

Infinite Campus

Online Registration *Students New to CCSD*

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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

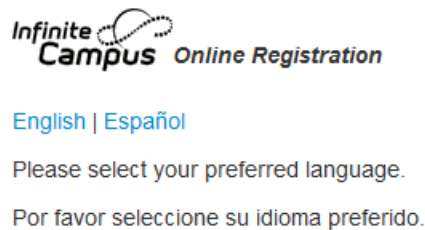
If you are using a computer at a school site, begin at **Registering at a CCSD School**, page 3.

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

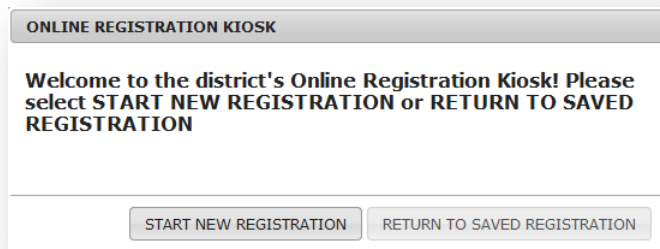
REGISTERING AT A CCSD SCHOOL

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).

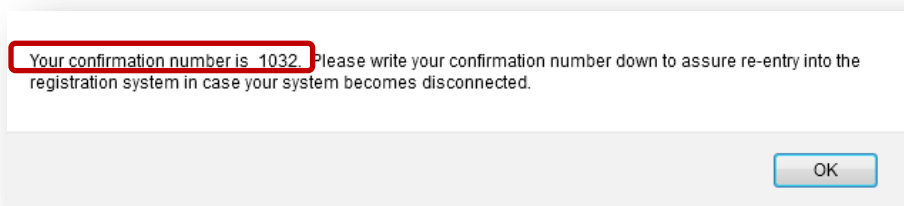


3. Enter the required information (fields with a red asterisk * are required).

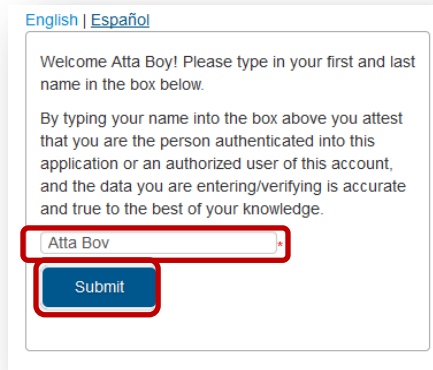
Please type all information in **proper case**. For example, capitalize the first letter of your name and any proper nouns. Please do not type in all CAPS.

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 Bov

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.

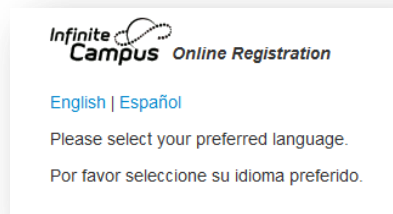
The recommended browsers for Infinite Campus are Firefox and Chrome.

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.

The screenshot shows the 'Infinite Campus Online Registration' form. It includes fields for Parent/Guardian First Name, Last Name, Registration Year, Email Address, and a verification field. A callout box on the left points to the security characters 'x d t w c e 2' and says 'Security characters Type here. Case Sensitive!'. A red box highlights the 'Begin Registration' button.

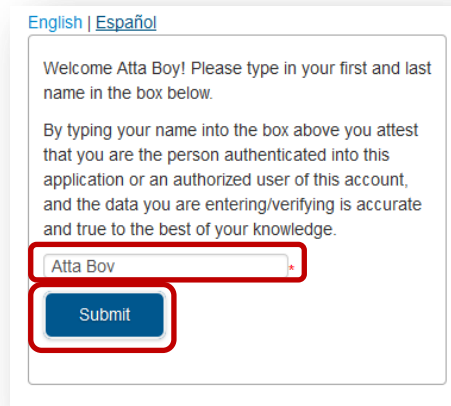
Please complete the information below to begin the registration process.	
Parent/Guardian First Name	<input type="text"/> *
Parent/Guardian Last Name	<input type="text"/> *
Registration Year	<input type="text"/> *
Parent/Guardian Email Address	<input type="text"/> *
Verify Email Address	<input type="text"/> *
Previously Attended this District	<input type="checkbox"/>
Please type the characters you see displayed in the image below.	
x d t w c e 2	
<input type="button" value="Begin Registration"/>	

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**.



