

ERLANGER/ELSMERE SCHOOL DISTRICT

ON-LINE REGISTRATION – RETURNING FAMILIES

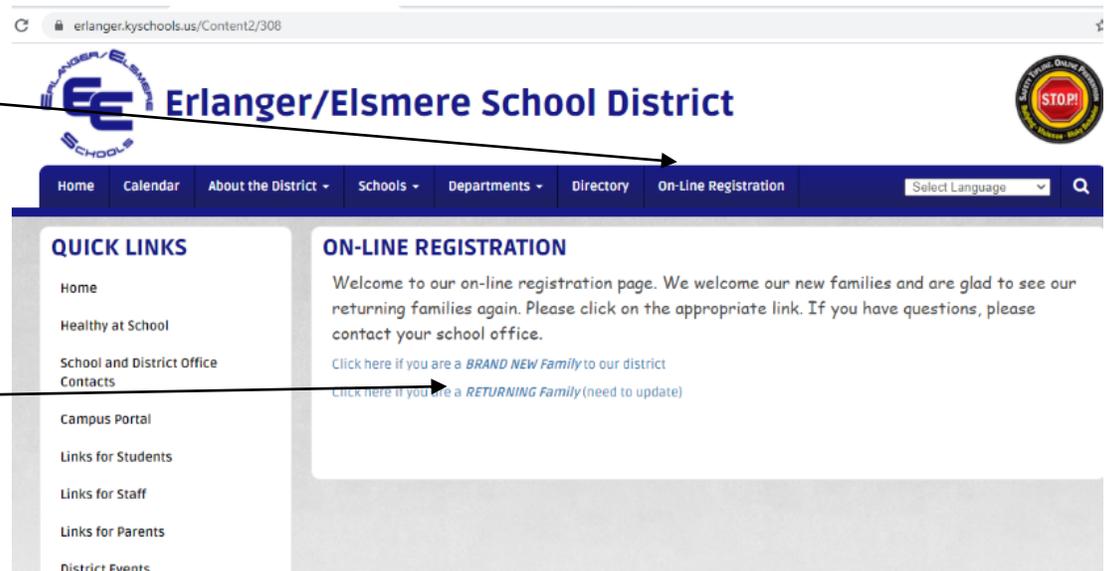
Please follow these directions to register a student if the family has students in the Erlanger/Elsmere Schools

On the Erlanger/Elsmere Schools website:

<https://www.erlangereelschools.us/>

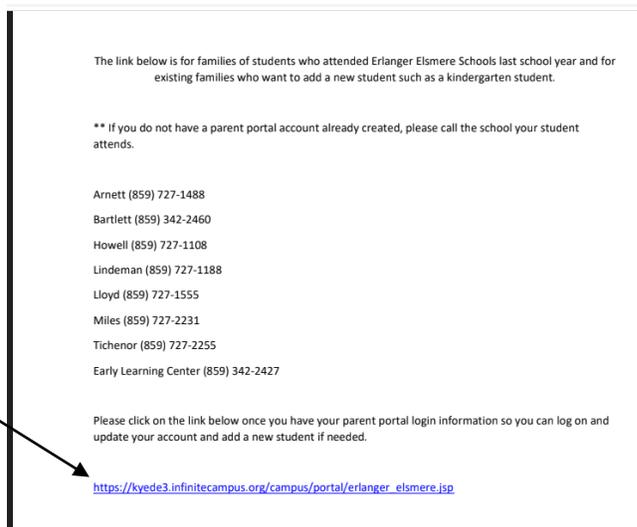
Click on the tab “On-Line Registration” to begin the registration process

Select “Returning Family” if you already have students registered in the District.



