# **ONLINE REGISTRATION**

## Summer 2015



## Why do online registration?

To help ensure schools and students are ready for the first day of school, parents are encouraged to register their child or children online. It's more convenient for you. It also helps our schools to be more efficient and ready to make each student's first day pleasant and productive because the necessary documents and information will already be complete. The online registration process will be available July 1.

## What will parents/guardians need to do for Online Registration?

You simply need a Parent Portal account on Infinite Campus to complete Online Registration for your child(ren).

## What if parents/guardians don't have a Parent Portal account?

This can be done at your school. The school office manager can assist you with this process. The goal is for every family to have an account for their child(ren) by summer registration.

## Can parents register from home?

Yes, you can register anywhere with an internet connection as long as you have a parent portal account.

### What if a family does not have access to a computer?

Each school building can offer access to computers during registration days in their media center/computer lab. Trained staff and volunteers will be on hand to provide assistance.

## How long does it take a returning parent/guardian to complete registration?

This will take approximately 15-20 minutes for each family.

## Will this be offered in other languages?

Yes. Online Registration is currently in English and Spanish, and work is underway to make the program available in other languages.

### Will there be any documents that need to be completed on paper?

Yes. A Home Language Survey needs to be completed. The Home Language Survey is for incoming kindergarteners, 6th and 9th grade students, as well as families new to the district.

#### How home addresses verified for families when registering online?

Families can scan and upload this information through the online process. Incoming kindergarten, 6th grade and 9th grade families as well as families new to the district need to provide a copy to their school.

#### How does the Welcome Center assist with Online Registration?

The Welcome Center has already piloted this process with families, and will continue to register families new to the district during summer registration. Schools will continue to register returning families.

#### When will Online Registration be ready for all schools?

Online Registration will be available beginning July 1.

#### What are the dates and times of summer registration?

Elementary schools have typically had registration one day from 1:00 to 7:00 PM during the last week of July. Secondary schools have typically had registration one day in August. Stay tuned for more information in the near future about both Online Registration as well as summer registration dates and times.