Infinite Campus
Online Registration
Students <u>New</u> to CCSD

CCSD
CLARK COUNTY
SCHOOL DISTRICT

Revised: March 2015

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Mission Statement: It is the mission of Technology and Information Systems Services to provide technology-related leadership and support to enhance the District's ability to meet its goals.

ONLINE REGISTRATION

Welcome to CCSD online registration. This is the first step of registering your child for school.

> **IMPORTANT:** *Registration for your children will not be finalized until you present your child's school with a birth certificate, updated immunization record, and current proof of address.*

IF YOU HAVE A CHILD CURRENTLY ATTENDING A CCSD SCHOOL, REFER TO THE INFINITE CAMPUS ONLINE REGISTRATION FOR STUDENTS RETURNING TO CCSD MANUAL. ADD ADDITIONAL CHILDREN TO YOUR CURRENT FAMILY REGISTRATION PROFILE IN THE INFINITE CAMPUS PARENT PORTAL.
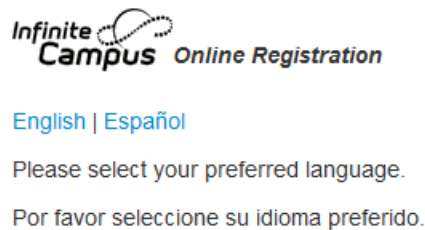
USING THIS MANUAL

If you are using a computer at a school site, begin at **Registering at a CCSD School**, page 3.

If you are not at a school site, start at **Registering From a Home Computer**, page 5.

REGISTERING AT A CCSD SCHOOL

Follow these directions if you are accessing the registration application from a computer at the school.

1. Select your preferred language.

2. Select **Start New Registration** if you have not started an application OR select **Return to Saved Registration** if you started an application previously (you will need your confirmation number if you select this option).
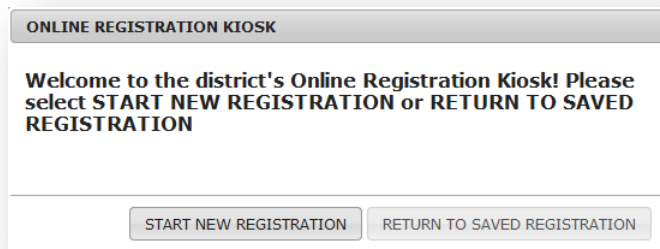

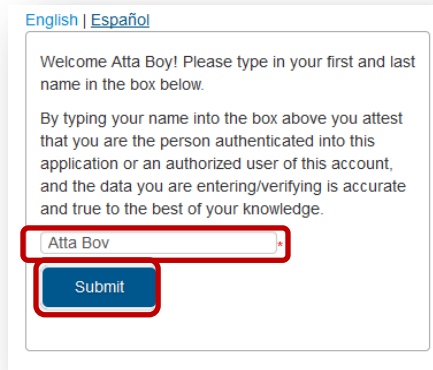3. Enter the required information (fields with a red asterisk * are required).

   Please type all information in *proper case*. For example, capitalize the first letter of your name and any proper nouns. Please <u>do not</u> type in all CAPS.

   If your child has ever attended CCSD and is returning, please check the box next to **Previously Attended this District**.

4. Type security characters **exactly** as seen (case sensitive).
5. Click **Begin Registration**.
6. A confirmation screen will appear with the confirmation number. *Write down* the confirmation number. This will be needed if you need to come back and finish the application at another time.
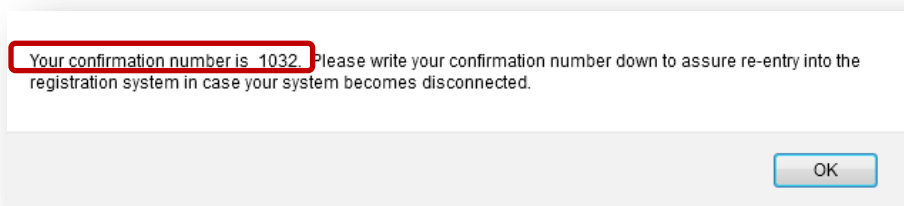
7. A welcome box will appear. You must attest you are the person completing this application by *typing your name in the box*.