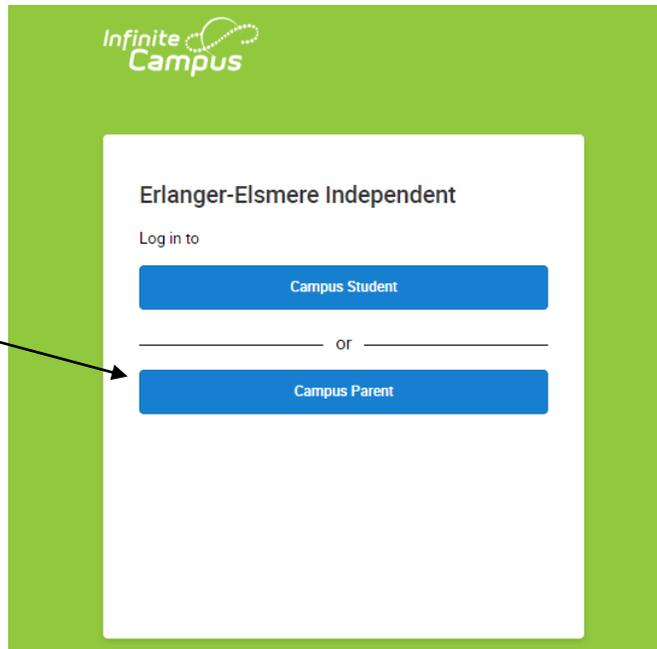
If you need help, you may contact the school your child will attend.

To begin the registration process, click on the link at the bottom of the page.



You will be entering the Parent Portal of Infinite Campus to start the process. You will be able to update your existing information and register your child for the upcoming year.

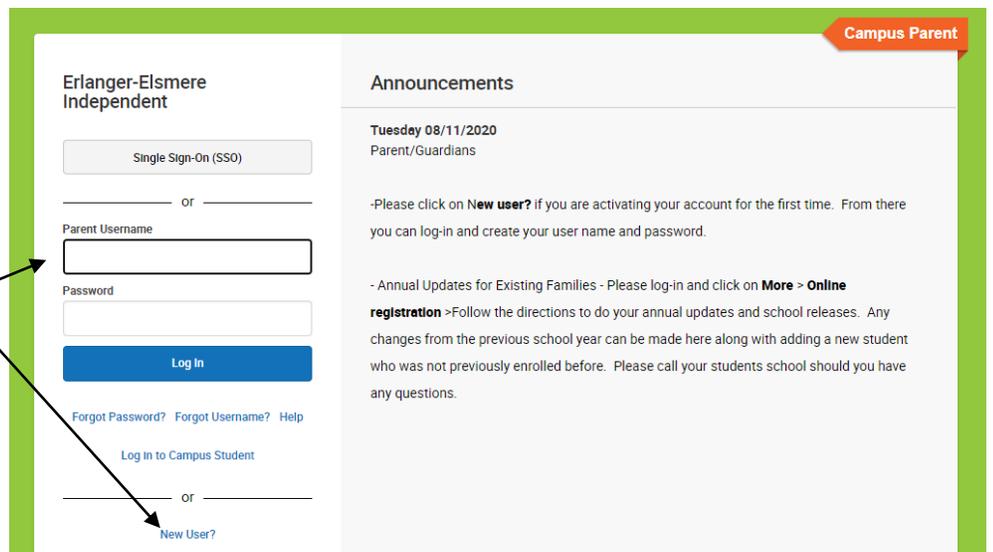
Select "Campus Parent"



If you not set up your Parent Portal, you need to select "New User". Follow the steps below to do so.

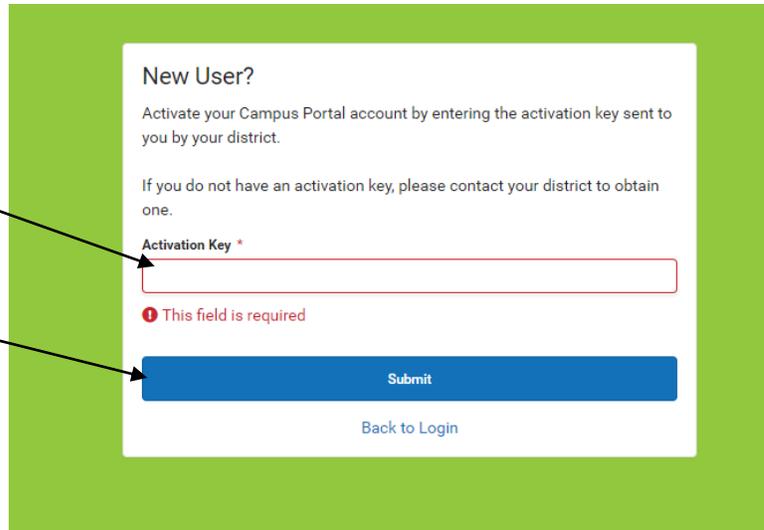
If you have already set up your Parent Portal, enter your Username and Password.

You can skip the next few slides.



To set up your Parent Portal, you will need an Activation Key. You will need to contact the school your child attends to get this code.

