



ENROLLMENT QUESTIONS

1. I am new to the county and need to enroll my child(ren) at Wayne County Schools. Where do I start?

First off, welcome to our beautiful community. To enroll your child for the first time in WCS, visit the [WCS homepage](#) and click **ENROLLMENT** in the top right corner. Look for the section that says **NEW FAMILIES** and follow directions from there. Once you have completed the application, please contact the school your child will be attending to provide any further information they may need.

2. What enrollment requirements are required for me to complete and turn in for my child?

For both Currently Enrolled Students and New Students to the district:

- Completed Annual Enrollment Update/OLR - can be completed through your parent portal.
- Any other State/School Required documents. (i.e Birth Certificate, Immunization Certificate). You can visit the **Enrollment Requirements** link under **Quick Links** for a full list of these documents.

3. Do I have to upload all these documents to complete the application?

No you do not. Uploading documents saves you a trip to campus, but if you are not able to upload any of the documents you can drop them off at the school building or at the Board of Education office during normal business hours. Please note that all required documents must be submitted before the first day of school.

4. Can any of the documents be faxed or emailed to the school?

Absolutely! Any of the medical documents that are required can be faxed to the school office. Just ask your medical provider to send a copy and let them know which school. If you need to email any documents, it is best to reach out to the school office where your child will be attending to find out who the main point of contact is for these records.

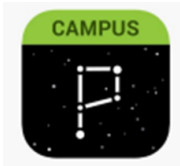
Wayne County Schools

Frequently Asked Questions

Online Registration



5. Can I complete this on my iPad or phone?



If you have a parent portal account, then yes. Go to your App Store and search CAMPUS PARENT. Download the app, choose WAYNE COUNTY SCHOOLS and enter your username and password.

If you are new to the district, it is highly recommended that you use a desktop, laptop, or another computer device. It is very difficult to complete the initial application on a phone or ipad's web browser.

6. Is there other paperwork that needs to be completed before school starts other than the Annual Enrollment Update/Online Registration?

Yes there will be other paperwork that can be completed at Orientation.

- Household Income Form* - One per household
- Transportation Form- One per student
- Chromebook Usage Agreement* - one per student
- Healthy Kids Clinic - one per student
- Code of Conduct - one per student

**with the completion of the Household Income Form families will receive a coupon to use toward Chromebook Usage costs for each student in the household.*

**each school may have school specific paperwork to complete depending on their processes.*

7. I have completed my Annual Enrollment Update/Online Registration, do I still need to come to Orientation?

Yes you do. Orientation is a time for you and your child to meet their teachers, ask questions, talk to the school nurse, take care of chromebook fees, etc. If you have not completed the Annual Enrollment Update before Orientation then you will be required to before you leave. Completing the Annual Enrollment Update early allows you and your child to spend more time with their teachers and become comfortable with the expectations of the new year.

8. How does this Annual Enrollment Update/Online Registration application work?

You will log into your parent portal account to gain access. As you start the application, a lot of the information that we currently have will already be filled in for you. You will need to verify the information we have is correct and click next on that pleat. The program will walk you through each pleat.

Every year you will be required to update your child's pick-up list and emergency contacts.

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9. I thought my child's information rolled over each year. Why do I have to complete this again?

Yes your child(ren)'s information rolls over each year but it is important to complete the Annual Enrollment Update/Online Registration to provide the school with the most up-to-date information. This program allows you to update pick-up lists, addresses, phone numbers, etc.

10. My child is going to be in a different building next school year, do I do a NEW STUDENT application for them?

No. Even though your child will be in a different school building they are still in the Wayne County School district. You will be able to log in your parent portal to complete their enrollment update.

11. What is the 4 digit pin?

The 4 digit pin is a way of verifying who is calling the school and requesting information on a student.

PLEASE REMEMBER, it is very important to make people on the pickup list aware of their individual pin number.

The pin number can be any 4 digit number that the individual can remember, for example, the last 4 of their phone number, numbers of address, month & day of birth, year of birth, etc.

12. If someone on the pickup list picks my child up from school do they still have to show a picture id or will the 4 digit pin be acceptable?

For anyone to be able to pick a student up early from school they must be on the student's pickup list and will be required to show a picture id. It is important to make sure parents/legal guardians are added to the list as well.

13. I have children in different buildings, do I have to do an application for each one of them?

No, you will do one application and all children, in your household, that you are guardian of will be in that application.

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14. We are a split family, I do not see my child's father/mother on the application. Where do I add the other parent? Do they need to do an application for our child also?

Parent Portal is set up for your household so you will not see the other parent's information on the application if they live in a different household. You can contact your child's school or email parentportal@wcsdonline.com to confirm the other parent is still listed.

Only one application needs to be submitted for each student. It is highly recommended that whoever is completing the application make sure that both parents/legal guardians (and any one else that is approved) are listed on the pick-up list if custody allows.

15. We have moved, how do I change my address?

You can update your address through the Annual Enrollment Update application. If you have already submitted your application for the school year please contact your child's school to notify the office or email parentportal@wcsdonline.com with names of people in the household and the new address.

CAMPUS PARENT APP & ACCOUNT QUESTIONS

16. Is there an app?

Yes there is an app for your smartphone. If you are using a phone or ipad it is highly recommended to use the app instead of the web browser on your device. The program is really hard to navigate on iphones and iPad when NOT in the app.

- Go to your App Store and search **CAMPUS PARENT**. Download the app, choose **WAYNE COUNTY SCHOOLS** and enter your username and password. **With the App you can follow your child's attendance, grades (Grades 3-12) and see their schedule each year.*

17. I have a new phone and my Campus Parent app says my username and password is incorrect. What should I do?

In the Campus Parent app choose **CHANGE DISTRICT**, then choose **Wayne County Schools** again. Now try to log in. If this still doesn't work, email parentportal@wcsdonline.com for assistance.

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18. Where do I go to log into my parent portal?
Visit the [WCS homepage](#) and in the top right corner under **PARENTS** you will see **INFINITE CAMPUS PORTAL**. There you log in with your username and password.
19. I am not sure if I have a parent portal account. Where do I get this information?
Email parentportal@wcsdonline.com with your name, your child(ren)'s name and their birthdate. You will receive an email back in 24-48 business hours with your login information and directions.
20. I know my username for the parent portal but I forgot my password. How do I reset my password?
Email parentportal@wcsdonline.com with your name, your child(ren)'s name and their birthdate. You will receive an email back in 24-48 business hours with your login information and directions.
21. When I go to the parent portal page it says I need an access code. Where do I get that?
If you do not have a parent portal account already set up, email parentportal@wcsdonline.com with your name, your child(ren)'s name and their birthdate. You will receive an email back in 24-48 business hours with your login information and direction
22. I am logged into my parent portal account but I do not know where I need to go to find the Annual Enrollment Update/Online Registration application.
Once you are logged in you can scroll to the bottom of the page and click on **ONLINE REGISTRATION** at the bottom right or click on the 3 lines in the top left corner, then click on MORE and find Online Registration. Once there, choose the upcoming school year, then click **START**.
23. Will there be a day I can come on campus to complete this if I do not have internet access or a device?
Yes, we will have some Open House days and evenings available for all parents to come complete the Annual Enrollment Update or enroll a new student. Chromebooks will be set up and staff available for questions. Just watch the website and social media pages for a list of those dates when they become available.