Infinite Campus

Online Registration

Students Returning to the

School District of Lodi &

Incoming 4K Students

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Online Registration

Welcome to the School District of Lodi online registration. This the first step of registering your child for school.

Parents with children already enrolled in a Lodi school will log into the Infinite Campus Parent Portal for registration using any computer on the internet. Firefox and Google Chrome are the recommended browsers. Mobile devices do not work for registration at this time. If your child was not enrolled the previous year, you must register as a new family.

Accessing Online Registration

Parents and guardians will use their Infinite Campus Parent Portal login credentials. Parents and guardians who don't have a login or have forgotten their login or password should contact Kris Karls at karlskr@lodischoolswi.org to get their login information.

1. Log in to the Infinite Campus Parent Portal website at https://lodiwi.infinitecampus.org/campus/portal/parents/lodi.jsp with your login credentials. The browsers for Infinite Campus are Google Chrome or Mozilla Firefox.
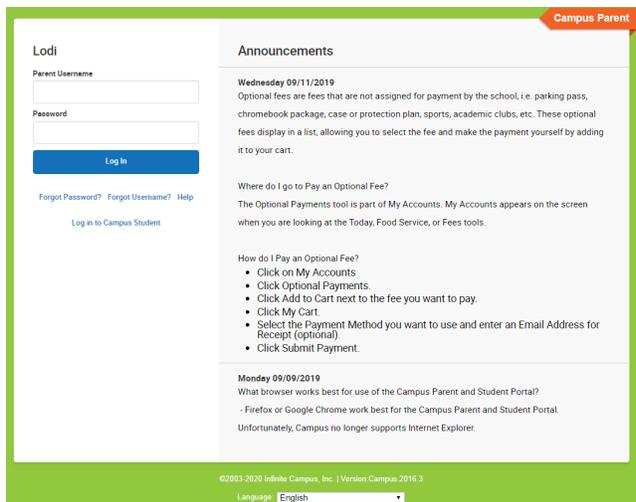
2. After logging into the Parent Portal, click on More then click on Online Registration
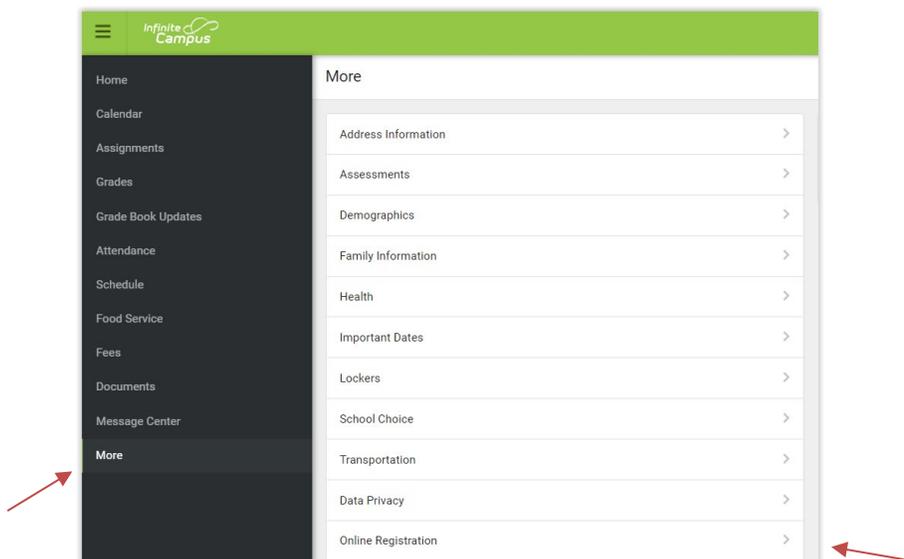
Navigating the Application

The tips listed below will be helpful in understanding how to navigate the application.

- Data for your currently enrolled children will populate in the application.
- Each tab and pleat must be complete before moving to the next tab or pleat. Once a tab or pleat has been completed (required fields completed) you can move freely between tabs and pleats.
- Once you begin a tab, you must enter all required fields in that tab before saving.
- Required fields have a red asterisk*.
- Move forward and backward through the pleats using the Next and Previous buttons.
- Links are provided on some of the pleats. Click the links to get more information and to access fillable forms.

