DOWNINGTOWN AREA SCHOOL DISTRICT
INFINITE CAMPUS ANNUAL REGISTRATION GUIDE

- To register a child who is new to the district, please visit www.dasd.org/registration.
- For registration verification questions related to currently-enrolled students, please contact the main office of your child's school.
- For technology-related questions, please enter a ticket at https://assistme.dasd.org/.
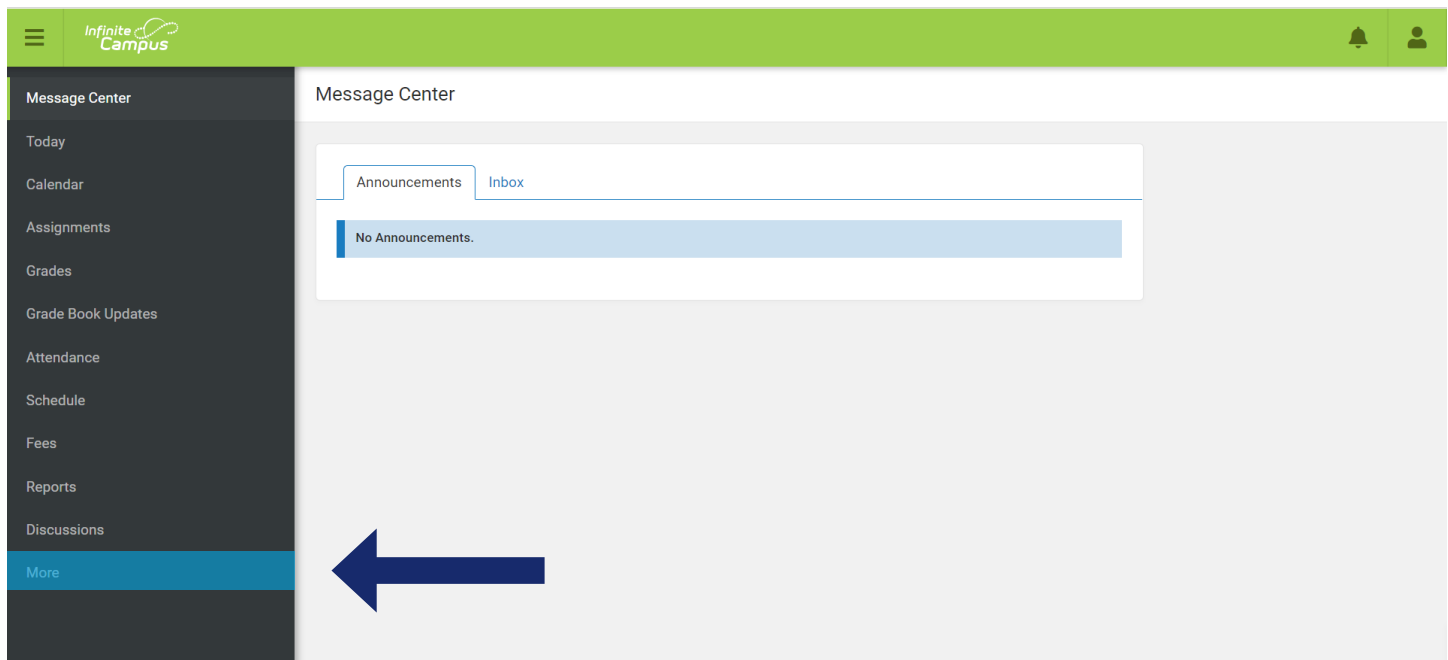
STEP 1

Sign on to the Infinite Campus Parent Portal using your parent username and password at www.dasd.org/parentportal.

