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.
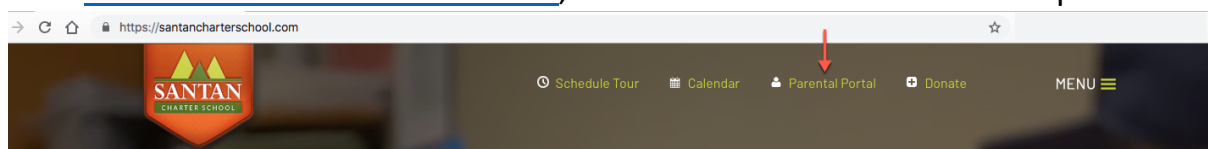
Educationally yours,

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

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.
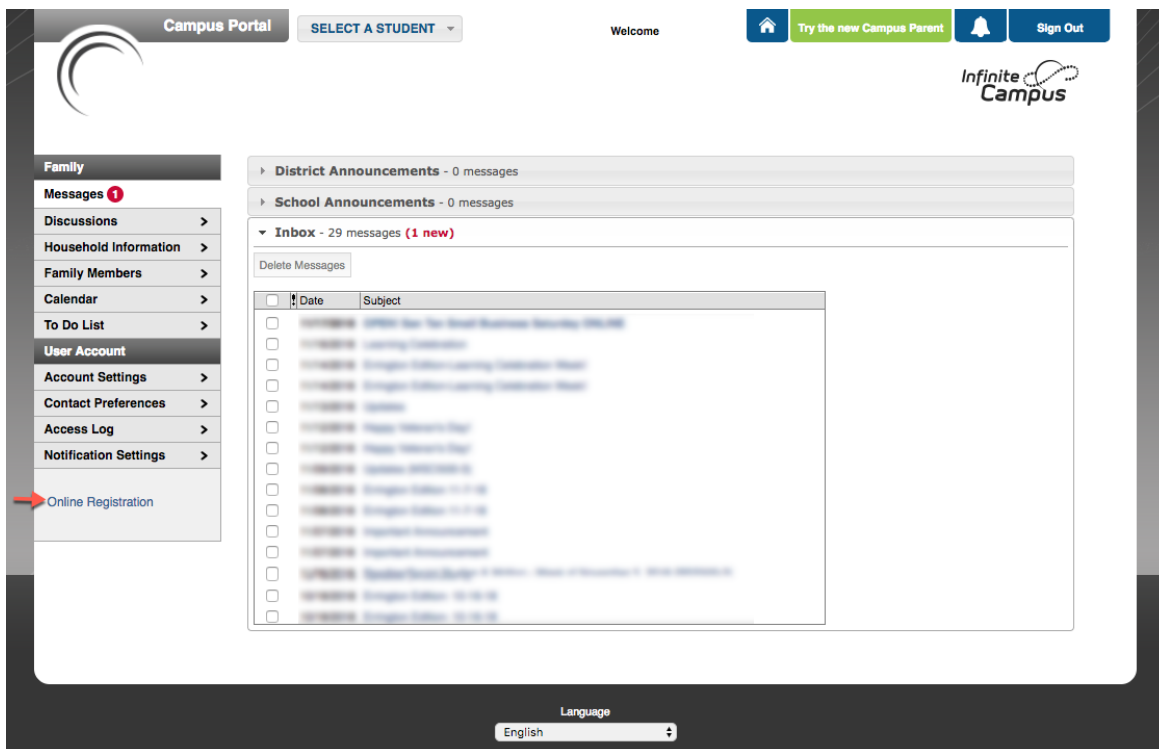
BEGIN REGISTRATION PROCESS

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*
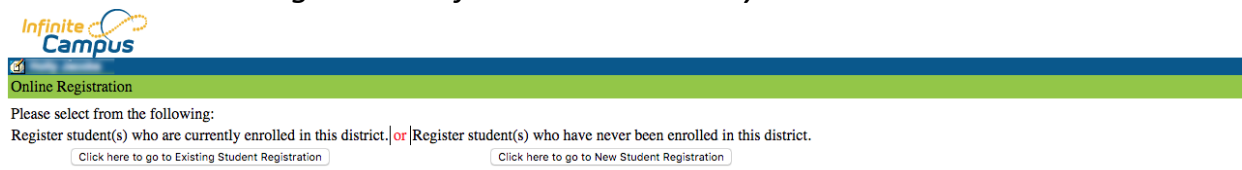
2. **Assuming the selection was "Existing Student Registration"**
   a. You will see a pre-populated information section with your existing student(s) and their grade for the 2019 – 2020 school year.
   b. Registration Year will be pre-populated.
3. Select Begin Registration
4. If you selected Existing 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."

Infinite Campus

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

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

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

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

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

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

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

6. Select Next

7. Update Missing information and select preferred communication methods

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

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

12. Select Save/Continue

You have now completed the Parent/Guardian Information

EMERGENCY CONTACT INFORMATION

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

* 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

3. Update missing Demographics information
   a. If needed, please select ---REMOVE EMERGENCY CONTACT --- to navigate to the instructions below

* 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. 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

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

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

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

---ADD EMERGENCY CONTACT ---

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

2. Add required Demographic Information
3. Select Next

4. Add required Contact Information
5. Select Next

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

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

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

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

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

   c. Select Next

3. Update Race Ethnicity
   a. Most information will be pre-populated
   b. Select Next

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

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

A minimum of (2) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	or	No Relationship
	⬍	⬍	I	☐
	⬍	⬍	I	☐

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
   a. Siblings enrolled at San Tan Charter School will show up here
   b. Relationship will be defaulted to Sibling
   c. Select Next

*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

Name	Relationship*	or	No Relationship
	Sibling ⬍	I	☐

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

   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
   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 listed students
10. Select "Add New Student" if there will be a new student attending who is not currently listed.
    a. Process will repeat, asking for the same information for the new student
    b. Update all required student information

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

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

You have now completed the Online Registration Process