Instructions for Accessing Online Registration – NEW to Pelham Schools

If during the Online Registration process, you need assistance or have a question:
Please contact the enrollment official at the local school or email district office at registrar@pelhamschools.org.

For best performance, access Online Registration using a desktop or laptop computer.

1. If you are *NEW* to the district or returning from another school district and NONE of your children currently attend Pelham and you are looking to enroll your kindergarten student for the upcoming school year, continue to the next step. **-OR-** If you currently have a child enrolled in Pelham and you are looking to enroll your kindergarten student for the upcoming school year, continue to the next step. ***If you have a child currently enrolled Pelham and are looking to enroll a non-kindergarten student, please contact the enrollment official at registrar@pelhamschools.org.***

2. Enter the parent/guardian's First Name, Last Name, and the parent/guardian's valid email address. You will have to enter the email address twice. This email address will receive a message with the link to begin the application. *If you do not provide a valid email address you will not be able to complete the registration/n process.*

3. Indicate whether or not a student you are ***currently*** registering has attended Pelham in the past. If any student is RETURNING to Pelham from another district, check the box and continue to the next step.

Infinite Campus *Online Registration*

Please complete the information below to BEGIN the registration process.		
Parent/Guardian First Name		*
Parent/Guardian Last Name		*
Registration Year	▼ *	
Parent/Guardian Email Address		*
Verify Email Address		*
Please check this box if any student being entered has attended a school in this district in the past.	☐	
Please type the letters you see displayed in the image below.		

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Begin Registration

4. After completing all necessary fields, click "Begin Registration". You will receive a confirmation page informing you that an email with the link to the application was sent to one you entered. Open your email to view the message. If you do not see it in your inbox check your spam/junk folder.

> 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

5. The email message will include a link to the application. Click the link to begin the application.

6. Verify you are the person who is authorized to complete the application and the data you enter in it will be accurate and true to the best of your knowledge. Type your first and last name and then electronically sign on the signature line.

Welcome Penny Example! Please type in your first and last name in the box below.

By typing your name into the box below 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.

[ ] *

Please sign on the line below.

_____

Clear

Submit

Type your First and Last Name here.

Electronically sign your name here.

7. An instruction page will appear. Read it carefully and follow the instructions.
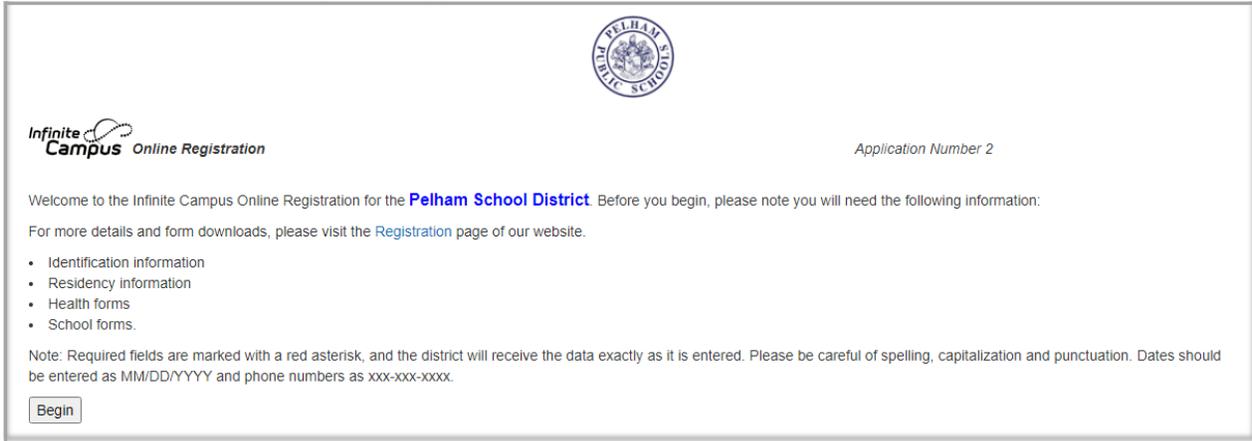
Infinite Campus Online Registration

Application Number 2

Welcome to the Infinite Campus Online Registration for the **Pelham School District**. Before you begin, please note you will need the following information:

For more details and form downloads, please visit the Registration page of our website.

- Identification information
- Residency information
- Health forms
- School forms.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

Begin

8. Click "Begin Online Registration/Update" to begin the application. You may need to make the window full screen. Click [−] [□] [×] in the upper right corner to make it full screen.

9. Make note of the Application Number. You will need this number to:

   a. stop and return to the application at a later date

   b. request assistance regarding the application

Infinite Campus Online Registration

Application Number 2

Make note of the Application Number for future reference.

