - Other Household](#)
[Health Services - Medical or Mental Health Conditions](#)
[Health Services - Medications](#)

[Cancel](#)
[Save/Continue](#)

- c. Select Next



3. Update Race Ethnicity

- Most information will be pre-populated
- 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 ▶

Relationships - Parent/Guardians

Relationships - Emergency Contacts

Relationships - Other Household

Health Services - Medical or Mental Health Conditions

Health Services - Medications

Cancel Save/Continue

4. Confirm Relationships – Parent/Guardians

- Update Parent/Guardians using dropdown, if necessary
- Update communication methods
- Confirm Contact Sequence
- Review 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

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 Contact Preferences

Guardian - Marking this checkbox indicates that the student has a legal guardian to the student.

Mailing - Marking this checkbox indicates that the student will receive mailings for the student.

Portal - Marking this checkbox indicates that the student will be able to view student information within the portal for this student.

Messenger - Marking this checkbox indicates that the student will be able to receive messages from the District's messenger system.

Secondary Household - Marking this checkbox indicates that the student has a secondary household membership with this person.

Contact Sequence - Adding this person to the contact sequence 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 indicates 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.

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

◀ Previous Next ▶

Relationships - Emergency Contacts

Relationships - Other Household

Health Services - Medical or Mental Health Conditions

Health Services - Medications

Cancel Save/Continue



5. Confirm Relationships – Emergency Contacts

- Updated list of emergency contacts will be seen here. Any contact removed in prior step will be removed from 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
 Relationships - Parent/Guardians
 Relationships - Emergency Contacts

A minimum of (2) Emergency Contacts are required*

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

Relationships - Other Household
 Health Services - Medical or Mental Health Conditions
 Health Services - Medications

Cancel Save/Continue

6. Confirm Relationships – Other Household

- Siblings enrolled at San Tan Charter School will show up here
- Relationship will be defaulted to Sibling
- Select Next

* Indicates a required field

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

Student Name: [Redacted]

Demographics
 Race Ethnicity
 Relationships - Parent/Guardians
 Relationships - Emergency Contacts
 Relationships - Other Household

Name	Relationship*	or	No Relationship
[Redacted]	Sibling [Dropdown]		<input type="checkbox"/>

Description of Contact Preferences
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. Confirm Health Services – Medical or Mental Health Conditions

- a. Based on current info, either the No issues box will be checked or health issues will be pre-populated
- b. If necessary, update “No medical or mental health conditions”
- c. Update Condition status – Current or Not Current

* Indicates a required field

- d. Add new Conditions by selecting Add Condition
- e. Select dropdown menu to choose condition
 - i. Add comments and instructions

- f. Select Next



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: [Redacted]

Demographics

Race Ethnicity

Relationships - Parent/Guardians

Relationships - Emergency Contacts

Relationships - Other Household

Health Services - Medical or Mental Health Conditions

Health Services - Medications

No medications ☐

or

Medication*	Where Taken*	Medication Type*	Comments and Instructions	Remove Medication
<input type="text"/>	<div>At Home</div> <div>At School</div> <div>Both</div>	<div>Daily</div> <div>Emergency</div> <div>As needed</div>	<input type="text"/>	<input type="button" value="Remove Medication"/>

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

9. Repeat Process for all listed students

10. Select “Add New Student” if there will be a new student attending who is not currently listed.

- Process will repeat, asking for the same information for the new student
- Update all required student information

* Indicates a required field

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

Student

First Name	Last Name	Gender	Completed	Record Type	
[Redacted]	[Redacted]	[Redacted]	✓	Existing	<input type="button" value="Edit/Review"/>
[Redacted]	[Redacted]	[Redacted]	✓	Existing	<input type="button" value="Edit/Review"/>
[Redacted]	[Redacted]	[Redacted]	✓	New	<input type="button" value="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.


11. 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



* Indicates a required field

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


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