English | Español

Welcome Atta Boy! Please type in your first and last name in the box below.

By typing your name into the box above you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Atta Boy *

Submit

8. Click **Submit.**
9. A welcome screen will appear providing directions for completing the application. After reviewing the directions, click **Begin**.
10. Go to **Navigating the Application** section of this manual, page 8.

REGISTERING FROM A HOME COMPUTER

You must have an active email address to use this option. Parents who do not have an email address must complete online registration at a CCSD school site.
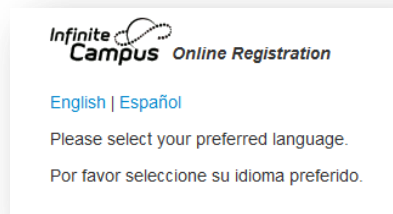
The recommended browsers for Infinite Campus are Firefox and Chrome.

1. Access the Website at **register.ccsd.net**
2. Select **New to CCSD Online Registration**

IMPORTANT: Please review the instructions and read the age requirements for students enrolling in Kindergarten, First or Second grade.

3. Select your preferred language.

Infinite Campus Online Registration

English | Español

Please select your preferred language.

Por favor seleccione su idioma preferido.

4. Enter the required information (fields with a red asterisk* are required).
5. If your child has ever attended CCSD and is returning, check the box next to Previously Attended this District.

Security characters
Type here.
Case Sensitive!
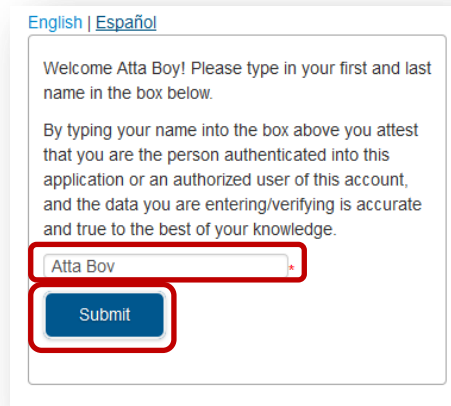
6. Type security characters exactly as seen (case sensitive).
7. Click **Begin Registration**. A thank you screen will appear if you are registering from home or another computer not at a school site.

Thank you for starting the Online Registration process. The email address you entered will receive an email shortly. That email will contain a link that will lead you to the official registration page. Thank you

8. Open your personal email to retrieve your Online Registration directions and link. This could take up to 15 minutes. The email will be **From: ic-no-reply@interact.ccsd.net**. (Save this email, as you can exit the online registration (OLR) at any time and return using the link provided in the email.)
9. **Copy and paste** the secure link provided, in your web browser.
10. Again, you will select your preferred language.
11. Click **Submit**.

12. A welcome box will appear. You must attest you are the person completing this application by **typing your name** in the box.

13. Click **Submit.**

14. A welcome screen will appear providing directions for completing the application. After reviewing the directions, click **Begin**.

NAVIGATING THE APPLICATION

The tips listed below will be helpful in understanding how to navigate the application.

- Each tab and pleat must be complete before moving to the next tab or pleat. Once a tab or pleat has been completed (required fields completed) you can move freely between tabs and pleats.
- Once you begin a tab, you must enter all required fields in that tab before saving.
- Save the application any time and return to complete the process using the web address provided in the email OR, if using the CCSD site computer, use your confirmation number to access your application.
- Move forward and backward through the pleats by using the Next and Previous buttons.
- Required fields have a red asterisk*.
- Links are provided on some pleats. Click the links to get more information.