10. You must complete all of the forms in the order presented. Any field with an * (red asterisk) is required. You will not be able to move on in the application without completing all required fields. Click "Next" to move to the next pleat.

*Indicates a required field

If you try to click "Next" before filling out required fields, you will see these validation errors. Complete all required fields before clicking "Next"
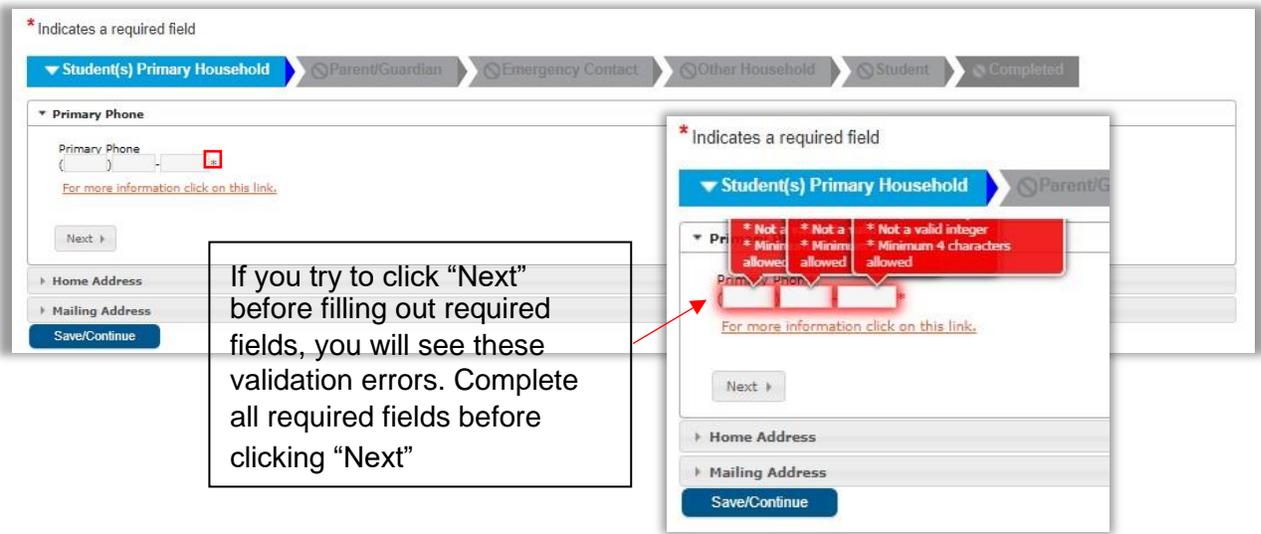
11. On the Residency Verification pleat of the application, you can upload the proof of residency. If you are unable to electronically provide the documents, please contact the enrollment official at the local school or email district office at registrar@pelhamschools.org.

Please upload your Proof of Residency such as your mortgage statement, deed or property tax bill.*

Upload Proof of Residency
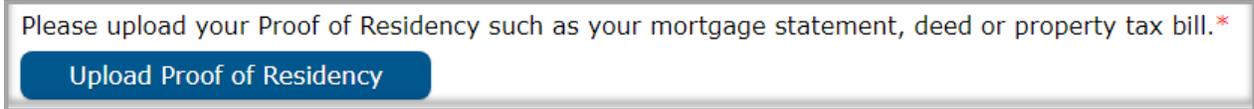
12. Once you have completed a section of the application, it will turn green and have a white checkmark next to it. You may return to the section at any time before submitting the application by clicking on it. Reasons you may want to return to a section:

    a. Information provided is incorrect and needs to be corrected

    b. Documents were not available for upload at the time you completed the section but now you have them to upload

Completed Section   *Current Section*   *Unavailable Section*

✓ Student(s) Primary Household   ▼ Parent/Guardian   Emergency Contact

13. The next section is the Parent/Guardian section. Enter your information as the Parent/Guardian first.

a. If you live with the student, click "Next".

b. If you do not live with the student, uncheck the "Please check this box if the person lives at the address listed below" checkbox and complete the information for where you live. Click "Next".

14. Enter Contact Information and Contact Preferences. *At least one phone number is required*. When completed, click "Next".

15. Indicate whether or not you are a Migrant Worker. This information is used for State Reporting. When finished, click "Next".

Migrant Worker

Has this person, within the past 36 months, relocated with the intent to obtain seasonal or temporary employment in agriculture, fishing, and dairy of food processing work?

○ Yes, this individual is a migrant worker
● No, this individual is not a migrant worker

For more information click on this link.

◀ Previous

Delete   Cancel   Save/Continue

16. Indicate whether the selected parent is a member of the military. When finished, click "Save/Continue".

17. If you need to add another Parent/Guardian click the "Add New Parent/Guardian" button and repeat steps 14-16. Once finished with adding Parent/Guardians, click "Save and Continue".

