School District of Lodi Online
Registration Step- by-Step Directions
for New Students and Families

Welcome to the School District of Lodi! Our **Online Registration** offers families with new students to the district an easy process for entering and providing all required information for enrolling your child(ren). **After you complete the online process, the district registrar will contact you regarding next steps and to set up an appointment to complete the enrollment process.**

Documents Needed to Enroll
- **Proof of Residency** – one of the following
  - *Lease Agreement:* Current address, names of all parties residing at the address, effective date and all parties signatures
  - *Current Utility Bill* (within 45 days): gas, electric or city/village water with name, address and current service address
- **Proof of Child's Age** – one of the following
  - *Original Birth Certificate (*For more information on how to obtain/request a birth certificate, please go to: **https://www.dhs.wisconsin.gov/vitalrecords/birth.htm** or by telephone: 8:00 A.M. to 4:15 P.M. (C.S.T.), Monday through Friday, please call 608-266-1373.
  - *Current Passport*
- **Immunization Record:** You may acquire an electronic copy of an immunization record from your medical Mychart account, your physician or the Wisconsin Immunization Registry at: **https://www.dhs.wisconsin.gov/immunization/wir.htm**
- **Request for Records Form** : You may acquire a release here: http://www.lodi.k12.wi.us/students/RecordsRequestPreviousSchool.pdf or you will find that one is available to download upon entering your student(s) information into the online registration application.

Online Registration Link: https://lodiwi.infinitecampus.org/campus/OLRLogin/lodi

Online Registration Application
When the Online Registration application opens you will choose if you want the application to display in English or Spanish

1. Select your desired language.
2. Enter the **First Name**, **Last Name**, **Email Address** and **Verify Email Address** of the person who is entering the registration data.
3. Select the **Registration Year** - the school year you are enrolling your student(s).
4. Enter the case sensitive letters or numbers displayed in the box in the text field below the box.

5. Click on the **Begin Registration** button.
6. A Welcome to Online Registration email will be sent to the email address you entered.

- The Welcome email you receive will provide you with a personal link to begin your online registration application. **Do not delete the email until you have submitted the online registration. You may need to access the application link if you need to save and return to the application or if the application times out before you have submitted the completed application.** Once you have logged in you will navigate through each index tab to enter: **Student(s) Primary Household, Parent/Guardian, Emergency Contacts, Other Household Members and Student Information.**

When entering information in the application
- **Please do not use all capital letters.**
- **Read the directions listed in each area**
- **Look for the required information – a RED asterisk * indicates required information**

The student's **"primary"** household information should be entered in this index area. **In the case where there is a split household, the household considered as the "secondary" household will be entered in the Parent/Guardian area.**

Primary Household Home Phone
1. Enter 10-digit primary home phone number. If you don't have a land line, enter the primary household cell phone number and select your contact preferences.
2. Click the "**Next**" button to move to the primary household **Home Address** pleat.

2

Primary Household Home Address
1. Enter the requested address fields. The address will appear in the box if the address is already in our system.
2. Click "**Next**" to move to the **Mailing Address** pleat.

Primary Household Mailing Address
1. If the home address and mailing address are the same, mark "**The household has no separate Mailing Address**" box. If there is a separate mailing address, enter the information in the address editor.
2. Click **"Next"** to move to the **Fee Waiver** pleat.

Fee Waiver

1. The district is required to waive certain fees for students considered "indigent" under state law. If your family qualifies for free or reduced price meals, you may give the district permission to use that information for a fee waiver.

2. Click Yes or No and also whether or not the District has permission to share the information provided in the fee waiver section for the purpose of waiving or reducing other student/family fees

3. A website link is provided to view more information on the School District of Lodi's Fee Policy and Exhibit 656. You may also utilize a website link to go to the School District of Lodi's Food Service pay to obtain a Free and Reduced application.

4. Click on **Next** to move to the **Athletic Pass** pleat

▾ Fee Waiver

The district is required to waive certain fees for students considered "indigent" under state law. If your family qualifies for free or reduced price meals, you may give the district permission to use that information for a fee waiver.

Do you wish to apply for a waiver of your children's fees for course materials, textbooks, and Advanced Placement examinations?*

⦿ Yes, I wish to apply for a fee waiver and my family qualifies for free or reduced price meals.