STUDENT(S) PRIMARY HOUSEHOLD

The home address, entered as your child's primary household, **MUST** match the proof of address being provided to the school site.

Home Phone

1. Enter the Home Phone number of the Primary Household. **This phone number may be a land line or mobile number.**
2. Choose your Contact Preferences associated with **Voice**. (Text feature is not available).

- *Emergency*: all emergency messages.
- *High Priority*: messages labeled as High Priority Notification.
- *Attendance*: attendance messages.
- *General*: general school messages sent by the school and district.
- *Private*: the phone number will be marked as private.

3. Click **Next.**

Home Address

This tab is for the Primary Home Address. As address information is entered, addresses stored in the student information system will begin to appear in the box below. The system will attempt to find your address for you. Continue entering information in the fields and your address should appear in the box below. All valid addresses in Clark County, with the exception of newly developed areas should appear. If your address does not appear in the box below, you will need to complete all fields with a **red asterisk *** and the information provided will be validated by school personnel.

1. Begin entering the Primary Home Address.
2. Select the address matching yours, from the box below. (if applicable)
3. Click **Next**.

Mailing Address

CCSD only allows PO Boxes as an alternate mailing address. Additional residential or business addresses are not accepted. If you have a PO Box for your mail, follow the steps below.

1. Uncheck **The household has no separate Mailing Address** checkbox.
2. Check the **Post Office Box**, checkbox.
3. Enter the correct PO Box address.
4. Click **Save/Continue**.

PARENT/GUARDIAN

Add all Parents/Guardians, including yourself. If you are the one that began the application process, some of your information will already appear but will need to be completed. This tab should also include parents/guardians of secondary households. For instance, if you are divorced or separated, the second parent should also be listed. You will add a separate address and phone number for that parent.

> *NOTE: Step parents are not added in this section, but are added on the 'Other Family Members' tab.*

Individuals highlighted in yellow are not complete. A green checkmark will appear when complete.

1. Select **Edit/Review** or **Add New Parent/Guardian.**

> **IMPORTANT:** DO NOT enter addresses for parents living outside of Clark County. The student information system only stores Clark County addresses. Leave the address blank. Provide a contact phone number and email address.

Demographics

The demographic information pertains to the person in the header.

1. Complete all fields. **Remember** - All fields with a red asterisk * are required.
2. Include a full birth date, including the 4 digit year.

3. Uncheck the box if the person does not live at the address listed. This will allow you to add a secondary household address. Add the address in the same manner as your Primary Household address.
4. Click **Next**.

Contact Information

1. Complete all fields.
2. Include an **email** address (if applicable).

   - *Emergency*: all emergency messages
   - *High Priority*: messages labeled as High Priority Notification
   - *Attendance*: attendance messages
   - *General*: general school messages sent by the school and district
   - *Teacher*: Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments
   - *Private*: the phone number will be marked as private

Contact Preference boxes will only appear if an e-mail address is entered.

3. Click **Next**.

Impact Aid

1. Indicate **yes** or **no** if parent/guardian is in Military.
2. If parent/guardian works on a federally-owned property in Clark County, select the name of the property from the list. Otherwise, select 'No, the parent does not work at any of the listed properties'.
3. Click **Save/Continue.**

Parent/Guardian continued

Once you have saved information for one parent/guardian, a screen will appear giving you the option to **Edit or Review** the person you just added OR, **Add a New Parent/Guardian**.

If a parent is highlighted in yellow, the information is not complete for that parent and **Edit/Review** should be selected.

1. To add another parent or guardian click **Add New Parent/Guardian**.
2. If you are done, select click **Save/Continue** to move on to the next tab.

EMERGENCY CONTACT

An emergency contact is a person you give permission to pick up your child from school in the event of an emergency. DO NOT add parents/guardians as an emergency contact. You will always be contacted first.