✓ Student(s) Primary Household ▶ ▼ Parent/Guardian ▶ ⊘ Emergency Contact ▶ ⊘ Other Household ▶ ⊘ Student ▶ ⊘ Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	
Michele	Custom	F	✓	Edit/Review
Marvin	Custom	M	✓	Edit/Review

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

If a parent is missing required information, the parent will be highlighted in yellow. Click the "Edit/Review" button to go into the parent/guardian's information to add what is required.

Parent/Guardian

First Name	Last Name	Gender	Completed	
Michele	Custom	F	✓	Edit/Review
Marvin	Custom			Edit/Review

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.

⊘ 'One or more parent/guardian(s) are missing required information. This information must be entered before moving forward.'

18. Click "Add New Emergency Contact" to add the person who is to be contacted in the event a parent/guardian cannot be reached. *Parent/Guardians should not be entered in this section.* Repeat for any additional Emergency Contacts. Click "Save/Continue".

Emergency Contact Information

Please enter Emergency Contacts. Do not enter Parent/Guardian(s) here if already entered in Parent/Guardian section.

Ok

✓ Student(s) Primary Household	✓ Parent/Guardian	▼ Emergency Contact	⊘ Other Household	⊘ Student

Emergency Contact

First Name	Last Name	Gender	Completed

In AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

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

✓ - Indicates that person is completed.

Add New Emergency Contact

Back

Name and Contact Information are required (at least one phone number).

The Verification pleat is where you indicate where the Emergency Contact lives.

    a.   If the person lives in the household with the student, check the "Please check this box if this person lives at the address listed below" checkbox.

b. If the person does not live in the household, enter their address in the address fields.

19. If children live with the student and are not yet of age to attend school (Ages 0-3 years), please enter their information in the Other Household section. Otherwise, click "Save/Continue". **This is NOT where you enter the Student's information.**

Example Other Household

20. Click "Add New Student" to enter the information for the student(s) to be enrolled. You will add students one at a time, completing one student before adding any additional students.

a. Complete the Demographics pleat. Be sure to fill in all required fields. When the Demographics pleat has been completed, click "Next".

Continue completing the application. Complete all sections with necessary information and when available, upload necessary documents. When documents are uploaded they will appear similar to the image below.

21. Complete the Race/Ethnicity pleat. If the student is Hispanic/Latino, please answer "Yes" to the question. All students must provide a race, regardless of whether they are Hispanic/Latino or not. When the Race/Ethnicity pleat has been completed, click "Next".

22. Complete the Housing Information pleat. When the Housing pleat has been completed, click "Next".

23. Complete the Student Services pleat. When finished click "Next".

24. Complete the Home Language Questionnaire pleat. This information is for Federal and State Reporting.

25. Complete the Tribal Enrollment pleat. When finished click "Next". This information is for Federal and State Reporting.

26. Define the Relationships the Parents/Guardians have to the student.
    a. Indicate which parents have guardian rights, who should receive mail, have access to the student's information via the parent portal, and who should receive messenger messages.

    b. If a Parent does not live with the student in the Primary household but the student lives with the parent in a secondary household, click the "Secondary Household" button.

    c. Select the "Contact Sequence". Whoever should be contacted first should have "1" as the "Contact Sequence". Sequence numbers must be unique for each person.

    d. DO NOT SELECT "No Relationship" if the parent/guardian listed has a relationship to the student. This will delete all of the relationship fields for that parent.

    e. Once finished, click "Next".

27. Define the relationship the Emergency Contact has to the student as well as the contact sequence. Click "Next".

28. If applicable, define the relationship the Other Household members have with the student.

29. Enter Healthcare Provider pleat. Click "Next".

30. When you get through to the Medical Information pleat, answer all of the questions to the best of your ability. Keep in mind, providing as much information about your child will be a tremendous help to our Health Staff in understanding and caring for your child during the school year.

31. Indicate whether the student takes medications or if not, click "No". If your child takes medications, you will be required to upload a copy of the Medication Form.

32. Complete the Release Agreements pleat.
    a. Sign your name in the space provided.

    b. When finished click "Save/Continue".

33. The student will be listed in the Student section of the application. Repeat steps 21-32 for any other students you wish to enroll. When finished click "Save/Continue".

34. **Before clicking Submit**, click the 'Application Summary PDF" to generate a copy of the application. Print or save this copy for your records. **Once the application is submitted you will not have access to make any modifications!**
    a. Review the information for accuracy. If any part of the application is incorrect, click into the section where the information is inaccurate and correct it. You will not have access to correct the information after you click Submit!