◯ No, I do not wish to apply for a fee waiver.

☐ If you chose 'yes', I wish to apply for a fee waiver and my family qualifies for free or reduced price meals, you MUST check this box to give permission to share information from your Free and Reduced Price School Meals Application for the purpose of waiving or reducing your families fees. If you DO NOT check this box only your student(s) meals will be free or reduced.

More information on student fees and fee waivers is available in Board Policy #656, Student Fees, available at:
Student Fees Policy 656 and Exhibit

For more information regarding Free and Reduced Meals or to obtain an application for Free and Reduced meals, please go to:
Food Service Free and Reduced Application

◀ Previous   Next ▶

Athletic Pass

1. An individual or family Athletic Pass can be purchased by downloading, printing and filling out the form below and returning to Moe Palmer by email at palmema@lodischoolswi.org, or by dropping off at the District Office at 115 School Street. Fees can be added and paid online. You may also drop off a check with your completed form to the District Office. Please contact Moe Palmer directly with questions regarding Athletic Passes at 608-592-1060.

2. If your student is in a co-curricular and has already paid their co-curricular participation fee, he/she will not need an athletic pass. Single passes are $25.00 and family passes are $75.00 (recommended for 3 or more people requiring a pass.) Click on **Save/Continue** to move to the Parent/Guardian tab.

▾ Athletic Pass

An individual or family Athletic Pass can be purchased by filling out the form below and returning to Moe Palmer by email at palmema@lodischoolswi.org, or by dropping off at the District Office at 115 School Street. Fees can be added and paid online. You may also drop off a check with your form. If your student is in a co-curricular and has already paid he/she will not need an athletic pass. Single $25.00 Family $75.00 (recommended for 3 or more people requiring pass)

School District of Lodi 2017-18 Athletic Pass Request/Receipt

◀ Previous

Save/Continue

Parent/Guardian

Parents, guardians, step-parents and foster-parents of the student should be entered in this area. **If there is a split household, the "primary" parent should enter the information of the other parent including their phone numbers and address.**

Parent/Guardian Demographics
1. **Click the "Add New Parent/Guardian" button to begin**
2. Enter the following information for each parent, guardian, step-parent or foster-parent: **First Name, Middle Name, Last Name, Birth Date, and Gender**.
3. If the person lives at the same address as the student, check the box. If the parent lives at a different address, uncheck the box and enter the correct address for this parent or if you do not know the parent/guardians address, please check the box will not provide address.
4. Click "**Next**" to move to **Contact Information** pleat.

Parent/Guardian Contact Information
1. Enter the following information for each parent, guardian, step-parent or foster-parent: **Cell Phone, Work Phone and Email** (If parent has no email, mark the **"Has no Email"** checkbox.) Indicate your Message Contact Preferences.
2. Click on the Save/Continue to move to the **Emergency Contacts and Medical Providers Pleat**

5

▼Emergency Contacts & Medical Providers

- Emergency contacts and medical providers are listed in this area.
- Enter individuals who are not parents and can act as an **emergency contact when a parent cannot be reached**. The emergency contacts entered in this area, non-medical, are authorized by you for the School District of Lodi to release your student following an emergency requiring the dismissal of school. All Emergency Contacts will be asked to show a valid form of picture identification and provide a signature before the School District of Lodi will release your child (student) to them.
- Medical providers (doctor, hospital and dentist) are also listed in this area.

Emergency Contact & Medical Provider Demographics
1. Click the "**Add New Emergency Contact**" button to begin
2. Enter the following information for an emergency contact:
   Non-Medical Contact: First Name, Last Name, Birth Date *(DOB: this is not required for any medical contacts)*, and Gender (ex; Steven Thunder M or Sally Thunder F)
   Doctor or Dentist: First Name = First Name, Middle Name is "Doctor" or "Dentist" Last Name, Gender (ex: Jeffrey **Doctor** Bonebreak M), Joel **Dentist** Crane, M).
   Name of Hospital: First Name = UW American Family Children's, Last Name = Hospital, Gender = M (ex: UW American Family Children's Hospital, M or Meriter Hospital, M or St Marys Hospital, M)
3. Click "**Next**" to move to the **Contact Information** pleat

Emergency Contact & Medical Provider Contact Information
1. Enter the following information for an emergency contact: home, cell and work phone numbers. Enter the following for medical providers, work phone number ONLY.
2. Click "**Save/Continue"** and then click on the **Other Household** index tab.