Starting the Data Verification Process

1. Choose the appropriate **Registration Year and click Start**
2. Click **Begin Registration**.
3. Select your preferred language and **write down your application number**.

Infinite
Campus Online Registration

Application Number 5611

English | Spanish

Welcome to the School District of Lodi Infinite Campus Online Registration.

All forms that are available during your online registration session are also available on the School District of Lodi website at: www.lodi.k12.wi.us.

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

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.

If you need assistance, please contact Kris Wendorf at wendokr@lodischoolswi.org or call (608) 592-1053 during business hours 8:00 am to 4:30 pm.

Begin

4. A welcome box will appear with instructions. Click **Begin**.

Student(s) Primary Household Tab

The home address, entered as your child's primary household.

Primary Phone Pleat

1. Verify the Home Phone number of the Primary Household. If this information is incorrect, type in a new number. This phone number may be landline or mobile number.
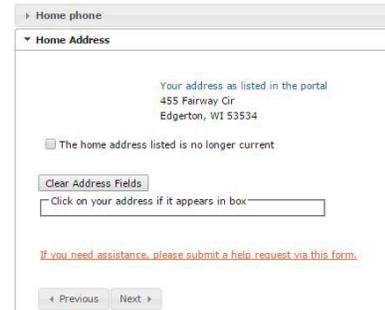2. Click Next.

▼ Home phone

Home phone
(   )   -   *

Next ▶

Home Address Pleat

As an existing household, your address will be prepopulated. *Verify* that your home address is complete. If not, correct your address.

1. If the address is not correct, please correct as appropriate.
2. Click **Next**.

Mailing Address Pleat

If your household has no separate Mailing Address press Save/Continue. If your household does have a separate mailing address follow the steps below.

1. Uncheck **The household has no separate Mailing Address** checkbox.
2. Enter in the correct address
3. Click **Save/Continue**.

Fee Waiver Pleat

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 family's 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

NOTE: The Free Reduced Application is available. You may also obtain the application on our website at: https://www.lodi.k12.wi.us/our-families/food-service under the Free/Reduced Information pleat - when application is active. Please direct any food service related questions to: Ariel Andrews at andrear@lodischoolswi.org or at 608-592-3855 ext. 1017. Ariel's office is located at the Lodi Primary School, 1307 Sauk Street, Lodi WI 53555.

Bridging Brighter Smiles Pleat

Bridging Brighter Smiles: Bridging Brighter Smiles, Inc. is a nonprofit organization that provides screenings, dental cleanings, sealants and fluoride varnish application for students' right at school during the school day. Visits are held throughout the school year. This program is open to all students in the district 4K through grade 12. Questions: Call Bridging Brighter Smiles at (262) 896-9891, or visit them on the web at www.bbsmiles.org

Click here to enroll for Bridging Brighter Smiles.

Athletic Pass Pleat (this is not available at this time)

An individual or family Athletic Pass can be purchased a few different ways, download form to your computer, complete form, SAVE completed form to your device and email to: palmema@lodischoolswi.org or you may also download form, complete form, save form, print and return to Moe Palmer by dropping off at the District Office at 115 School Street. If you and/or your family attend athletic events regularly, you can purchase an individual pass for $25 for the year or you may purchase a family pass for $75 which is best for 3 or more people. These passes are only good for regular season games and cannot be used for tournament play. For those families who have students in any athletic program grades 9-12, that particular student will be allowed into regular season games for no fee. They will not need an athletic pass.

Fees: may be added and paid online, using the optional fees on the fee tab in the parent portal. A completed form MUST accompany any online payment. Email completed form to palmema@lodischoolswi.org. 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.

School District of Lodi Athletic Pass Request/Receipt

Parent/Guardian Tab

Verify or modify all Parents/Guardians, including yourself. This tab should also include parents/guardians of secondary households. For instance, if you are divorced or separated, the second parent should also be listed. You will add a separate address and phone number for that parent.