After entering the code, select "Submit".

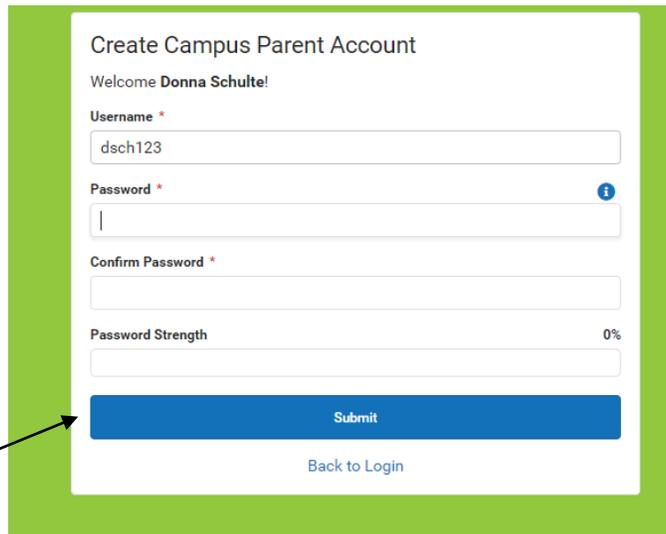


Create a Username, Password.

Retype the same Password.

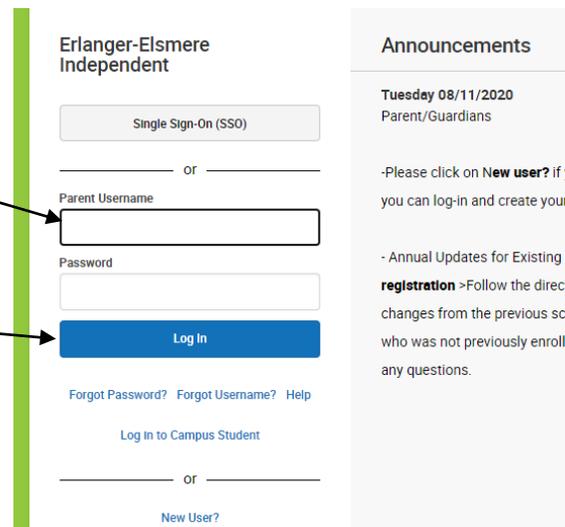
Remember this information. You will need it to enter the Parent Portal each time. You will want to enter the Portal every year to register students, update information, access messages from the school and/or teacher, and check your child's grades.

Select "Submit" when finished.

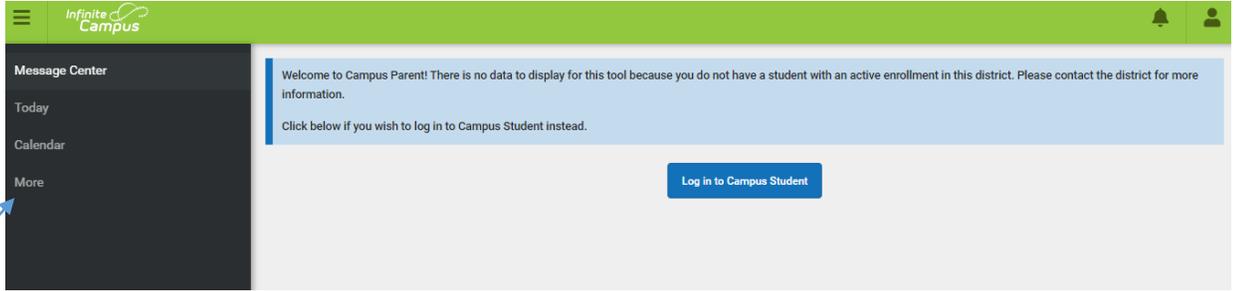


Once you create the Parent Portal or if you already have an account, type your Parent Username and Password.

