Herricks Public Schools
Education Today • Knowledge Forever

Instructions for Accessing Online Registration – NEW to Herricks Public Schools

If during the Online Registration process you need assistance or have a question:
Please contact the enrollment official at the local school or email district office at district.registrar@herricks.org

For best performance, access Online Registration using a desktop or laptop computer.

1. If you are *NEW* to the district or returning from another school district and NONE of your children currently attend HERRICKS PUBLIC SCHOOLS continue to the next step. *If you have a child currently enrolled HERRICKS PUBLIC SCHOOLS, log into your Parent Portal account to access Online Registration.*
2. Enter the parent/guardian's First Name, Last Name, and the parent/guardian's valid email address. You will have to enter the email address twice. This email address will receive a message with the link to begin the application. *If you do not provide a valid email address you will not be able to complete the registration/n process.*

3. Indicate whether or not a student you are registering has attended HERRICKS PUBLIC SCHOOLS in the past.
   a. If any student is RETURNING to HERRICKS PUBLIC SCHOOLS from another district check the box and continue to the next step.
   b. If any of your children are currently enrolled in HERRICKS PUBLIC SCHOOLS, do not complete this form. Instead, log into the Parent Portal to access Online Registration.

Please complete the information below to BEGIN the registration process.	
Parent/Guardian First Name	[ ]*
Parent/Guardian Last Name	[ ]*
Registration Year	[⌄]*
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.	

w4wbp

[ ] ↻

Begin Registration

4. After completing all necessary fields, click "Begin Registration". You will receive a confirmation page informing you that an email with the link to the application was sent to one you entered. Open your email to view the message. If you do not see it in your inbox check your spam/junk folder.

Thank you for starting the Online Registration process. The email address you entered will receive an email shortly. That email will contain a link that will lead you to the official registration page. Thank you

5. The email message will include a link to the application. Click the link to begin the application.

6. Select your preferred language (again). District communications will use this selected language, if available.

English | Español

Please pick your preferred language.

Por favor elija su idioma preferido

7. Verify you are the person who is authorized to complete the application and the data you enter in it will be accurate and true to the best of your knowledge. Type your first and last name and then electronically sign on the signature line.

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

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Please sign on the line below.

Type your First and Last Name here.

Electronically sign your name here.

Clear

Submit

8. An instruction page will appear. Read it carefully and follow the instructions.

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, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call (555) 555-5555 during business hours or leave a message and a representative will be back in touch with you the next business day.

This is some text!

This text is bold.