Individuals highlighted in yellow are not complete. A green checkmark will appear when complete.

1. Select Edit/Review or Add New Parent/Guardian

Demographics Pleat

The demographic information pertains to the person in the header.

1. Verify or modify all fields. Remember - All fields with a red asterisk * are required.
2. Include a full birth date, including the 4-digit year.

3. Uncheck the box if the person does not live at the address listed. This will allow you to add a secondary household address. Add that address in the same manner as your Primary Household address.
4. Click **Next**.

Contact Information Pleat

1. Verify or modify information to complete all fields.
2. Include an **email** address (if applicable) or select the **Has no e-mail** checkbox.
3. Click Next.

Military Connections Pleat

Is either parent or guardian on active duty in the military? *

○   Yes

◉   No

Is either parent or guardian a traditional member of the Guard or Reserve?

○   Yes

◉   No

Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32?

○   Yes

◉   No

Emergency Contact Tab

An emergency contact is a person you give permission to pick up your child from school in the event of an emergency. DO NOT add parents/guardians as an emergency contact.

Important: You must add at least one emergency contact to complete the registration.

1. Click **Add New Emergency Contact**.
2. Click **OK** on the pop up.

Demographics Pleat

1. Verify or modify all fields (birth date is not required for the Emergency Contact – but helpful to have if known).
2. Click **Next**.
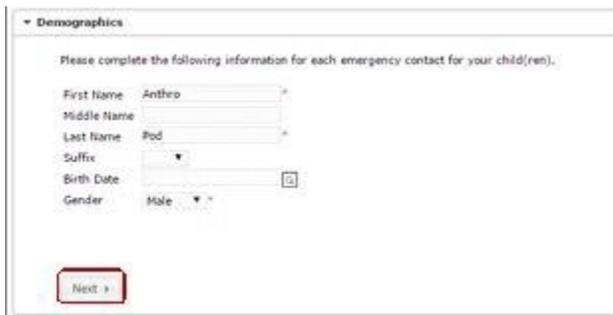
Contact Information Pleat

The emergency contact person must have at least one phone number.
1. Verify or modify all fields.
2. Click **Next**.

Other Household Tab

This tab is for:

- Children residing at the primary household that are not attending at the School District of Lodi. Typically, younger children in the household that will enroll in the School District of Lodi at an age appropriate date.

This tab is **NOT** for:

- Students currently enrolled in the School District of Lodi
- Secondary household persons
- Siblings who will be enrolling this school year or who have graduated from the School District of Lodi.

1. Select **Add New Household Member**.

Demographics Pleat

1. Verify or modify information to complete all fields.
2. Click **Save/Continue**.

3. Select **Add New Household Member (Child not currently enrolled).**
4. Or, if you are done select **Save/Continue** to move to the next tab.

Student Tab

All students registering to attend the School District of Lodi in 2020-2021 should be added to this tab. Review EACH child's information. Add any new children entering the School District of Lodi.

1. Select **Edit/Review**.

Demographic Pleat

1. Verify that the Legal First Name, Middle Name, and Last Name as seen on the student's birth certificate are appropriately entered.
2. Enter in a **Preferred Name**, **Student Cell Number** if applicable.
3. Enter in the **Enrollment Grade**.
4. Click **Next**.

Race Ethnicity Pleat

1. Verify the race ethnicity options.
2. Click **Next**.

Housing Pleat

1. Select **Yes** or **No** if the student is living in a temporary situation due to economic hardship.
2. If **No** is chosen, click **Next**.

Housing situations (continued)

3. If **Yes,** choose the student's current housing situation by completing the question.
4. Click **Next**.

- ◉ Yes, this student is homeless
- ○ No, this student is not homeless

*If yes, please select the option that best represents the student's current housing situation.