6

▼ Other Household Members ▶

Other household members should include children who are living in the same household as the student you are enrolling and **should not be or are too young to currently be enrolled**. If you are not adding any "Other Household" members, you may click on the "**Save/Continue**" button and then click on the **Student** index tab.

Other Household Members Demographics
1. Click the "**Add New Household Member**" button to begin.
2. Enter the following information for children living in the household who are not already enrolled: **First Name, Middle Name, Last Name, Birth Date and Gender**. Please include the birth date because this information is used for the School District of Lodi census count.
3. Click "**Add New Household Member**" or "**Save/Continue**" to move to the **Student** index tab after you have entered all of the information.

▼ Student ▶

ANY student who will be enrolled in the school year you selected when you started the online registration needs to be added/updated, if necessary, in this area.

Student Demographics
1. Click the "**Add New Student**" button to begin
2. Enter the following information about the student you are enrolling: **Legal First Name, Middle Name, Legal Last Name, Suffix, Nickname**
3. Enter Student **Cell Number**, if applicable
4. Select the student's **Gender** from the dropdown list
5. Enter the student's **Birth Date: MMDDYYYY**

6. Enter the student's expected **Enrollment Grade**

7. Check box **Born inside U.S. or Outside U.S.**
8. Enter **Birth City, Birth County, Birth State and Birth COUNTRY**
9. Click the "**Next**" button to move to the **Race Ethnicity** pleat

Student Race Ethnicity

This information is required by Federal reporting requirements. Mark the following checkboxes related to the student's race/ethnicity.

1. Is the student Hispanic or Latino?
2. Mark all of the following that apply to the student's race ethnicity. If you marked **yes to Hispanic or Latino**, you **MUST** also choose one of the following: (American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, White)
3. Click "**Next**" to move to the **Housing** pleat

Student Housing

This is information about the student(s)/family home situation.

1. Mark either Yes or No for the student's homeless status. If you selected yes, check the options that best represent the student's current housing situation.
2. Click "**Next**" to move the **Student Services** pleat.

8

Student Services
This information indicates if the student has a current Individual Education Plan (IEP), a current 504 plan, or is currently expelled from school.
1. Answer yes or no to each of the questions
2. Click "**Next**" to move to the **Language Information** pleat

▼ Student Services
Does your student have a current IEP? ▼ *
Does your student have a current 504 plan? ▼ *
Are you expelled from school? ▼ *
◄ Previous   Next ►

Student Language Information
This information helps us determine if the student may need additional guidance and/or services in an English Language Program.
1. Use the pull down to answer each of the home language statements for this student.
2. If you choose YES, you have received ELL services please download and complete form and either email to wendokr@lodischoolswi.org, take to your student(s) school office or mail to the District Office at 115 School Street, Lodi WI 53555
3. Click "**Next**" to move to the **Previous Schools** pleat.

▼ Language Information
Please enter the basic language information for your student below.
Student Language — English ▼ *
Parent/Guardian Language — English ▼ *
What was the first language spoken by the student? — English ▼ *
What is the language most often spoken at home? — English ▼ *
Has your child ever received English as a Second Language (ESL/ELL) services? — No ▼ *
◄ Previous   Next ►

Student Previous Schools
1. Enter the previous school information if this student attended a different school district/school in the current or previous school year.
2. You may download a copy of the completed Request for Records Form. This completed form may be either brought in to the District Office or emailed to: wendokr@lodischoolswi.org .
3. Click "**Next**" to move to the **Relationships – Parent/Guardians** pleat.

Student Relationships – Parent/Guardian
1. Select the **Relationship** between the parent/guardian and the student from the dropdown list.
2. Select the **Contact Preferences** for each of the parent(s)/guardian(s) listed. A description of each type is provided.
3. Select a **Contact Sequence** number. (1&2-Father/Mother, 3&4-Step/Foster Parents)
4. Click "**Next**" to move to the **Relationships – Emergency Contacts** pleat

Student Relationships – Emergency Contacts
1. Select the **Relationship** between the emergency contact and the student from the dropdown list. Hospitals and Clinics are listed as "Emergency Contacts", Doctors as Doctor and Dentist as Dentist.
2. Select a **Contact Sequence** number. (Usually 3 or above).