The screenshot shows a white rectangular box with a thin border. At the top left, there are two links: "English" and "Español". Below the links, the text reads: "Welcome Atta Boy! Please type in your first and last name in the box below." This is followed by a paragraph: "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." Below the text is a text input field containing "Atta Boy" and a blue "Submit" button. Red rectangular boxes highlight the input field and the "Submit" button.

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.

The screenshot shows a web application interface with a navigation bar at the top containing several tabs: 'Student(s) Primary Household', 'Parent/Guardian', 'Emergency Contact', 'Other Household', 'Student', and 'Completed'. The 'Student(s) Primary Household' tab is active. Below the tabs, there are sections for 'Home phone' and 'Home Address'. The 'Home Address' section contains a form with fields for Number, Prefix, Street, Tag, Direction, Apartment, City, State, Zip, Ext., and County. A 'Clear Address Fields' button is present. Below the form, there is a 'Previous' and 'Next' button pair, and a 'Save/Continue' button. Annotations include 'TAB' with an arrow pointing to the navigation bar and 'PLEAT' with an arrow pointing to the 'Home Address' section.

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**.

The screenshot shows a form titled "Home phone" with a "Contact Preferences" section. It includes checkboxes for "Emergency", "High Priority", "Attendance", "General", and "Private". Below these are descriptive paragraphs for each preference. A "Next" button is highlighted with a red box at the bottom left.

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**.

The screenshot shows the "Home Address" form with fields for Number, Prefix, Street, Tag, Direction, Apartment, City, State, Zip, Ext., and County. A dropdown menu is open, showing a list of address suggestions. The first suggestion, "607 FEDERAL ST, HENDERSON, NV 89015", is highlighted with a red box. A "Next" button is also highlighted with a red box at the bottom.

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**.

▼ 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: 123

City: Henderson

State: NV

Zip: 89002

Ext.:

Clear Address Fields

Click on your address if it appears in box:

Your address as entered above
P.O. Box 123
Henderson, NV 89002

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

← Previous

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.

First Name	Last Name	Gender	Completed
Atta	Boy		

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.

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.

Parent/Guardian Name: Atta Boy

Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name: Atta *
Middle Name: *
Last Name: Boy *
Suffix: *
Birth Date: 1/21/1978
Gender: Male *

Please check this box if this person lives at the address listed below.

112 ASH St
HENDERSON, NV 89015

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 Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Cell Phone () - -

Work Phone () - - x

Email *heesa@gmail.com

OR

Has no e-mail

Secondary Email

Contact Preferences
Emergency High Priority Attendance General Teacher Private

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

◀ Previous Next ▶

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**.

Impact Aid
Federal Impact Aid (FIA) Section 8003 Grant Information.

Parent/Guardian in Military

Yes, this parent/guardian is a member of active duty military.
 No, this parent/guardian is not a member of active duty military.

Does this parent work on one of the following federally owned properties? *

No, the parent does not work at any of the listed properties.

Nellis Air Force Base
 Creech Air Force Base
 Energy Research and Development Agency
 Nevada Test Site
 Courthouse & Federal Office Building
 National Park Service
 Hoover Dam & Reservoir & Power Plant
 Reclamation Bureau Administrative Building & Annex
 Ft Mojave Casino-Avi Resort
 Bureau of Land Management Angels Peak Facility
 Bureau of Land Management Red Rock Canyon
 National Conservation Area
 Lake Mead National Recreation Area
 Southern Nevada Water Project
 Toiyabe National Forest

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

Previous

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.

Parent/Guardian

First Name	Last Name	Gender	Completed
Johnny	Mac	M	

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

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 one and not more than four 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 Name: Anthro Pod

▼ Demographics

Please complete the following information for each emergency contact for your child(ren).

First Name *

Middle Name

Last Name *

Suffix

Birth Date

Gender *

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

Contact Information

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

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

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone

Cell Phone

Work Phone

Email

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

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**.