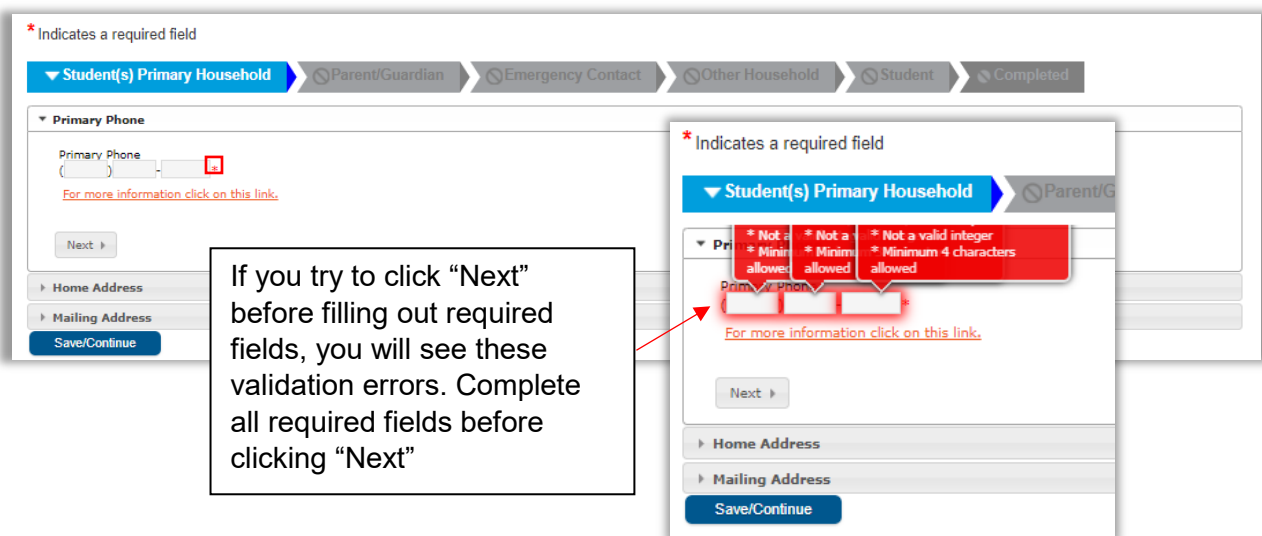*This text is emphasized.*

Please Click here!

Begin

9. Click "Begin Online Registration/Update" to begin the application. You may need to make the window full screen. Click ⎯ ▢ ✕ in the upper right corner to make it full screen.

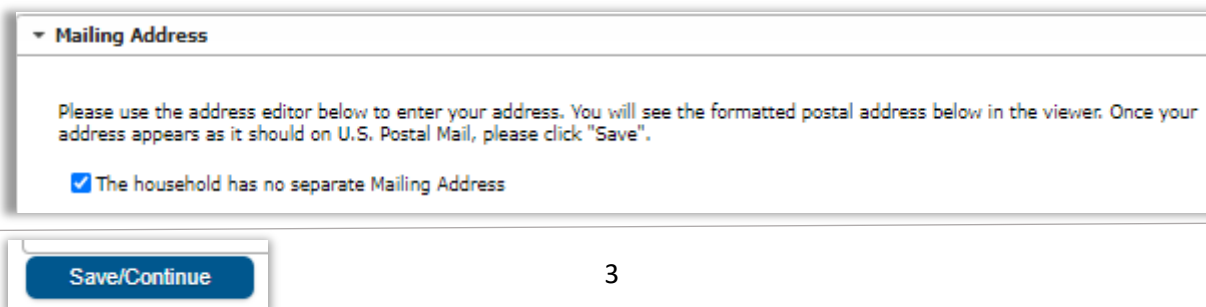10. Make note of the Application Number. You will need this number to:

   a. stop and return to the application at a later date

   b. request assistance regarding the application

Infinite Campus Online Registration

عربى | English | Español

Application Number 1099

Make note of the Application Number for future reference.
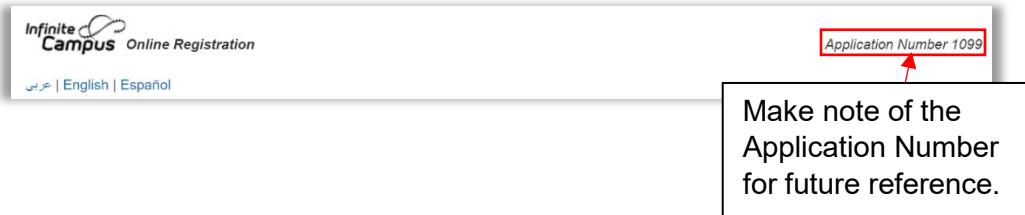
11. You must complete all of the forms in the order presented. Any field with an * (red asterisk) is required. You will not be able to move on in the application without completing all required fields. Click "Next" to move to the next pleat.

* Indicates a required field

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

▼ Primary Phone

Primary Phone
( ) -

For more information click on this link.

Next ▸

▸ Home Address
▸ Mailing Address
Save/Continue

If you try to click "Next" before filling out required fields, you will see these validation errors. Complete all required fields before clicking "Next"

* Indicates a required field

▼ Student(s) Primary Household   ○ Parent/G

* Not a   * Not a   * Not a valid integer
* Minimum * Minimum * Minimum 4 characters
allowed   allowed   allowed

Primary Phone
( ) -

For more information click on this link.