> *IMPORTANT: You must add at least <u>one</u> and <u>not more than four</u> emergency contacts to complete the registration.*

1. Click **Add New Emergency Contact**.
2. Click **OK** on the pop up.

Demographics

1. Complete all fields (birth date is not required for the Emergency Contact).
2. Click **Next**.

Contact Information

The emergency contact person must have at least one phone number.

1. Complete all fields.
2. Click **Next**.

Verification

1. Check the box **if** the emergency contact lives at the address listed, OR type the address in the fields provided. An address for emergency contacts is preferred but *not required*.

Don't check the box unless the person lives at the address listed.

2. Click **Save/Continue.**

Each **Emergency Contact** should appear in the window with a green check indicating the information is complete.

3. To add another Emergency Contact click **Add New Emergency Contact**.
4. If you are done, click **Save/Continue** to move on to the next tab.

OTHER FAMILY MEMBERS

This tab may be used to enter step parents, and children residing at the primary household that are not attending a CCSD school. For example, these could be younger siblings that are not eligible to register for school, are attending state-sponsored charter schools, or private schools.

- DO NOT enter secondary household information or people here.
- DO NOT enter other siblings who will be enrolling this school year in a CCSD school. They will be listed under the Student tab.

1. Select **Add New Household Member**.

Demographics

1. Complete the fields.
2. Click **Save/Continue**.

3. Select **Add New Household Member (Child not currently enrolled).**
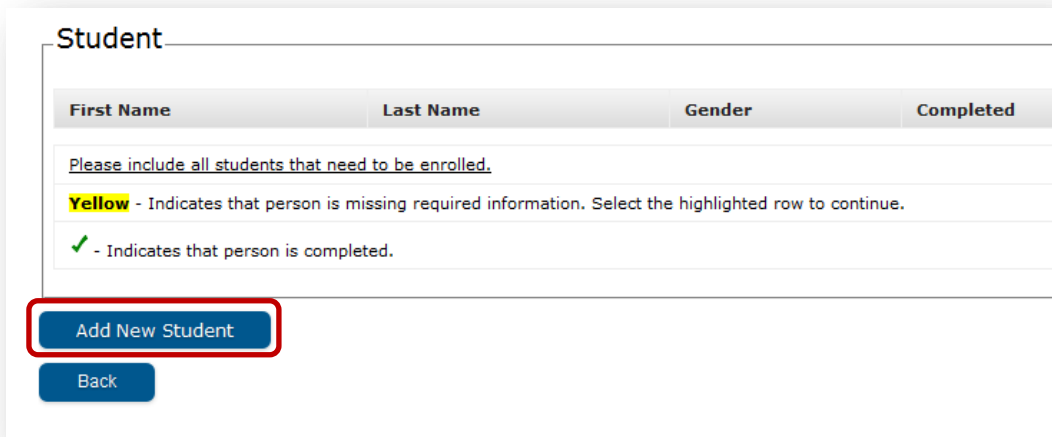
4. Or, if you are done select **Save/Continue** to move to the next tab.

✓	**IMPORTANT:** *Secondary households and other siblings already enrolled/currently enrolling are NOT entered into this tab!*

STUDENT

All students registering for a CCSD school should be added in this tab.

1. Select **Add New Student**.

✓	**IMPORTANT:** *Please enter each child's demographic information accurately as this information will be verified by the school clerk/registrar at the time of enrollment.*

Demographics

1. Enter *Legal* First Name, Middle Name and Last Name *as seen on the student's birth certificate.*

> *NOTE: If your child has two last names, please enter both in the box marked "last name".*

2. Complete the remaining fields. Remember, all fields with a red asterisk * are required.
3. Click **Next.**

Race Ethnicity

1. Select **Yes** or **No** if child is Hispanic/Latino.
2. Select **Race.**
3. Click **Next**.

Housing

1. Select **Yes or No** if child is living in a temporary situation due to economic hardship.
2. If yes, select the housing situation for the child.
3. Click **Next**.