3. Click "**Next**" to move to the **Student Relationships – Other Household Members** pleat

Student Relationships – Other Household Members
1. Select the **Relationship** between the other household member listed and the student from the dropdown list.
2. Click "**Next**" to move to the **Student Health Services –Medical or Mental Health Conditions** pleat

Student Health Services –Medical or Mental Health Conditions
1. Check the box if this student doesn't have a medical or mental health condition.
2. Click the "**Add Condition**" button if the student has a medical or mental health condition. Add the type of condition and a comment or provide instructions for the condition.
3. Click "**Next**" to move to the **Health Services – Medications** pleat.

Student Health Services – Medications
1. Check the box if this student isn't taking medication.
2. Click the "**Add Medication"** button if the student is currently taking a medication. Enter; Name of Medication, Where is it Taken, Medication Type (Daily, Emergency, As Needed), Comments and instructions for the medication. If the medication is no longer taken or has changed, please click on "Remove Medication." Please download the medication form, complete and obtain Doctor's signature for EACH medication your student it taking, if taken during the school day. The completed form, signed by the Doctor and the medication in the original container may be brought to your student's specific school office.
3. Click "**Next**" to move to the **Informed Consent Agreement Authorization** pleat.

Student Informed Consent
Read this document carefully and check the appropriate boxes.
1. The first section addresses the District's Parent-Student Handbook. Downloads are available. **You are encouraged to download all handbooks and appropriate use documents for reference throughout the 2017-18 school year.**
2. The information in the next several sections of this document determine what information can be released about the student and gives the student permission to utilize the District's Internet and participate in video productions or have photos taken and publicized. The next section asks how you would like to obtain your child's progress report, report card, or transcript.

Informed Consent

Parent-Student Handbook

Parent Student Handbook The Parent-Student Handbook outlines district policy and procedures for attendance, discipline, transportation, district computers and other school-related issues. I have received and reviewed the Parent-Student Handbook, my student will have access to the district programs and services indicated within which otherwise could be denied.*

☑ * The District requires you and your students to read the Parent-Student Handbook provided in the Individual School Parent/Student Handbooks section at the bottom portion of the link below. By checking the box, you acknowledge that you and your student have reviewed the Parent-Student Handbook.

☑ * I DO understand the contents of the Parent-Student Handbook.

To download the Primary School Handbook, click here.

To download the OSC Handbook, click here.

To download the Lodi Elementary School Handbook, click here.

To download the Lodi Middle School Handbook, click here.

To download the Lodi High School Handbook, click here.

Internet Account Agreement

◉ I DO give permission for my child to use the Internet and my child has read the district's Appropriate Use of Technology policy and procedures. He/she agrees to follow the rules contained in this policy. He/she understands that if he/she violates the rules, account can be terminated and he/she may face other disciplinary measures.

◯ I DO NOT give permission for my child to use the Internet.

☑ * I have read the district's Appropriate Use of Technology policy and related procedures. I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature rising from my child's use of, or inability to use the district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services, or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the district policy. I will emphasize to my child the importance of following the rules for personal safety.

Video Productions

Parental consent is required for students to participate in school authorized video productions, which may be shown to the public or via the Internet (i.e. sport events, music, holiday programs and kindergarten programs.)*

◉ I DO give permission for the above named student to participate in video productions.

◯ I DO NOT give permission for the above named student to participate in video productions.

I would like a copy of my child's progress report, report card, transcript:*

◉ Yes - I would like a copy of my child's progress report, report card, transcript mailed home.

◯ No - I do not need a mailed copy of progress report, report card or transcript I will view on Infinite Campus online.

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3. **THE NEXT THREE SECTIONS APPLY TO GRADES 6-12 ONLY! STUDENTS IN GRADES PK THROUGH GRADE 5 WILL ANSWER ALL QUESTIONS "I DO NOT"!!!**
   - There are four separate sections that address our Chromebook agreement, protective case, protection plan, **OR** a combination of both case and protection for **grades 6-12.** Please answer each section appropriately.