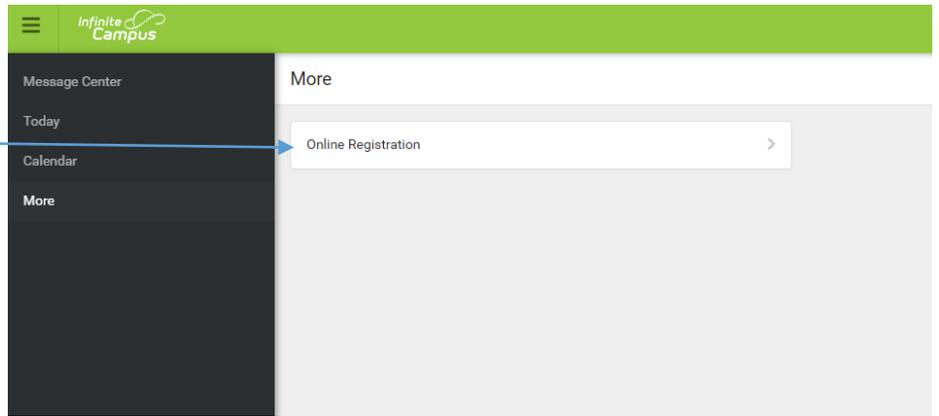
Select "Log In" to begin.



Once you have entered the Portal, click on "More" on the left side.

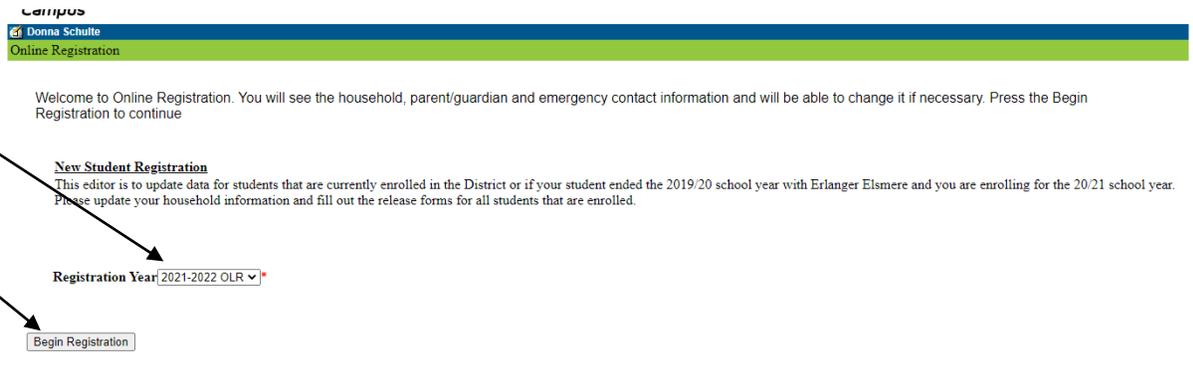


Select "Online Registration"



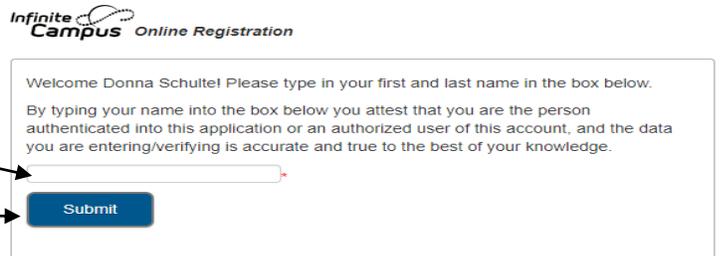
Be sure to select the 2021-2022 school year.

Select "Begin Registration"



Type your name for verification.

Select "Submit".



You will be asked to add or update the following information.

Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- 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 be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

Select "Begin".

Begin

Most of the information on the follow screens will already be completed. Please update or make changes as necessary.

This is Primary Household information.

Select "Next".

* Indicates a required field

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

▼ Primary Phone

Primary Phone (859) 123 -4567 *

	Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Text(SMS)	<input type="checkbox"/>	<input type="checkbox"/>					

[Description of Contact Preferences](#)

Emergency - Marking this checkbox will use this method of contact for emergency messages
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
Attendance - Marking this checkbox will use this method of contact for attendance messages.
Behavior - Marking this checkbox will use this method of contact for behavior messages.
General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.
Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
Private - Mark if number should be listed as private

Next >

Home Address

Complete or update information.

Select "Next".

* Indicates a required field

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

▼ Primary Phone

Primary Phone (859) 123 -4567 *

	Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
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Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
Private - Mark if number should be listed as private

Next >

Home Address

If you address has changed, place a checkmark in the box.

You will need to upload Proof of Residency if address changes.

Select "Next".

Student(s) Primary Household | Parent/Guardian | Emergency Contact | Other Household | Student

Primary Phone

Home Address

Your address as listed in the portal
123 Commonwealth Ave
Erlanger, KY 41018

The home address listed is no longer current

Please upload a utility bill to prove residence in the district.