Next ▸

▸ Home Address
▸ Mailing Address
Save/Continue

12. If you have a separate Mailing Address, uncheck the "The household has no separate Mailing Address" checkbox and complete the Mailing Address information. If you do not have a separate mailing address, click "Save/Continue".

▼ Mailing Address

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

☑ The household has no separate Mailing Address

Save/Continue

3
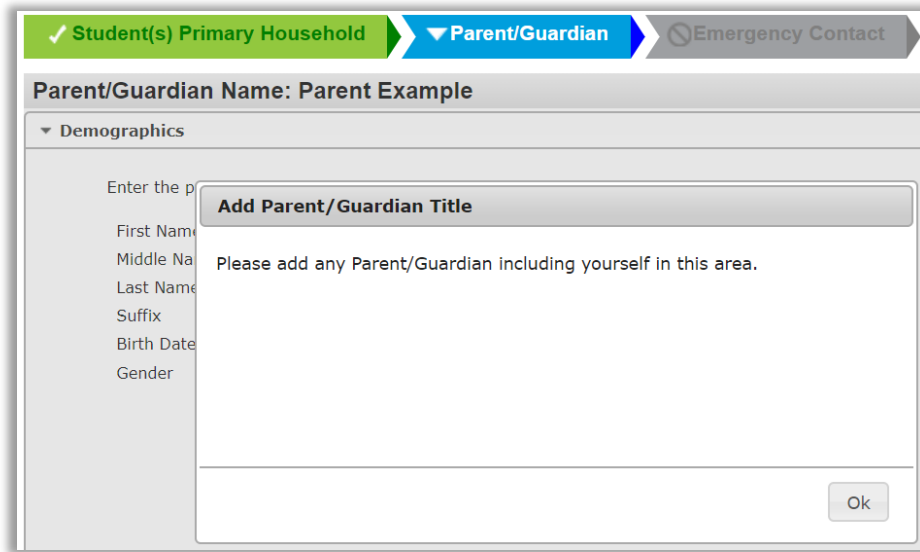
13. Once you have completed a section of the application, it will turn green and have a white checkmark next to it. You may return to the section at any time before submitting the application by clicking on it. Reasons you may want to return to a section:

    a. Information provided is incorrect and needs to be corrected

    b. Documents were not available for upload at the time you completed the section but now you have them to upload

Completed Section   *Current Section*   *Unavailable Section*

✓ Student(s) Primary Household   ▼ Parent/Guardian   ⊘ Emergency Contact
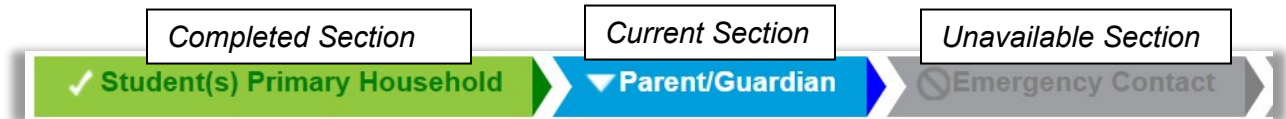
14. The next section is the Parent/Guardian section. Enter your information as the Parent/Guardian first.

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

Parent/Guardian Name: Parent Example

▼ Demographics

Enter the p

First Name

Middle Na

Last Name

Suffix

Birth Date

Gender

Add Parent/Guardian Title

Please add any Parent/Guardian including yourself in this area.

Ok

a. If you live with the student, click "Next".

b. If you do not live with the student, uncheck the "Please check this box if the person lives at the address listed below" checkbox and complete the information for where you live. Click "Next".