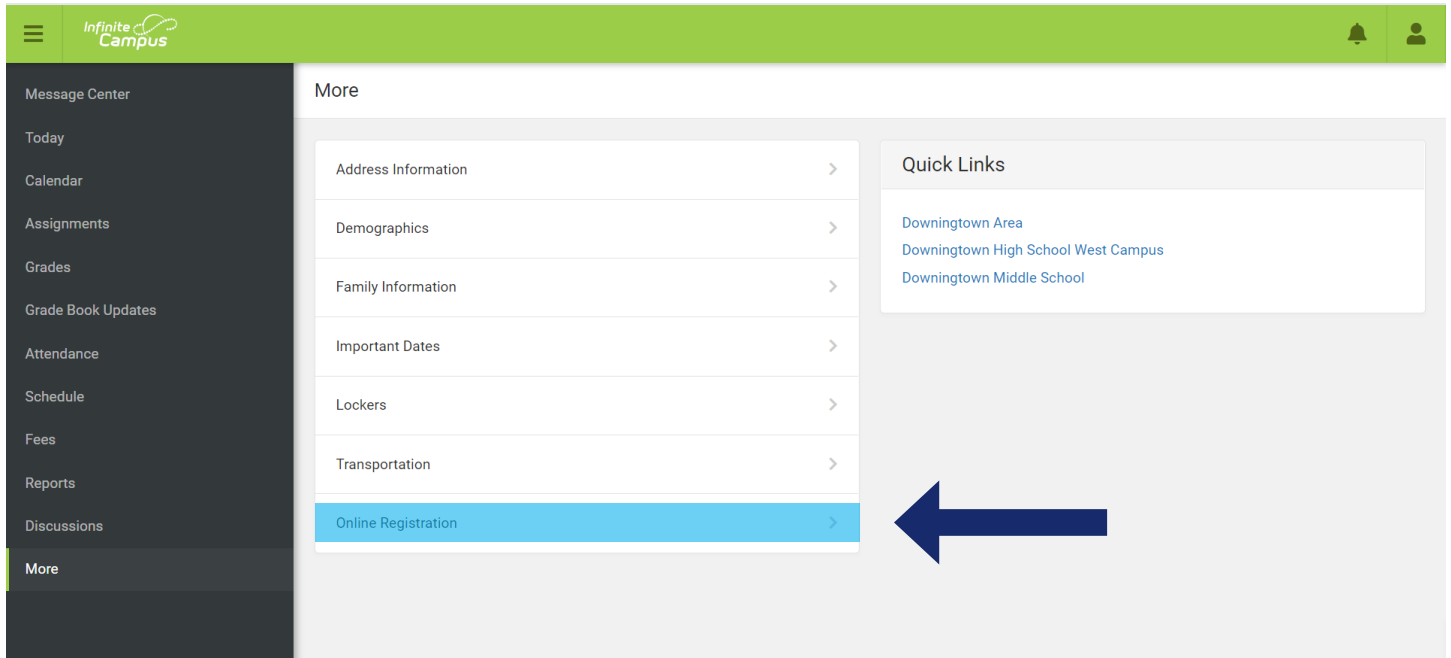If you do not know your username or password, use the Forgot Username/Password links or contact service desk by entering a ticket at https://assistme.dasd.org/.

STEP 2

Once signed in, select More from the left navigation bar.

Options will appear in your main window. Select Online Registration.

STEP 4

All currently-registered students will be in Infinite Campus. To begin registration for these students, select the Click here for current DASD student registration verification button.

If you have a combination of returning and first time DASD students select the Click here for current DASD student registration verification option. This one will allow you to verify your existing students and add the new students in one application. DASD parents do not use the Click here to New Student button. Please do not click this option.

