



SCHOOL DISTRICT OF LODI

Lodi, WI 53555

District Office
115 School Street
Phone: 608.592.3851
Fax: 608.592.3852

High School (9-12)
1100 Sauk Street
Phone: 608.592.3853
Fax: 608.592.1045

Middle School (6-8)
900 Sauk Street
Phone: 608.592.3854
Fax: 608.592.1035

Elementary School (1-5)
101 School Street
Phone: 608.592.3842
Fax: 608.592.1025

Primary School
Pre-K-Grade 2)
1307 Sauk Street
Phone:
Fax:

2019-2020 Online Enrollment

Dear Parents of Returning Students and 4K Incoming Students:

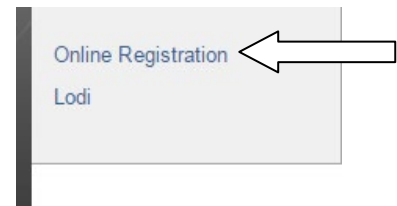
The School District of Lodi's 2019-2020 Online Registration for returning students begins on May 20th, 2019. **All families of returning students and 4K incoming students** are required to re-register online. Access to online registration is through the Infinite Campus Parent Portal. **Please contact, Kris Wendorf, by email wendokr@lodischoolswi.org if you have any questions regarding the process of Online Registration.** **PLEASE set aside at least 15-20 minutes to complete this process and read each tab and pleat carefully and answer all questions.**

Helpful tip: it is best to complete the online enrollment application utilizing either Google Chrome or Firefox browser. The Lodi Woman's Club Public Library at 130 Lodi Street has five computers that are available for use. Their hours are Monday-Thursday 9:00 A.M. to 8:00 P.M., Friday 9:00 A.M.-5:00 P.M. and Saturday 9:00 A.M. to 2:00 P.M. You will need either a library card or a driver's license to gain access to the use of their computers. Please allow yourself at least 30 minutes time to complete the online enrollment process.

PART 1: You will find the **Online Registration link** in the Infinite Campus Parent Portal in the bottom left of the screen when online registration is open and available.

Go to: <https://lodiwi.infinitecampus.org/campus/portal/lodi.jsp>

1. From the portal login screen, enter your Username and Password.
2. Click the Login button. This will bring the user to the main portal page.
3. Click the **Online Registration** option located in the bottom of the left side of the screen. The **Online Registration** page will open and display a list of your student(s) enrolling in the 2019-2020 school year.
4. In the **Registration Year** field, confirm that the **2019-2020 School Year** is selected.
5. Click, **Begin Registration**. You will be prompted to select a preferred language to complete the registration. An authentication screen will open when you make the selection.
6. Type your name in the Authentication box and click, **Submit**. The Welcome screen will open to display important reminders about the application.
7. Click, **Begin**. The application will take a moment to load the student, parent, emergency contacts and demographic information we currently have in our Infinite Campus system for your household.
8. You must review each screen to verify the information listed and make any necessary changes. Click **Next** to move to the next screen and **Save/Continue** to move to the next section. The system will not allow you to move to the next section until all information has been verified. You will find helpful instructions on each of the pages.
9. Click **Submit Application** to complete the registration application.



NOTE: If your **resident address has changed**, you are required to provide proof of residency to verify your new resident address is within the School District of Lodi. Acceptable proof of residency documents are one of the following: current utility bill; water, gas, electric for the new address or a lease agreement, home purchase agreement, with current dates and signatures. You may upload your document directly on the OLR application, email it to the District Registrar at, wendokr@lodischoolswi.org or bring to the District Office at 115 School Street.

HELPFUL HINTS

1. **Grades 6-12 Chromebook Case** : If you have already purchased a chromebook case, you do **NOT** have to purchase another one. You may use the one you've already purchased.
2. **Sequencing Relationships, Parent/Guardian and Emergency Contacts:** when you get to the "Student" tab under the Relationships Pleats: both **Parent/Guardians** and **Emergency Contacts**, you will note that sequencing is required. If you have already sequenced your Emergency Contacts in the Parent Portal, say 1 and 2, you will need to sequence Parent/Guardian 3 and 4 (*or whatever numbers are available*), and then switch back to your Parent/Guardian pleat and make them 1 and 2 and then switch back to the Emergency Contacts and sequence as you see fit. I apologize for the inconvenience.
3. **Parent Portal Inbox Messages:** I have noticed that many of the online parent portals have anywhere from 200 to 900+ messages. **PLEASE, PLEASE** take the time to clean out old messages. We want our system to function as quickly and as efficiently as possible. If you have less than 100 messages, you may click the box at the very top of your Message Inbox and delete all messages at once. Unfortunately, if you have more than 100, you can get rid of 100 at a time by clicking the box to the left of each message and clicking Delete Messages at the top of your Message Inbox. Thank you for your time!

TRANSPORTATION: Bus forms will need to go to

Changes to transportation information must be completed by filing out the Transportation Form and upload directly onto the online enrollment application or email/fax to Lodi.Dispatch@kobussen.com, 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 ext. 1 or by email at Lodi.Dispatch@kobussen.com

School-age drivers at the Lodi High School must complete the Parking Permit Form. Please download and complete the Parking Permit form and return the completed form directly to the Lodi High School office.

FEES:

Fee payment online will be available after July 10th. You will receive an email message indicating when the fees will be open and available for online payment

PICTURE DAY:

We will have picture day on Thursday, August 8th from 1:00 P.M. to 7:00 P.M. at the Lodi High School. More information to come. Please note that this is not intended to be used as registration day. I will be present to assist with questions that families may have. There will only be two available computers and ONE person during this time to assist with any registration questions. If you are waiting to ask questions or are planning to try to register during this time period, please be prepared for a VERY LONG wait time. Completion of registration is expected to be done by May 31st at 4:00 P.M.

Thank you for your time! We look forward to a wonderful 2019-2020 school year!

Kris Wendorf

wendokr@lodischoolswi.org