

Application for Parents/Guardians of New to the District Students
(No existing ICCSD students)

- Parents/Guardians will complete the application using the following link:
 - In District Using a District Device:
 - Buildings may have a kiosk device that you will be able to use
 - Out of District Using Your Own Device:
 - <https://iowacityia.infinitecampus.org/campus/OLRLogin/iowacity>
- If you have any issues getting to the application, please contact the building your student will be attending

Creating the Application

Part 1 for Option 2: New to the District

- Complete option A or B below and then proceed to Part 2.
- A. Using a district-provided Kiosk:**
- The building may have a district kiosk device to be used specifically for OLR applications
 - 1. Choose the Language you would like to use to complete the application.
 - 2. Click to Start a New Application or Return to a Saved Application
 - 3. Click Next
 - 4. Click the School year you are registering for:
 - a. Current year - the student will be attending this school year
 - b. Upcoming year - the student will be attending the next school year
 - 5. Click Next
 - 6. Proceed to Part 2 below

B. Using your own Device:

1. Once in the application, choose the Language you would like to use to complete the application.
2. Click the school year you are registering for:
 - a. Current year - the student will be attending this school year
 - b. Upcoming year - the student will be attending/returning next school year
3. Click Next

Infinite Campus
English | Español | عربي | français | Kiswahili | 中文

What school year are you registering for? *

2023-2024

Next

4. Proceed to Part 2 below.

Part 2:

1. Complete the Initial Screen
2. The email address used will be your security email for future logins to the parent portal once your account is created. This MUST be a working email that you can access
3. Click 'Begin Registration'

Infinite Campus Online Registration
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Please complete the information below to begin the registration process. If you have already completed the 2023-24 registration for a student (e.g., a PreK or Kindergarten student) you do not need to include that student on this registration. If you are a returning family or already have students registered for 2023-24, please register additional students on the parent portal.

Registration Year
2023-2024

Parent/Guardian First Name *

❗ This field is required


Parent/Guardian Last Name *

Parent/Guardian Email Address *

Verify Email Address *

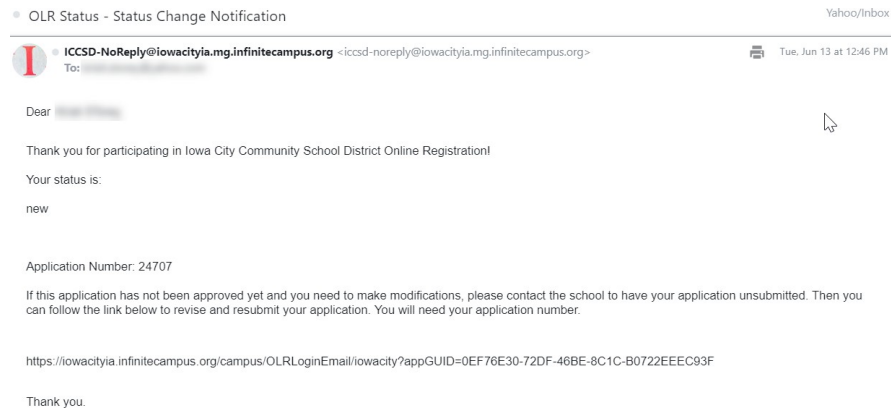
Please check this box if any student being entered has attended a school in this district in the past. *

Please type the letters you see displayed in the image below. *

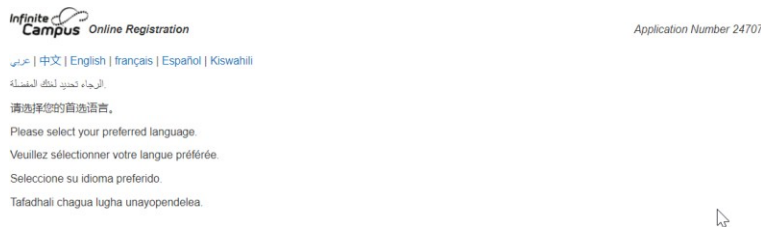


Begin Registration

4. An email will be sent to your email account (that you used in the initial screen) to complete the application.
 - a. The email will be sent from 'ICCSA-Reply'
5. In the email you will find:
 - a. The Application Status
 - b. The Application Number
 - c. The URL to use to complete the application



6. Copy and paste the URL into a browser
7. You will be at the application start
 - a. Note your application number is on the screen
8. Select the language to complete the application in
 - a. Once selected, click 'Begin'



9. The application will open and you will see several tabs, one for each section of the application
10. Each tab will have expanding pleats to be completed
11. Required information will include a red asterisk beside it
12. Click Next after completing each pleat to go to the next one
13. At the end of each tab, click Save/Continue to go to the next tab

* Indicates a required field

The screenshot shows a progress bar with five tabs: 'Student(s) Primary Household' (active), 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. Below the progress bar, the 'Primary Phone' section is expanded, showing a form with a 'Primary Phone' label, a text input field with a red asterisk, and a 'Next' button. Below this are sections for 'Home Address' and 'Mailing Address', and a 'Save/Continue' button at the bottom.

14. Once all tabs and pleats are completed and shown in green, the application is complete.

- a. If any tab is not green, go back to the tab and review/edit the pleats
 - i. Once done, 'Save/Continue' the tab

15. Click Submit

- a. You will be asked to confirm the submittal

* Indicates a required field

The screenshot shows the registration progress bar where all tabs are green with checkmarks: 'Student(s) Primary Household', 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. Below the progress bar, a message reads: 'You must submit your application by clicking the following button.' followed by a red 'Submit' button. Below the button is a 'PLEASE NOTE' section with instructions and a 'Back' button. At the bottom is a link for 'Application Summary PDF'.

16. Once confirmed you will receive a confirmation that the application is complete.

The screenshot shows a confirmation message: 'Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.' followed by a link for 'Application Summary PDF'.

17. You will then receive an email with a Status Update on your application

a. Each time the Status is updated, you will receive an email