If you're a new family to the district and are not yet registered to attend a school in DASD, please stop and visit www.dasd.org/registration for registration instructions and the special web address for new student registration.
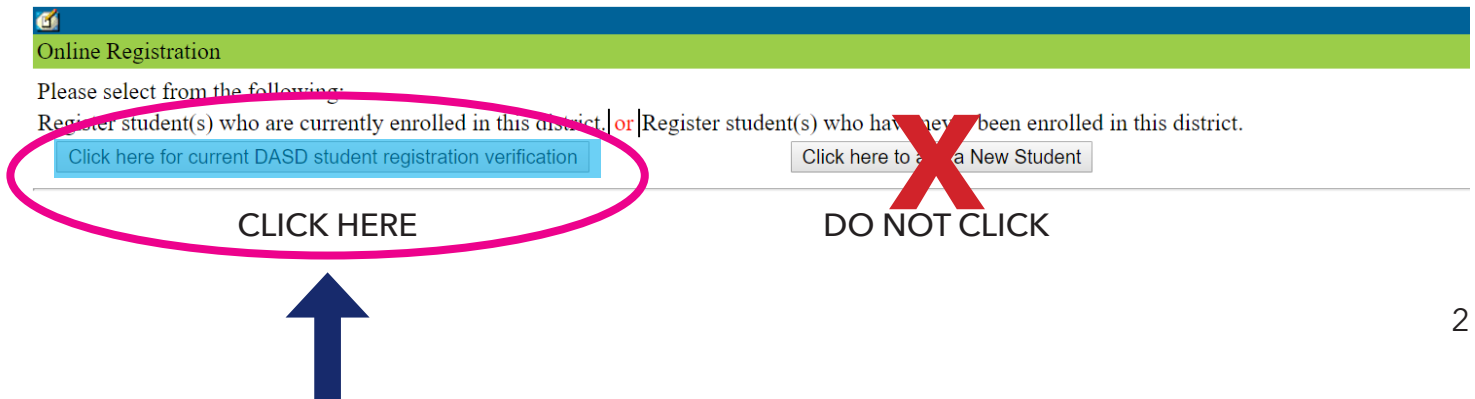
STEP 5

Infinite Campus will display a list of the students in your household who are currently enrolled in DASD.

Select Begin Registration. If this list is inaccurate, please contact the main office of your child's school.

Infinite Campus

Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

Existing Student Registration
This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.

`Click here to go to New Student Registration`

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
███████	██	Yes	Included	No
███████	██	Yes	Included	No

Registration Year `19-20 ▾` *

`Begin Registration`

STEP 6

Infinite Campus will display an electronic signature page.

Enter your name in the text box and use your mouse or touchpad to draw your signature on the signature line.

Select Submit when complete.

Infinite Campus **Online Registration**

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

The electronic signature below and its related fields are treated by Downingtown Area School District like a handwritten signature on a paper form. By completing these items, you are verifying that all information is accurate to the best of your knowledge

Please sign on the line below.

`Clear`

`Submit`

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Review the welcome screen and select Begin.

Infinite Campus Online Registration

Application Number

Welcome to Downingtown Area School District's online registration.

To Update Information for Existing Students

We ask families to complete an online registration each year to ensure that we have the most accurate and up-to-date demographic, contact, and medical information for our students.

Please note:

- The annual update Occurs from July through September.
- Required fields are marked with a red asterisk (*)
- Take care to use correct spelling, capitalization, and punctuation

Questions:

- For questions related to the registration verification process for existing students, please contact the Main Office of your student's school.
- For technical questions, contact the IT department at assitsme.dasd.org

To Add Information for A NEW STUDENT in an Existing Family

New student registration can be initiated by completing the electronic forms in the screens to follow and verifying all areas requiring acknowledgement.

Please note:

- The annual update Occurs from July through September.
- Required fields are marked with a red asterisk (*)
- Take care to use correct spelling, capitalization, and punctuation
- Registration cannot be processed without all necessary forms and documentation. Documentation can be uploaded in your application or you will have the opportunity to submit documentation after your application has been reviewed by the Central Registration Office.

Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses and parent identification
- Student information -- demographic, birth certificate or passport, and health/medication information
- Emergency Contact - addresses and phone numbers.

Age requirement: Children are eligible for admission to kindergarten if they have attained the age of five (5) years on or before September 1st of the school year the student is being registered for. Children are eligible for admission to Grade 1 if they have attained the age of six (6) years on or before September 1st of the school year the student is being registered for.