Upload Utility Bill / Proof of Residency

Previous Next

Student Release Documents

Save/Continue

The highlighted documents are required pieces of information that explain many of the policies in our District.

Later in the process, you will be asked to sign that you have read them and agree to the information.

This is your chance to select each one so it will open and read each document.

Select "Save/Continue" once you have read each document.

Student(s) Primary Household | Parent/Guardian | Emergency Contact | Other Household | Student | Completed

Primary Phone

Home Address

Student Release Documents

It is required that you open and review each of the documents below for your household. There will be questions you must answer later in the Student Release section. This will prevent you from having to open these documents multiple times for multiple students.

[EES District Code of Acceptable Behavior](#)
[Medication Policy](#)
[FERPA Document](#)
[Student Directory](#)
[Acceptable Use Policy](#)
[Chromebook Contract](#)
[I/P Document](#)
[Photo Release Document](#)

Previous

Save/Continue

You will see the students that are already in your household from previous years. You may click on "Edit/Review" to update any information on each student.

If you have a new student to add, click on "Add New Student" to work through the screens and to get him/her enrolled.

Student(s) Primary Household | Parent/Guardian | Emergency Contact | Other Household | Student

Student

First Name	Last Name	Gender	School	Completed	Record Type	Edit/Review
Susan	Schulte	F	Arnett Elementary School	Completed	New	Edit/Review

Please include all students that need to be enrolled.

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

Green checkmark - Indicates that person is completed.

Add New Student

Back Save/Continue

These screen shots will walk you through some of the registration steps for a new student. Some information may already be in IC due to the other household students. Use these only as a guidance.

Complete the required information on your child.

Upload a picture of legal birth certificate (Not the hospital certificate). If unable to upload, please send a copy to the incoming school.

Choose the grade the student will be entering:
00= Kindergarten
99= Preschool

Select "Next" when finished.

Indicates a required field

Student Name: Susan Schulte

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter last names without a dash in between.

Legal First Name: Susan * Gender: Female * Enrollment Grade: 00 *
Legal Middle Name: Foreign Exchange * School: Arnett Elementary School
Legal Last Name: Schulte * Yes, this is a foreign exchange student
Suffix: No, this is not a foreign exchange student
Nickname: Social Security Number Optional: To participate in Kentucky Educational Excellence Scholarship (KEES) program in high school, students social security card must be on file.
Student Cell Number: Birth Date: 01/01/2016 *
Date Entered U.S.:

Birth Certificate or other reliable proof of birth required by State Law 158.032

Please upload a Birth Certificate.
[Upload Birth Certificate](#)

[Next >](#)

Race Ethnicity
Housing
Student Services

Completed the required fields.

Select "Next" when finished.

Race Ethnicity

Is Hispanic/Latino *

*Please check all that apply. If not Hispanic, at least one is required.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

[< Previous](#) [Next >](#)

Housing
Student Services
Language Information
Previous School
School Safety and Discipline
Relationships - Parent/Guardians

Complete the required fields.

Select "Next" when finished.

kyede3.infinitcampus.org/campus/olr2/coreOLR/portal/shell.xsl?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiosk=&x=olr2.coreOLR.Olr2Main-appTypeCheck&x=olr2.

Housing

The following questions address the McKinney-Vento Act 42 U.S.C. 11435. Answers to these questions will help determine services the student may be eligible to receive.

Is the student's current address a temporary living arrangement?

Is this temporary living arrangement due to loss of housing or economic hardship?

If the answer to both of these questions is Yes, please indicate where the student is living:

- Student Services
- Language Information
- Previous School
- School Safety and Discipline

Complete the required fields.

Select "Next" when finished.

Student Services

Does your student have a current IEP?

Does your student have a current 504 plan?

Has your student previously received gifted/talented services?

- Language Information
- Previous School
- School Safety and Discipline
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Legal Documentation
- Relationships - Other Household
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications
- Release Agreements

Complete the required fields.

Select "Next" when finished.

Language Information

Please enter language information for your student below.

1. What language is most frequently spoken at home?

2. What language did your child learn when he/she first began to speak?

3. What language does your child most frequently speak at home?

4. In what language do you most frequently speak to your child?

Did you select a language different from English on any of the above four questions?

