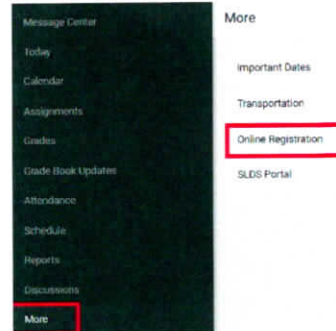**Infinite Campus**

Online Registration – Through the Parent Portal
Transfer Schools, Update Household and/or Register New Student in Household

TO BE COMPLETED BY A CUSTODIAL PARENT/GUARDIAN.

THIS FORM MUST BE COMPLETED BY A CUSTODIAL PARENT OR GUARDIAN. Enrollment must be verified by the school before officially being enrolled

Students who are moving will now attend a different FCS school or guardians who just want to update any demographic household information such as phone, address, contact, or priority pick up can now make these changes through the Parent Portal.

1. Log into Parent Portal
2. Choose MORE
3. Select Online Registration

4. Click EXISTING Student or NEW Student

Online Registration

Please select from the following:
Register student(s) who are currently enrolled in this district. | or | Register student(s) who have never been enrolled in this district.
[Click here to go to Existing Student Registration]   [Click here to go to New Student Registration]

Existing: Within FCS building transfer, adding a new student to the existing household or updating address or contact information.
New: Student NEVER enrolled in FCS school new to household.

5. Select the Registration Year (current year or next year). Next year may be used to enter a changed school for the coming year due to hardship etc. or if adding a new PK or KK student starting school for the first time next school year.

Registration Year: Next Year 2020-21 ▼
Next Year 2020-21
Current Year 2019-20

[Begin Registration]

6. Select your preferred language and start the registration process.
7. Complete the information in each tab. Any incomplete information will show up in red.

All required questions have a **red asterisk (*)**

8. As you complete the process, any field highlighted in **yellow** means the highlighted person is missing required information. Click Edit/Review to review and update.
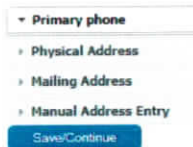
[Edit/Review]

9. **Student(s) Primary Household Tab**
   Review and edit the information in all four (4) sections.

   Click **Next ►** to move to next section

Primary phone
Enter any changes to the PRIMARY phone for the household.

▼ Primary phone
▸ Physical Address
▸ Mailing Address
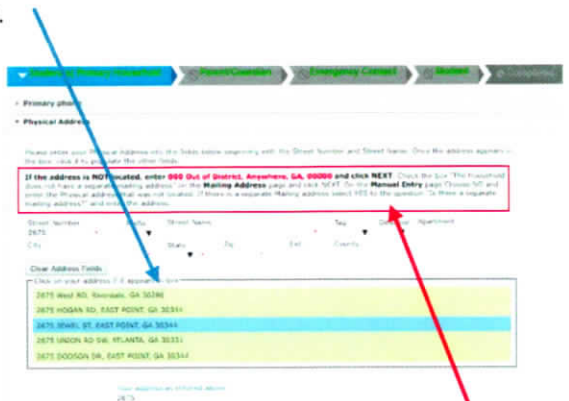▸ Manual Address Entry
[Save/Continue]

Physical Address
For change of address, check the box: **The home address listed is no longer current** and then enter the new address. Enter the date the change goes into effect.
As you enter the house number, potential addresses will appear in the box. If your address is listed, select the address.

If address is not listed, follow instructions in the box. Click Next and complete the remaining information regarding the addresses especially mailing if different that physical address. Press SAVE/CONTINUE

10. Parent Guardian Tab

Complete the information for all parent(s)/guardian(s).

All information with a red asterisk (*) is required.

Add or edit all parents and guardians for the student.

This includes if the student does or does not live with the guardian. Confirm information entered is correct.

- **Primary phone**
- **Physical Address**
- **Mailing Address**
- **Manual Address Entry**

Confirm all Parent(s)/Guardian(s) are listed, no longer highlighted and marked completed.

Click SAVE/CONTINUE

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
P...	R...	M	✓	Existing	Edit/Review
S	W	F	✓	Existing	Edit/Review

Please list all primary Parent/Guardians 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

11. Emergency Contacts

Enter ALL emergency contact information of individuals OTHER THAN parent/guardian. This includes name, gender, and phone as required information. Enter only emergency contacts that have authorization to pick up the student being reviewed if parent/guardian us not available. Please list in the order of priority. Up to 4 emergency contacts may be listed. As you review each contact, you can remove a contact by selecting the box: **This person is no longer an Emergency Contact for any students in this family**. Save and Continue.

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

Emergency Contact

First Name	Last Name	Gender	Completed	
Sally	Smith	F	✓	Edit/Review

Please enter emergency contact information.

Please note: If the school is unable to reach a parent/guardian in the event of **AN EMERGENCY**, emergency contacts will be called in order of priority.

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.

The maximum number of Emergency Contacts is 4

Add New Emergency Contact

12. Student

Please enter the information for each student. If entering a new student, click add and complete each tab. If editing a student click edit. Review each field for changes in demographics, (grade), attendance zone, relationships (contacts) and health changes on the tab for the student. You can enter all your students within the same Online Registration process. Select NEXT to move between sections. Verify that each student is completed.

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

First Name	Last Name	Gender	School	Completed	Record Type	
		F	Bear Creek Middle School		Existing	Edit/Review

Student

First Name	Last Name	Gender	Completed

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

Student Name:

- **Demographics**
- Race/Ethnicity
- Educational History
- Home Language Survey
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Health Services - Emergency Information
- Health Services - Health Conditions or Medications
- Signature/Disclaimer

Cancel   Save/Continue

Review each section carefully. All required questions have a red asterisk (*). Affirm the information is correct and submit the application.

For transfer students, after submitting, go to the new school with proof of new address to complete registration process. For new students, after submitting, parent must visit the attending school with all documentation to complete the registration process.