All Parents/Guardians

*Free and Reduced and Price Meal Application and Accidental Activity Insurance, is not available for the New School Year until mid to late summer.

If you need assistance, please call (610) 269-8460 extension 11430 during business hours: M-F from 8:30am - 4:00pm.

Click here for Central Registration Office Information

On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will not be able to make changes to the application and you will receive an e-mail confirmation from Infinite Campus Registration.

Click "Begin" on this page, and enter the information requested by the online forms

Thank you for your time and assistance.

Begin

STEP 8

Complete the fields in each screen.
- Any field marked with a red asterisk (*) is required.
- Use the Next and Save/Continue buttons to move through the fields.
- Any items highlighted in yellow have not yet been reviewed and need your attention. Please update using the Edit/Review button.

Infinite Campus Online Registration

Application Number

*Indicates a required field

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

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
████	████			Existing		Edit/Review
████	████			Existing		Edit/Review
████	████			Existing		Edit/Review

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.

The maximum number of Emergency Contacts is 3

[Back] [Save/Continue]

STEP 9

Review the policies and release agreements, sign and date.

Handbook Agreement

Each year the Principals update and revise the Parent / Student Handbook and the Student Code of Conduct. The handbook contains useful information regarding the building programs and policies, curriculum summaries, and the complete school discipline code for the Downingtown Area School District.

Please visit this link to review your building's handbook.
I have received, read, understand and will comply with the contents of the Student Handbook and the Student Code of Conduct.

I, the student, agree [Yes ▼] *
As the parent/guardian of a student receiving school district services I have received, read, understand and reviewed with my child the Student Handbook and the Student Code of Conduct. I have also answered questions s/he asked.

I, the parent/guardian, agree [Yes ▼] *

Family Educational Rights and Privacy Act
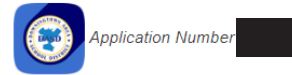
Click here for District FERPA Information
Please review our webpage link above to to review Board Policy 216-AG-3 Notification of Rights Under FERPA regarding the sharing of student directory information and photographs and to download the opt-out form.
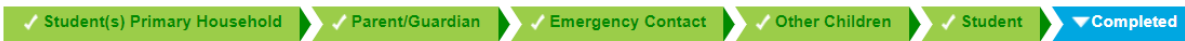
Please sign on the line below

_____ *

[Clear]

Date of Agreement [   ] 🔍 *

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[Cancel] [Save/Continue]

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Submit application by clicking the red Submit button. You may also print a pdf of your application from this screen for your records.

- Preguntas relacionadas con el registro de estudiantes nuevos - Póngase en contacto con el registro central www.dasd.org/registration.
- Preguntas de registro relacionadas con estudiantes existentes - Comuníquese con la oficina principal de la escuela de su hijo
- Preguntas relacionadas con la tecnología, por favor ingrese un boleto en https://assistme.dasd.org/.

PASO 1

Inicie sesión en Infinite Campus Parent Portal con su nombre de usuario y contraseña para padres en www.dasd.org/parentportal.

Si no conoce su nombre de usuario o contraseña, use los enlaces Olvidé su nombre de usuario / contraseña o comuníquese con la mesa de servicio ingresando un ticket en https://assistme.dasd.org/.

PASO 2

Una vez que haya iniciado sesión, seleccione Más en la barra de navegación izquierda.