The screenshot shows a 'Verification' form with the following elements:

- A checkbox with the text: "Please check this box if this person lives at the address listed below." An arrow points from a callout box to this checkbox.
- A pre-filled address: "112 ASH St HENDERSON, NV 89015". An arrow points from the callout box to this address.
- A callout box containing the text: "Don't check the box unless the person lives at the address listed."
- An "OR" separator.
- Input fields for "Address Line 1" and "Address Line 2", which are highlighted with a red box.
- An "Example" address: "Address Line 1 - 123 S Main St Apt 4 Address Line 2 - Schenectady, NY 12345".
- A red link: "For more information click on this link,".
- A "Previous" button.
- "Save/Continue" and "Cancel" buttons at the bottom, with "Save/Continue" highlighted by a red box.

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.

The screenshot shows an "Emergency Contact" table with the following data:

First Name	Last Name	Gender	Completed	
Anthro	Pod	M	✓	Edit/Review

Below the table, there is a legend:

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

At the bottom, there are three buttons: "Add New Emergency Contact", "Back", and "Save/Continue". The "Add New Emergency Contact" button is highlighted with a red box.

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**.

Other Family Members

First Name	Last Name	Gender	Completed
Anna	Smith	F	✓

[Edit/Review](#)

Please list all other children of the Primary Household not currently enrolled in school.

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

✓ - Indicates that person is completed.

Add New Household Member (Child not currently enrolled)

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

Demographics

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

Name : Tom Boy

Demographics

First Name Tom *

Middle Name

Last Name Boy *

Suffix

Birth Date


Gender Female *

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

Save/Continue [Cancel](#)

3. Select **Add New Household Member (Child not currently enrolled)**.

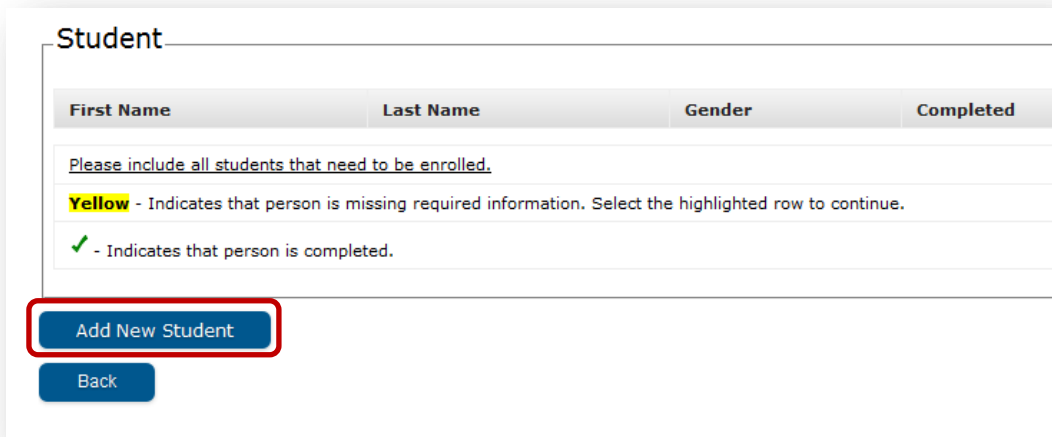
- Or, if you are done select **Save/Continue** to move to the next tab.

	IMPORTANT: <i>Secondary households and other siblings already enrolled/currently enrolling are NOT entered into this tab!</i>
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STUDENT

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

- Select **Add New Student**.



The screenshot shows a web interface titled "Student". It features a table with columns: "First Name", "Last Name", "Gender", and "Completed". Below the table, there is a note: "Please include all students that need to be enrolled." followed by a legend: "Yellow - Indicates that person is missing required information. Select the highlighted row to continue." and "Green checkmark - Indicates that person is completed." At the bottom of the interface, there are two buttons: "Add New Student" (highlighted with a red box) and "Back".

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

Demographics

There will be a few steps for each child 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 child's name exactly as it appears on the birth certificate. If your child 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 *

Middle Name Birth Date *

Legal Last Name * Date Entered U.S.

Suffix Foreign Exchange* Yes, this is a foreign exchange student
 No, this is not a foreign exchange student

Nickname

Student Cell Number () -

Student Email Address

<http://ccsd.net/parents/enrollment>

Race Ethnicity

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

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.](#)

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**.

▼ Housing

Is this child living in a temporary situation due to economic hardship?