   The final section is for permission **Military Recruiters (Grades 9-12 ONLY - All other grades, please check box "I DO NOT)**
4. The School District of Lodi requires an electronic signature. This can be accomplished by either using your mouse or if you have a touch screen, your finger or other writing device.
5. Click "**Next**" to move to the **Transportation** pleat.

CHROMEBOOK 1:1 USER AGREEMENT

(Grades 6-12 ONLY - All other grades, please check box "I DO NOT): The School District of Lodi 1:1 Chromebook Program Handbook outlines district policy and procedures for Chromebook care and use. I have received and reviewed the 1:1 Chromebook Program Handbook with my child and we understand the requirements of the 1:1 Chromebook Program. I understand and agree that by giving permission for my child to receive a school issued Chromebook, I am also agreeing to be liable for all costs for replacement or repair of the Chromebook, including damage, loss or theft of the Chromebook.*

◉ I DO give permission for my child to receive a school issued Chromebook for use both at school and at home. He/she agrees to follow the policies and procedures outlined in the 1:1 Chromebook Program Handbook. He/she understands that he/she is responsible for charging the Chromebook each day. I agree to pay the cost of any repair or replacement of the Chromebook if it is damaged, lost or stolen.

○ I DO NOT give permission for my child to take a school issued Chromebook home. I understand that my student will be allowed to use a Chromebook at school during the school day and is responsible for completing all coursework assigned electronically. I agree to pay the cost of any repair or replacement of a Chromebook if it is damaged, lost or stolen while my child is using it.

OPTIONAL PROTECTIVE CHROMEBOOK CASE

(Grades 6-12 ONLY - All other grades, please check box "I DO NOT) All students who are issued a Chromebook for use both at school and at home are encouraged to have a protective case on their Chromebook at all times. The School District of Lodi will have quality cases available at registration and throughout the school year for $20 as long as supplies last. The use of a protective case is optional, but highly recommended.*

○ I DO want to purchase a School District of Lodi Chromebook case for $20.

◉ I DO NOT want to purchase a School District of Lodi Chromebook case for $20.

OPTIONAL CHROMEBOOK PROTECTION

(Grades 6-12 ONLY - All other grades, please check box "I DO NOT)) : The School District of Lodi will offer an optional Chromebook Protection plan for $20 per year, which will be collected from participating families at registration. The Chromebook Protection plan covers all accidental damage to a Chromebook. Any loss or repairs not covered by a Chromebook Protection Plan will remain your responsibility. Repairs range from $10-$200.*

○ I DO want to purchase optional Chromebook Protection for $20 per year. This policy covers all accidental damage to the Chromebook.

◉ I DO NOT want to purchase optional Chromebook Protection. I understand that I am responsible for all Chromebook damages and repairs up to a $200 replacement cost.

PACKAGE DISCOUNT CHROMEBOOK CASE AND CHROMEBOOK PROTECTION

(Grades 6-12 ONLY - All other grades, please check box "I DO NOT) The School District of Lodi will offer a $5 discount if both a protective Chromebook Case and the Chromebook Protection plan are purchased together.*

○ I DO want to purchase a Chromebook Case and Chromebook Protection for $35

◉ I DO NOT want to purchase a Chromebook Case and Chromebook Protection package.

Military Recruiters (Grades 9-12 ONLY - All other grades, please check box "I DO NOT): The Family Education Rights and Privacy Act (FERPA), a Federal Law, requires school districts to comply with requests of military recruiters or institutions of higher education for secondary students' names, addresses and telephone numbers. Publishable unless noted in writing by Parent/Legal Guardian within fourteen (14) days of registration.*

○ I DO give permission for the above named student's information to be released to military recruiters.

◉ I DO NOT give permission for the above named student's information to be released to military recruiters

Please sign on the line below*

[Clear]

Student - Transportation

1. **ALL** new families will need to complete a transportation form. A **Transportation Form** is available for download. One form per student please.
2. Changes to transportation information must be completed by filing out the Transportation Form and either emailed or faxed to jessica.schwartz@kobussen.com. or by fax 608-592-0552. Request for changes to bus service after the beginning of the school year will be evaluated by Kobussen. Families will receive an email confirmation stating to check Infinite Campus Parent Portal for transportation assignment. If there are any further questions, please contact Kobussen at 608-592-0551 or by email at jessica.schwartz@kobussen.com
3. School-age drivers at the Lodi High School must complete the following form. Please print and complete the Parking Permit form and turn in to the Lodi High School office. Fee payment may be made online or in the office.