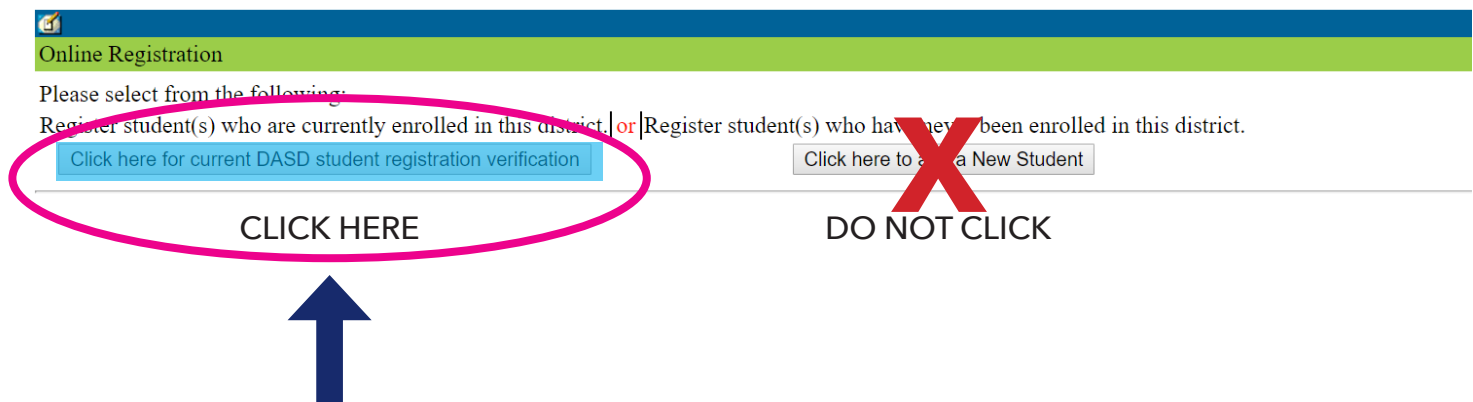Las opciones aparecerán en la ventana principal. Seleccione Online Registration.
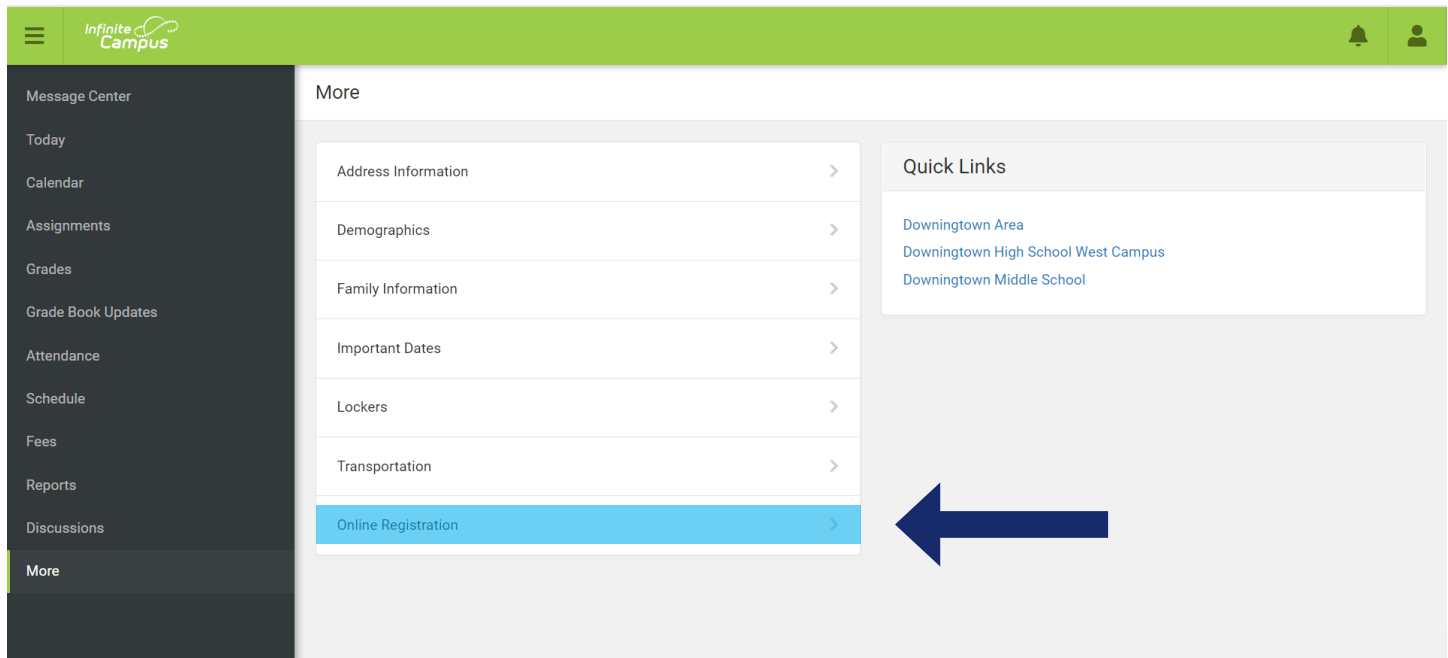
Todos los estudiantes actualmente registrados estarán en Infinite Campus. Para comenzar el registro de estos estudiantes, seleccione el botón Haga clic aquí para verificar el registro actual de estudiantes del DASD.