- ○ Shared Housing
- ○ Motel, hotel, trailer park, or camp ground due to lack of alternative accommodation
- ○ In emergency or transitional shelter
- ○ Awaiting foster care placement
- ○ Primary nighttime residence is not ordinarily used as a regular sleeping accommodation
- ○ Living in car, park, public space, abandoned building, substandard housing, bus or train station

Student Services Pleat

Does your student have a current Individual Education Plan (IEP) for Special Education? *

- ◉ Yes, my student currently has an Individual Education Plan (IEP) for Special Education.
- ○ No, my student does not have an Individual Education Plan (IEP) for Special Education.

If you answered YES to having a current IEP:

- ◉ Yes, you may email my students completed IEP plan and progress notes.
- ○ NO, you may not email my students completed IEP plan or progress notes. Please send U.S. mail.

Does your student have a current Evaluation for Special Education? *

- ◉ Yes, my student does have a current Evaluation for Special Education.
- ○ No, my student does not have a current Evaluation for Special Education.

If you answered YES to having a current Evaluation Plan: *

- ◉ Yes, you may email my students completed Evaluation plan.
- ○ NO, you may not email my students completed evaluation plan. Please send U.S. mail.

Does your student have a current 504 Plan (accommodation(s) made for student?) *

- ○ Yes, my student does have a current 504 Accommodation Plan.
- ○ No, my student does have a current 504 Accommodation Plan.

Language Information Pleat

The information on this form helps us identify who may need help to develop the English language skills necessary for success in school. Language testing may be necessary to determine if language supports are needed by your child. Answers will not be used for determining legal status or for immigration purposes. If your child is identified as eligible for English language services, you may decline some or all of the services offered to your child.

- What was the first language spoken by the student?
- *What is the language most often spoken at home?
- Was the first language used by this student English? *

Previous School Pleat (NEW FAMILIES ONLY):

Please enter information regarding this student's prior school. Please download the Release of Information form by clicking on the link below. You may return the complete, signed and dated form to Kris Karls, District Registrar by email at karlskr@lodischoolswi.org or drop off at the District Office at 115 School Street, Lodi WI 53555

*Last Year

School NA

*City   NA

*State Phone   (   )

Relationships - Parent/Guardian Pleat

Verify or modify the relationship of those listed, to the student you are working on.

1. Verify each *relationship* to the child from the drop down menu next to each parent/guardian name.
2. Choose the *Contact Preferences* for each parent/guardian, see descriptions below.
   a. *Guardian*–flag this person as a legal guardian to the student.
   b. *Mailing*–flag this person to receive mailings for the student. (You must check Guardian and Mailing to receive letters and report cards for your child.)
   c. *Portal*–flag this person as having access to a Portal account and this person will be able to view this student's information within their associated Portal login.
   d. *Messenger*–flag this person to receive messages from the District's messenger system.
3. Check the box for **Secondary Household** if child lives part time with the other parent/guardian.
   a. **Secondary Household**–indicate that this person is a member of the student's secondary household.
4. Enter the **Contact Sequence** in which you wish to be contacted in case of emergency. Number 1 is the first contact.
   a. **Contact Sequence**– Adding a sequence number on contacts will prompt district staff to contact the persons in the order specified.
5. **No Relationship** - This removes persons from the Household.
6. Click **Next**.

Relationships - Emergency Contacts Pleat

Verify or modify the emergency contact information on the emergency contact tab. All children do not need to be linked to the same emergency contact. One emergency contact, and not more than four, is required for each child.

1. Relationship should be **Emergency Contact**.
2. Select a **Contact Sequence**. The contact sequence should reflect the order in which this person should be contacted. Parents/guardians are contacted first.
3. Click **Next**.

Relationships - Other Family Members Pleat

1. Verify or modify the appropriate **Relationship** status.
2. Click *Next*.

Health Services – Medical or Mental Health Conditions

No medical or mental health conditions ☑

OR

Add Condition – if necessary

I understand that the Lodi School District will protect this information in accordance with the Family Educational Rights a (FERPA) and that the information becomes part of the student's educational record. The information will be shared with working at or with the School District for the purpose of providing safe, appropriate and least restrictive educational setti health services and programs. Some of these individuals working with the school district include: Bus company, coache educational assistants, nurse, food service (just food allergies and sensitivities), etc.