Yes
 No

**If yes, please select the option that best represents the child's current housing situation

Doubled up living with a friend, relative, or someone else
 Weekly hotel or motel
 Shelter, transitional housing or awaiting foster care
 Unsheltered living in a car, park, RV, or on the street

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

◀ Previous **Next ▶**

Student Services

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

▼ Student Services

Does your child have a current IEP? *

Does your child have a current 504 plan? *

Is your child gifted/talented? *

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

◀ Previous **Next ▶**

Language Information

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

▼ Language Information

Please enter the basic information for your child below.

Language for school correspondence

First language learned by child

Language used in home

Language spoken by child with friends

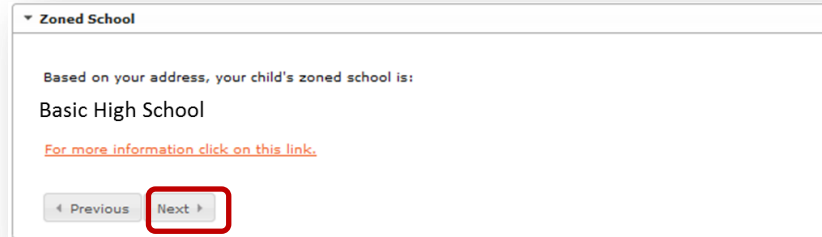
[For more information click on this link.](#)

◀ Previous **Next ▶**

Zoned School

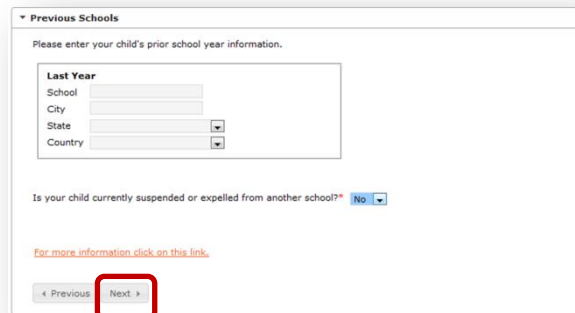
The Assigned School window will indicate the zoned school for the child based on the Primary Home Address.

1. Click **Next**.



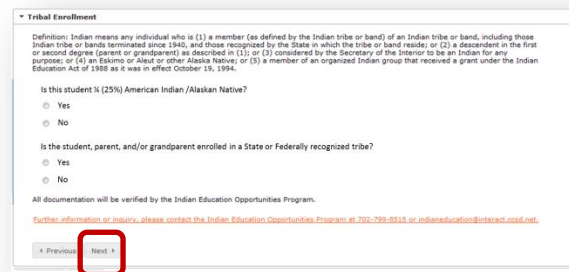
Previous Schools

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**.

▼ Relationships - Parent/Guardians

At least one person must **1** be identified as 'Guardian'.*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	OR	No Relationship
Itsa Boy	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1		<input type="checkbox"/>
Atta Boy	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		<input type="checkbox"/>

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student.

Mailing - Marking this checkbox will flag this person to receive mailings for the student.

Portal - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.

Messenger - Marking this checkbox will flag this person to receive messages from the District's messenger system.

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

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 and Emergency Contacts should also start at 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** ▶

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 - Emergency Contacts

A minimum of (1) Emergency Contacts are required*

Name Anthro Pod	Relationship* Emergency Contact	Contact Sequence* 3	OR 	No Relationship <input type="checkbox"/>
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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 and Emergency Contacts should also start at 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 Family Members

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

▼ Relationships - Other Family Members

Name Anna Smith	Relationship* Sibling	OR 	No Relationship <input type="checkbox"/>
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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 ▶

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**.

▼ Release Agreement - Directory Information

The term "Directory Information" means one or more of the following: student name, date and place of birth, address, school attended, years of attendance, grade level, photographs (only when used in printed school publications as defined in CCSD Regulation 5125.1), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received. FERPA allows the Clark County School District (CCSD) to release Directory Information without the consent of the parent/guardian. However, a parent/guardian has the right to opt-out of that disclosure.

Leave this section *BLANK* if you request *NO* restrictions.