You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

Application Summary PDF

REVIEW THIS DOCUMENT FOR ACCURACY BEFORE CLICKING SUBMIT

Click here to review all of the information provided in the application.

Online Registration Summary

Page 1 / 2
Example, Eleanor | 1099

Modified By:
**Modified Date:**
Application End Year: 2021

Application Number: # 1099
Application Created By: Penny Example

Household
Home Phone
Home
Phone: (555)555-5555

	High Emergency	Priority	Attendance	Behavior	General	Teacher	Private
Home Phone: Voice	X	X	X	X	X	X	
Text							

Home Address
3672 GALTIER Rd.
Blaine, NY 55449
Household has no separate Mailing Address

Parent/Guardian
Example , Penny   Gender: F
Birthdate: 01/01/1981   Household: Yes

Contact Information
Cell: (555)555-5555
Work:
Other:
Email: mmbaker@customonline.com
Secondary
Email:

	High Emergency	Priority	Attendance	Behavior	General	Food Service	Teacher	Private
Cell: Voice	X	X	X	X	X	X	X	
Text								
Email:	X	X	X	X	X	X	X	

Impact Aid
Parent/Guardian in Military: No

Parent/Guardian
Example , Ebenezer   Gender: M
Birthdate: 01/01/1981   Household: No
489 SUBURBAN Ave.
Blaine, NY 55449
Phone: (555)544-5555

Contact Information

Emergency Contact
Example , Mabel   Gender: F
Birthdate: Household: Yes

Contact Information
Home:
Mobile: (555)554-5544
Work:
Email:

Verification Information
Address Line 1: Same as student
Address Line 2: Same as student

Other Household
Example , Esther   Gender: F
Birthdate: 01/01/2019 Household: Yes
No further data for this household member

Student
Example , Eleanor   Gender: F   DOB: 01/01/2014
Nickname: Ellie
Student Number:

Demographics
Student Cell Number:
Student Email:
Foreign Exchange: No
Enrollment Grade: 02
Test field 1 starting literal: No
Test field 2 starting literal:

Race Ethnicity
Asian
Is Hispanic/Latino: No

Language Information
Language most often spoken at home: English
Student language: Spanish
Parent/Guardian language: Spanish
First language spoken by student: Spanish

If it is inaccurate, click into the area of the application to make the necessary changes before submitting.

Once Submit is selected, you will NOT have access to modify the application.

35. Click Submit to submit the application. A warning pop up will appear informing you that you will not have access to the application once you click submit. Click "Confirm" to submit or "Cancel" to go back into the application. **Once the application is submitted you will not have access to make any modifications!**

Warning

Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.

Confirm   Cancel
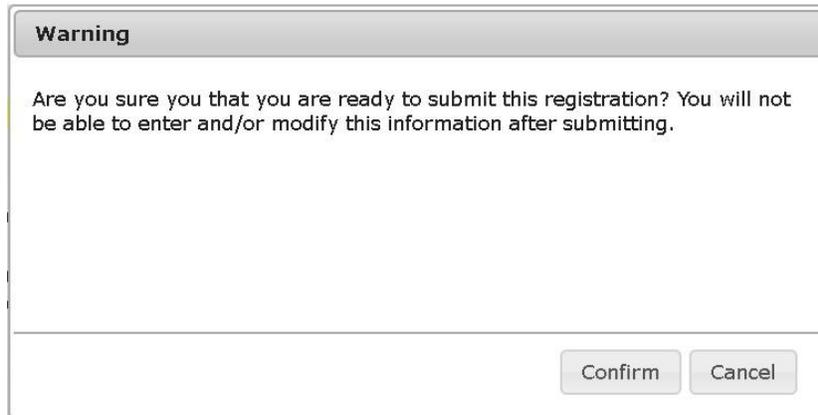
36. **WAIT FOR THE CONFIRMATION SCREEN!** If you do not wait for the confirmation screen before closing the browser window your application may not submit and will not be processed. You must see the screen below before you close the browser window.

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.
Application Summary PDF

37. You will receive an email indicating the application has been submitted. If you do not receive this email, check your junk/spam folder. *If it is not in the junk/spam folder, please contact the enrollment official at the local school or email district office at registrar@pelhamschools.org*

The school will be in touch if any additional information or documentation is required.

Need Assistance? Have a Question?
Please contact the enrollment official *at the local school or email district office at registrar@pelhamschools.org* Have your Application (Confirmation) Number ready.

Saving and Returning to an Application:

1. If you cannot complete the application all at one time, click "Save/Continue". This will save where you are currently in the application.

2. To access the application again, click the link the original email.

3. When you return to the application, it will highlight where you left off for you to go back in to complete the missing required information. Click the appropriate area and click "Edit/Review"