Health Services – Medications

Prescription medications are to be administered at home whenever possible. If it is necessary for a student to receive medications at school, all appropriate portions of this form MUST be completed before prescription medication(s) can be given at school. Both a health care provider and parent signature are required. Prescription medication must be in their original containers. New forms must be submitted annually.

No medications ☑

☑ * I acknowledge that I have read and understand the Parent Responsibilities Regarding Medications at School.

Parent Responsibilities Regarding Medications at School

To download the form for your student to take prescription medication(s) at school, click here.

We have some stock medications in the nurse's office. Our stock medications can only be given within the therapeutic doses labeled on the original medication packaging. If you want your student to be able to be administered these medications by school staff, please check the appropriate boxes and click on the link below and complete ALL PORTIONS of the Stock Non-prescription/Over-the-Counter Medication Request Form.

☑ Hydrocortisone Cream 1% - for rash

☑ Cough Drops containing menthol

☑ Triple Antibiotic Cream - minor scrapes and cuts

To download the form for Stock Non-prescription/Over-the-Counter Medication Consent at school, click here.

Informed Consent Pleat

1. You *MUST* click the link to review the:

    *Parent-Student Handbooks – all grades
    *Internet Account Agreement
    *Video/Photo Productions,
    *Report Card/Progress Notes
    *Chromebook User Agreement
    *COPPA Info Agreement – students under 13,
    *COPPA Consent Website Grades K-7,
    *Military Recruiters Grades 9-12,
    *Local Field Trip Permission,
    *Consent for Virtual Online Learning
    *Signature is required before moving forward.

2. Check the **box** indicating you agree or give permission for each question.

3. Click **Next**.

Transportation Pleat

Forms for Transportation either Bus or School-age Drivers (Grades 10, 11 and 12), can be found on this pleat.
Who is required to fill out the Bus Transportation Form?

1. NEW STUDENT/FAMILY: NEW family recently enrolled into the school District of Lodi.

2. ALTERNATE LOCATION: This form needs to be filled out EACH NEW school year! Examples of alternate locations include daycare, placement with other parent, grandparents' location, etc.

3. SHUTTLE: If a student(s) will utilize this service; it is required to fill out the form as space is limited. Families do not need to register a student using the shuttle for sports to the elementary school.

4. ADDRESS CHANGE: If the families address has changed since **August of the current school year** and you did not notify Kobussen, a form will be required in order to accurately route students.

5. NO TRANSPORT: If the family is eligible for bus service but the student(s) will not require pick up and/or drop off.

New families and any families with changes, as listed above, to their bus transportation information for the upcoming school year, MUST complete a new Transportation Form and either email or fax directly to Lodi.Dispatch@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 directly at 608-592-0551 ext. 1 or by email at Lodi.Dispatch@kobussen.com

To download the Bus Transportation form, click here.
PARKING - Lodi High School

School-age drivers at the Lodi High School must complete the Parking Permit Form (see link below.) Please print and complete the Parking Permit Form and turn in to the Lodi High School office. Fee payment may be made online, using the fee tab "optional payments" in the parent portal or in the Lodi High School office.

To download the Parking Permit Form for your student, click here.

Verification

Children with complete information will have a green check. If a child is not complete, the name will be highlighted yellow.

1. To add another child click **Add New Student**. Continue to add all children attending the School District of Lodi.
2. Click **Save/Continue** after all School District of Lodi students have been added and completed.

Return to Complete an Unsubmitted Application

You can exit online registration (OLR) at any time during the process and return later to complete the registration process. It is helpful to write down your Application Number for easier access.

Print and Submit Application Options

Click on the link for **Application Summary PDF** to review all information. You will need Adobe Acrobat Reader to access the document. Is possible, download and keep this document for your reference.

Option 1

Click Submit if you are satisfied the application is complete and accurate. Once you submit the application you can no longer make changes. If you have submitted the application, and discover you have forgotten information, contact Kris Karls at karlskr@lodischoolswi.org

Option 2

Click <Back> if you have not completed the application and need to make revisions OR, if you are done, click Submit.