Student - Online Registration Application

1. Click on "**Add New Student**" if you wish to enroll another student or click **"Save/Continue"** to move to the completed index tab where we recommend you review the application carefully and then submit.
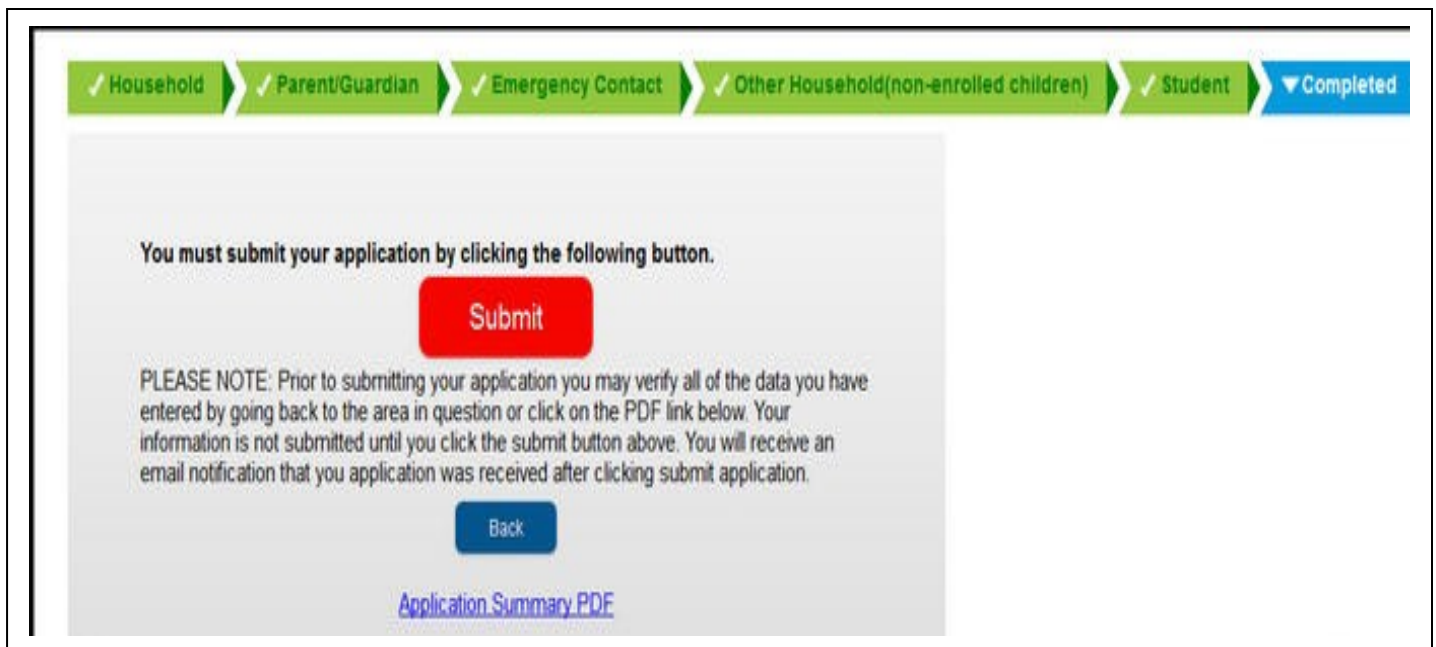
Submit and Complete Online Registration Application

1. Click on **Application Summary PDF**. A PDF summary of the application will open. Review the information you entered to verify the information was entered correctly.
2. After verifying the information, click **"Submit"** to submit the application. **Once you have submitted the application you may no longer modify the information you entered in the Online Registration application.**
3. When the District Registrar reviews the application, you will receive an email confirmation indicating the online registration application was received and the status of the application.
4. Please feel free to contact Kris Wendorf, District Registrar at wendokr@lodischoolswi.org with any questions or concerns. **Thank you for participating in the School District of Lodi's Online Application process. We look forward to a wonderful 2017-2018 school year.**