Si tiene una combinación de estudiantes DASD que regresan y que ingresan por primera vez, seleccione la opción Haga clic aquí para verificar la inscripción actual del estudiante DASD, esta le permitirá verificar a sus estudiantes existentes y agregar los nuevos estudiantes en una sola solicitud. Los padres de DASD no usan el botón Haga clic aquí para estudiante nuevo, no haga clic en esta opción.

Si usted es una nueva familia en el distrito y aún no está inscrito para asistir a una escuela en DASD, pase por estas instrucciones y visite www.dasd.org/registration para obtener instrucciones de inscripción y la dirección web especial para la inscripción de nuevos estudiantes.

PASO 5

Infinite Campus mostrará una lista de los estudiantes que están actualmente inscritos en DASD.

Seleccione Begin Registration (Iniciar Registro). Si esta lista es inexacta, comuníquese con la oficina principal de la escuela de su hijo.

PASO 6

Infinite Campus mostrará una página de firma electrónica.

Introduzca su nombre en el cuadro de texto y utilice el ratón o el panel táctil para dibujar su firma en la línea de firma.

Seleccione Submit (Enviar) cuando haya finalizado.

Revise la pantalla de bienvenida y seleccione Begin (Comenzar).

Infinite Campus Online Registration

Application Number [redacted]

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Click "Begin" on this page, and enter the information requested by the online forms

Thank you for your time and assistance.

Begin

Complete los campos de cada pantalla.
- Cualquier campo marcado con un asterisco rojo (*) es obligatorio.
- Utilice los botones Next (Siguiente) y Save/Continue (Guardar/Continuar) para desplazarse por los campos.
- Todos los elementos resaltados en amarillo aún no han sido revisados y necesitan su atención.

Infinite Campus Online Registration

Application Number ▊

*Indicates a required field

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

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
▊	▊			Existing		Edit/Review
▊	▊			Existing		Edit/Review
▊	▊			Existing		Edit/Review

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✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 3

Back | Save/Continue

Revise las directivas y los acuerdos de lanzamiento, el signo y la fecha.

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Please visit this link to review your building's handbook.
I have received, read, understand and will comply with the contents of the Student Handbook and the Student Code of Conduct.

I, the student, agree Yes ▼ *
As the parent/guardian of a student receiving school district services I have received, read, understand and reviewed with my child the Student Handbook and the Student Code of Conduct. I have also answered questions s/he asked.

I, the parent/guardian, agree Yes ▼ *
Family Educational Rights and Privacy Act

Click here for District FERPA Information
Please review our webpage link above to to review Board Policy 216-AG-3 Notification of Rights Under FERPA regarding the sharing of student directory information and photographs and to download the opt-out form.

Please sign on the line below

*

Clear

Date of Agreement 🔍 *

◀ Previous

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Cancel | Save/Continue

Envíe la solicitud haciendo clic en el botón rojo Submit (Enviar). También puede imprimir un pdf de su solicitud desde esta pantalla para sus registros.