Student Services

1. Use the drop down to select your answer for each question.
2. Click **Next.**

Language Information
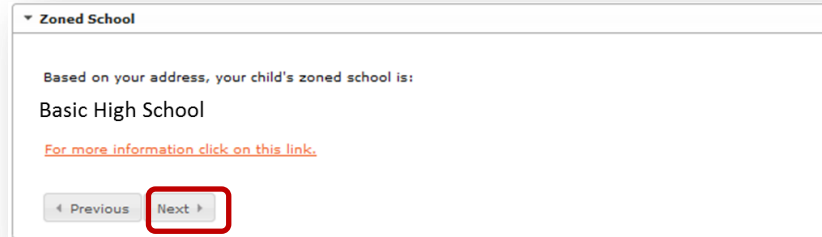
1. In the Language Information window, please select all information by using the drop down menu.
2. Click **Next**.
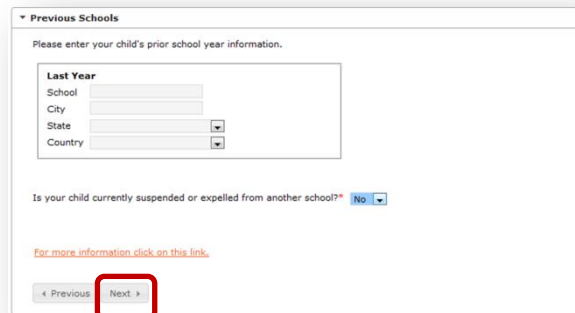
Zoned School

The Assigned School window will indicate the zoned school for the child based on the Primary Home Address.

1. Click **Next**.
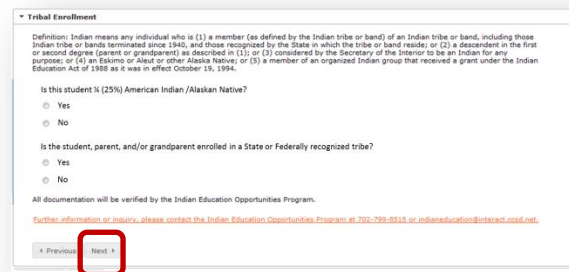
Previous Schools

1. Enter your child's previous school year information.
2. Select **Yes** or **No** if your child is currently suspended or expelled from another school.
3. Click **Next.**

Tribal Enrollment

1. Answer **Yes** or **No** to each question.
2. Click **Next.**

Relationships – Parent/Guardians

Indicate the relationship of those listed to the student you are working on.

✓	**IMPORTANT:** *At least one person must be identified as the 'Guardian'.*

1. Choose each **relationship** to the child from the drop down menu next to each parent/guardian name.
2. Choose the **Contact Preferences** for each parent/guardian, see descriptions below.
3. Check the box for **Secondary Household** if child lives part time with the other parent/guardian.

You must check Guardian and Mailing to receive letters and report cards for your child.

4. Enter the **Contact Sequence** in which you wish to be contacted in case of emergency. Number 1 is the first contact.
5. Click **Next.**

Contact Preferences

- *Guardian*–flag this person as a legal guardian to the student.
- *Mailing*–flag this person to receive mailings for the student.
- *Portal*–flag this person as having access to a Portal account and this person will be able to view this student's information within their associated Portal login.

- *Messenger*–flag this person to receive messages from the District's messenger system.
- *Secondary Household*–indicate that this person is a member of the student's secondary household.
- *Contact Sequence*– Adding a sequence number on contacts will prompt district staff to contact the persons in the order specified.
- *No Relationship*– Not applicable for families new to the district.

Relationships - Emergency Contacts

The emergency contact tab is where the child is linked to each contact. All children do not need to be linked to the same emergency contact. One Emergency contact, and not more than four, is required for each child.

1. Relationship should be **Emergency Contact**.
2. Select a **Contact Sequence**. The contact sequence should reflect the order in which this person should be contacted. Parents/guardians are contacted first.
3. Click **Next**.