- Previous School
- School Safety and Discipline
- Relationships - Parent/Guardians

Complete the required fields. If registering a child that has been in another school district, this information is helpful.

Select "Next" when finished.

Complete the required fields. You will need to add checkmarks and answer questions.

Select "Next" when finished.

You will now link the information you have already entered to the child you are registering. Be sure to select "guardian".

Be sure to select a "contact sequence" so we know who is the first to be called in the event of a sick child or emergency.

Select "Next" when finished.

You will do the same with Emergency Contacts, linking them to the child you are registering.

Select "Next" when finished.

ede3.infnitecampus.org/campus/olr2/coreOLR/portal/shell.xst?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiosk=&x=olr2.coreOLR.Olr2Main-appTypeCheck&x=olr2.coreOLR...

Relationships - Emergency Contacts

Emergency Contacts (People Authorized to Pick Student Up From School)

A minimum of (1) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	No Relationship
John Smith	Friend	1	<input type="checkbox"/>

Description of Contact Preferences

Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Emergency Contacts (People Authorized to Pick Student Up From School)

← Previous Next →

- Legal Documentation
- Relationships - Other Household
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications

If there are any legal documents, including custody paperwork that you need to submit, you may select "yes" and upload them here. If you are unable to upload, please send a copy to the incoming school.

Select "Next" when finished.

Online Registration - Google Chrome

kyede3.infnitecampus.org/campus/olr2/coreOLR/portal/shell.xst?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiosk=&x=olr2.coreOLR.Olr2Main-appTypeCheck&x=olr2.c...

- Housing
- Student Services
- Language Information
- Previous School
- School Safety and Discipline
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Legal Documentation**
- Relationships - Other Household
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications
- Release Agreements

Do you have any form of legal documentation stating that any person(s) may NOT pick up your child from school?

(If "yes" is checked, please provide a copy of legal documentation with this enrollment form.)

Upload Legal Documentation

← Previous Next →

Cancel Save/Continue

You will need to link the individuals that you added that live in another household. These will probably be some of your emergency contacts.

Select "Next" when finished.

kyede3.infnitecampus.org/campus/olr2/coreOLR/portal/shell.xst?x=olr2.Olr2Outline&mode=onlineregistration&applicationMode=new&login=&kiosk=&x=olr2.coreOLR.Olr2Main-appTypeC...

- Previous School
- School Safety and Discipline
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Legal Documentation
- Relationships - Other Household**
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications
- Release Agreements

Name	Relationship*	Contact Sequence*	No Relationship
John Doe	Friend	1	<input type="checkbox"/>

Description of Contact Preferences

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

← Previous Next →

Cancel Save/Continue

You will be asked medical information.

Please complete the fields. If you are interested in using one of the Health Point clinics located in our schools, you will need to complete the two attached forms.

You may complete them and upload or send into the incoming school. You will only need to do this to utilize the services at the clinics within our schools.

Select "Next" when finished.

Primary Care Provider: Dr. Smith
Primary Care Phone: (123) 456 --7890
Dental Care Provider: Dr. Tooth
Dental Provider Phone: (123) 456 7890
Does your child have health insurance? Yes
If yes, What kind? Humana

Health Point Document Upload

Please complete the required field.

Select "Next" when finished.

No medical or mental health conditions

Previous Next

Please complete the required field.

Does this student take medications?

An up-to-date immunization record on a Kentucky form is required. You can upload it at this link.

If you are unable to upload, please send it in to the incoming school.

Select "Next" when finished.

No medications

Add Medication

Upload Immunizations

Previous Next

This is the page that you need to acknowledge all of those documents that you read earlier. You will need to add checkmarks and answer questions.

Finish by "signing" your name with the cursor/mouse.

Select "Save/Continue" when finished.

You will be asked to confirm that you have read all of the documents earlier.

Select "Confirm".

If the child you just finished registering is in yellow, you are missing information. You may select "Edit/Review" to complete what is missing.

First Name	Last Name	Gender	School	Completed	Record Type
Susan	Schulte	F	Arnett Elementary School		NEW

If you have another child(ren) to register, select "Add New Student".

When finished, select "Save/Continue".

When you are finished adding children for registration, you need to select "Submit". This will send the information to the schools for enrollment.

Be sure you do not skip this step.

indicates a required field

✔ Student(s) Primary Household ✔ Parent/Guardian ✔ Emergency Contact ✔ Other Household

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](#)