

ONLINE REGISTRATION –NEW FAMILIES

Online registration is a mandatory process that allows parents register their students to the Danville Independent School District. Online Registration (OLR) will collect information in this order: STUDENT(S) PRIMARY HOUSEHOLD, PARENT GUARDIAN, EMERGENCY CONTACTS, OTHER HOUSEHOLD MEMBER AND **STUDENT INFORMATION**.

* Indicates a required field



STUDENT(S) PRIMARY HOUSEHOLD: This section will review primary household information. You will need to (2) upload proofs of residency before application can be processed.

PARENT/GUARDIAN: This section will review the **PRIMARY** parent/guardian information for the student(s) that will be entered on the STUDENT tab. You will be required to answer the Impact Aid questions. There is no need to add parent/guardians that do NOT live in the primary household in this section. They can be listed in the Emergency Contact section.

EMERGENCY CONTACTS: This section will require at least ONE emergency contact to be entered. This person will be contacted in the event that a parent/guardian cannot be reached. Be prepared to provide a minimum of a name and phone number for each contact.

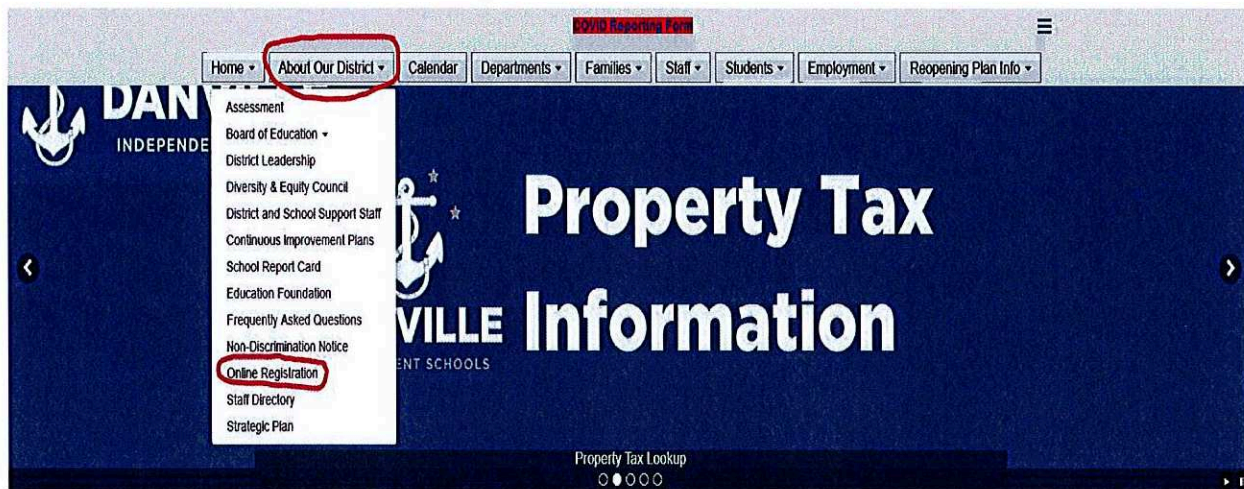
OTHER HOUSEHOLD MEMBERS: This section will review data on any other DEPENDENTS that reside in your home, including older and younger **non-school aged** siblings. DO NOT ENTER students in this section! Do not include students who live with you part-time. Those students will be included in their primary household's OLR application.

STUDENT: This section is where you enter students who need to register for school. This section should be completed for EACH STUDENT in your household. If you are NOT the primary parent/guardian for a student (i.e. you are the step-parent or you are listed as the SECONDARY household for a student), YOU SHOULD NOT COMPLETE REGISTRATION FOR THAT STUDENT. Only the PRIMARY parent/guardian or EDUCATIONAL guardians should complete an OLR application for the student.

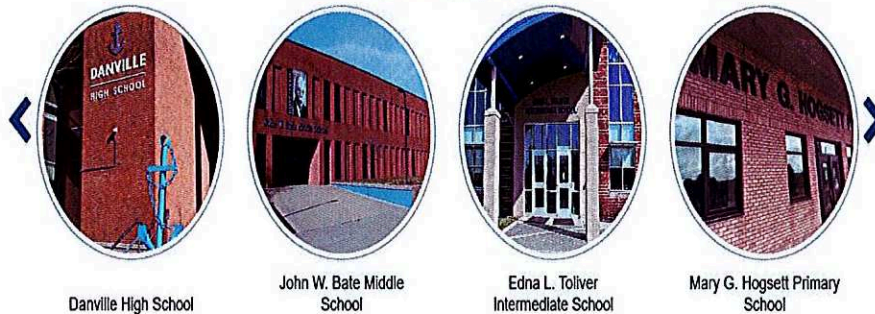
Online Registration-New Families

You can access the Online Registration portal on the Danville Independent Schools webpage [Danville Schools](#) under Families tab or any individual schools website.

- Click on 'About Our District' then "Online Registration"



SCHOOL LINKS



Danville High School

John W. Bate Middle School

Edna L. Toliver Intermediate School

Mary G. Hogsett Primary School

- Click on the green “New Families” button.

The screenshot shows the Danville Independent Schools website. At the top, there is a navigation menu with links for Home, About Our District, Calendar, Departments, Families, Staff, Students, Employment, and Reopening Plan Info. Below the navigation is the Danville Independent Schools logo. The main content area is divided into two columns. The left column, titled "QUICK LINKS", contains a list of links: HOME, DISTRICT EVENTS, BOARD OF EDUCATION, DISTRICT LEADERSHIP, SUPERINTENDENT'S MESSAGE, MARY G. HOGSETT PRIMARY, EDNA L. TOLIVER INTERMEDIATE, JOHN W. BATE MIDDLE, and DANVILLE HIGH. The right column, titled "ONLINE REGISTRATION", features a green "NEW FAMILIES" button with the "Infinite Campus" logo. Below this button, there is a "Returning Families" section with a "Parent Login" button. A large red bracket highlights the "NEW FAMILIES" button. At the bottom of the page, there is a footer with the Danville Independent Schools logo, address (115 E. Lexington Ave., Danville, KY 40422), phone (859-238-1300), fax (859-238-1330), and social media icons for Facebook, Twitter, and YouTube. The footer also includes the text "STAY CONNECTED" and "© 2021 Danville Independent Schools. All Rights Reserved."

- Click “Start New Registration”. Follow the instructions on each page and complete each tab, then **SUBMIT** the application.

The screenshot shows the "Infinite Campus Online Registration" kiosk. The form is titled "ONLINE REGISTRATION KIOSK" and contains the following fields and instructions:

- Parent/Guardian First Name**
- Parent/Guardian Last Name**
- Date of Birth (MM/DD/YYYY)**
- Registration Year**
- Email Address**
- Previously Attended this District**
- Confirmation Number**
- Please type the letters you see displayed in the image below**

Below the form fields, there is a "reCAPTCHA" section with the text "I'm not a robot" and a "Begin Registration" button. To the right of the form, there is a welcome message: "Welcome to the district's Online Registration Kiosk! Please select whether you are starting a new application or if you are returning to finish an existing application." Below this message are two buttons: "Start New Registration" and "Return to Saved Registration".