Select one of the following IF you are requesting CCSD to restrict release of Directory Information from the following sources:

- Withhold Directory Information from military only (11th & 12th grade students only)
- Withhold Directory Information from all outside sources.
- Withhold Directory Information from all outside sources, and also restrict Directory information in CCSD school publications such as the annual yearbook, yearbook roll or other recognition lists, graduation programs, printed newsletters, and sports activity programs/sheets.

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

◀ Previous **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 - Media and Public Release

MEDIA AND PUBLIC RELEASE (BEYOND DIRECTORY INFORMATION) At times, the CCSD may seek to release additional personally identifiable student information beyond Directory Information in either print or electronic format to be utilized in either internal or external media sources that may be released to the public. This information may include the student's electronic (digital) photograph, a description of school activities or achievements that contains personally identifiable information, and/or audio/video/film reproduction of your student. This information may be used in media publications, newspaper articles, television coverage, websites (including CCSD.net), school newsletters (including those in electronic formats), video presentations, and/or school district or public presentations.

I give do not give permission to release information described above about my child for use in CCSD OWNED/PRODUCED materials.....

I give do not give permission to release information described above about my child for use in NON-CCSD OWNED/PRODUCED materials...

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

◀ Previous **Next ▶**

Release Agreement-Computer Network Access

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

▼ Release Agreement - Computer Network Access

Release Agreement-Computer Network Access

I give I do not give permission for my child to access, produce, video conference, and communicate information on the District computer network resources in accordance with the Acceptable Use Policy of the Clark County School District. Student work, artwork, or projects will be identified by first name, grade, and school only. Students who do not have parent/guardian permission to use the District's computer network will be given alternative educational activities.

You are now complete. Please click save to add a new student or click save then save again to finish.

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

◀ Previous **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-Code of Honor

I have read the Nevada Department of Education Code of Honor.

Please read the Nevada Department of Education Code of Honor.

<http://ccsd.net/district/info/code-of-honor>

◀ Previous **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-Educational Accord

I have read the Nevada Department of Education Educational Involvement Accord.

Please read the Nevada Department of Education Educational Involvement Accord.

<http://ccsd.net/district/info/code-of-honor>

◀ Previous **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**.

▼ Release Agreement-Electronic Transfer of Student Records

In the event that my child transfers to a school outside of the CCSD, I authorize release of all his/her educational records, electronically through facsimile transmission (FAX) or email. I understand and agree that should the records be inadvertently transmitted....

I authorize release of records through facsimile transmission (FAX) or email.
 I do not. Authorize release of records through facsimile transmission (FAX) or email.

I understand and agree that this authorization, if granted, may be rescinded at any time by submitting a revised authorization form to the student's current school of attendance....

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

◀ Previous **Next ▶**

Transportation

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

▼ Transportation

Yes No *Is transportation being requested?
If transportation is requested, note that only students eligible for Transportation and School Bus Safety Information.

◀ Previous **Save/Continue** Cancel Delete

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.



Student

First Name	Last Name	Gender	Completed	
Oh	Boy	M	✓	Edit/Review
Whata	Boy	F		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](#)

PRINT AND SUBMIT APPLICATION OPTIONS

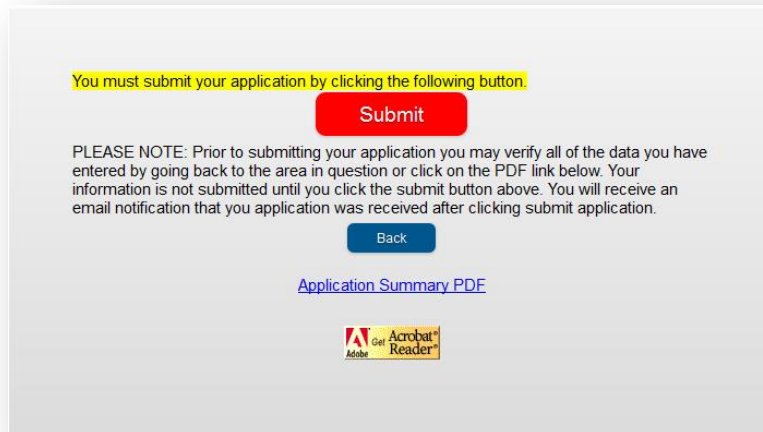
Click on the link for **Application Summary PDF** to review all information. You will need Adobe Acrobat Reader to access the document.


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**.



	<p>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.</p>
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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.