Relationships – Other Family Members

1. Choose the appropriate **Relationship**.
2. Click Next.

Release Agreement-Directory Information

1. Read the **Directory Information** statement.
2. Check the appropriate box(es) **only if you wish to restrict information**. IF YOU DO NOT WANT TO RESTRICT INFORMATION, LEAVE THIS PLEAT BLANK.
3. Click **Next**.

Military information will only appear for 11th & 12th grade students.

Release Agreement-Media and Public Release

1. Read the Media and Public Release statement.
2. Check the appropriate **box**.
3. Click **Next**.

Release Agreement-Computer Network Access

1. Read the **Computer Network Access** statement.
2. Check the appropriate **box**.
3. Click **Next**.

Release Agreement-Code of Honor

1. You *MUST* click the link to read the **Nevada Department of Education Code of Honor** agreement before moving forward.
2. Check the **box** indicating you have read the agreement.
3. Click **Next**.

Release Agreement-Educational Accord

1. You *MUST* click the link to read the **Nevada Department of Education Educational Involvement Accord** agreement before moving forward.
2. Check the **box** indicating you have read the agreement.
3. Click **Next**.

Release Agreement-Electronic Transfer of Student Records

1. Read the Electronic transfer of Student Records statement.
2. Check the appropriate **box**.
3. Click **Next**.

Transportation

1. Select **Yes** or **No** for **Transportation.** Click on the link for information regarding transportation eligibility.
2. Select **Save/Continue**.

VERIFICATION

Children with complete information will have a green check. If a child is not complete, the name will be highlighted yellow.

1. To add another child click **Add New Student**. Continue to add all children attending a CCSD school.
2. Click **Save/Continue** after all CCSD students have been added and completed.
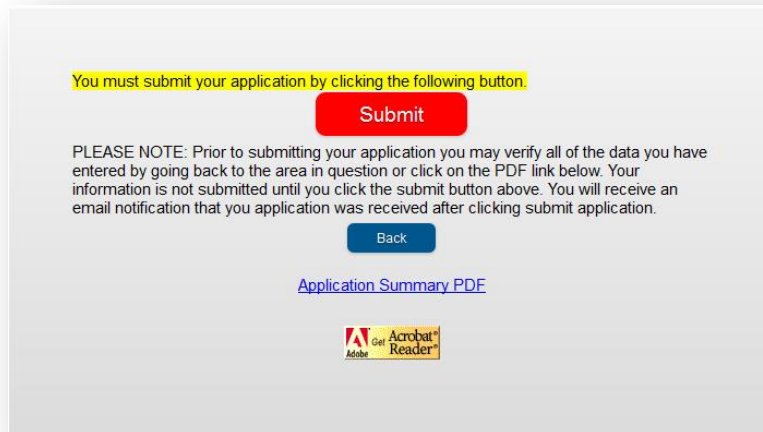

PRINT AND SUBMIT APPLICATION OPTIONS

Click on the link for **Application Summary PDF** to review all information. You will need Adobe Acrobat Reader to access the document.

Option 1

Click **Submit** if you are satisfied the application is complete and accurate**. *Once you submit the application you can no longer make changes.*** If you have submitted the application, and discover you have forgotten information, contact your child's school.

Option 2

Click **Back** if you have not completed the application and need to make revisions OR, if you are done, click **Submit**.

IMPORTANT: *Registration for your children will not be finalized until you present your child's school with a birth certificate, updated immunization record, and current proof of address.*

RETURN TO COMPLETE AN UN-SUBMITTED APPLICATION

You can exit online registration (OLR) at any time during the process and return later to complete the registration process.

If you did **NOT** begin the application **at a school** site, access the email you received during the beginning of the process. Use the link in the email to access the application.

If you began the process using a computer **at the school**, you will need to complete the application at the school. The confirmation number you received when you began the process is required to access the application.