Lives with Student

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

Parent/Guardian Name: Penny Example

▼ Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name	Penny *
Middle Name	
Last Name	Example *
Suffix	
Birth Date	01/01/1981 *
Gender	Female *

☑ Please check this box if this person lives at the address listed below

Does Not Live with Student

☐ Please check this box if this person lives at the address listed below

3672 GALTIER Rd.
Blaine, NY 55449

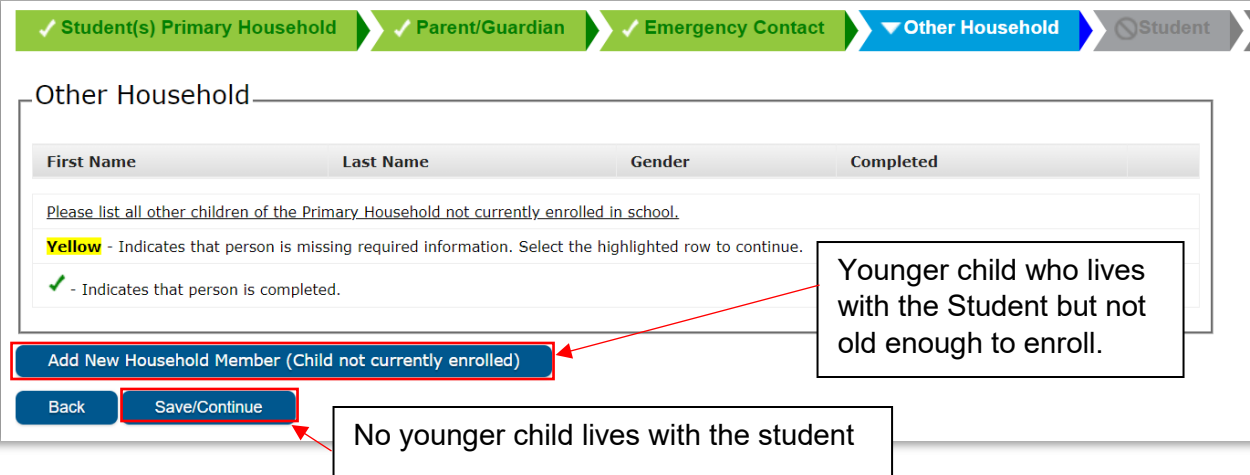☐ I will not provide an address for this parent.

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".
Please do not enter the entire address into the street name field.
Example: If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Blvd,etc. field.

Number	Prefix	Street	Tag	Direction	Apartment
*		*			

City	State	Zip	Ext.
*	*	*	

Clear Address Fields

─Click on your address if it appears in box─

Phone Number ( ) -

Next ►

15. Enter Contact Information and Contact Preferences. *At least one phone number is required*. When completed, click "Next".

▼ Contact Information

At least one Phone Number is required.*

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Contact Preferences
Emergency High Priority Attendance Behavior General Teacher Private

		Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Cell Phone	( ) -							
Work Phone	( ) - x							
Other Phone	( ) - x							
Email	* mom@email.com	☑	☑	☑	☑	☑	☑	☐
or								
Has no e-mail	☐							
Secondary Email								

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 or email should be listed as private

16. Indicate whether or not you are a Migrant Worker. This information is used for State Reporting. When finished, click "Next".

17. Indicate whether the selected parent is a member of the military. When finished, click "Save/Continue".

18. If you need to add another Parent/Guardian click the "Add New Parent/Guardian" button and repeat steps 17-19. Once finished with adding Parent/Guardians, click "Save and Continue".

If a parent is missing required information, the parent will be highlighted in yellow. Click the "Edit/Review" button to go into the parent/guardian's information to add what is required.

19. Click "Add New Emergency Contact" to add the person who is to be contacted in the event a parent/guardian cannot be reached. *Parent/Guardians should not be entered in this section.* Repeat for any additional Emergency Contacts. Click "Save/Continue".

Emergency Contact Information

Please enter Emergency Contacts. Do not enter Parent/Guardian(s) here if already entered in Parent/Guardian section.

Ok

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

Emergency Contact

First Name	Last Name	Gender	Completed

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.

Add New Emergency Contact

Back

Name and Contact Information are required (at least one phone number).

The Verification pleat is where you indicate where the Emergency Contact lives.

a. If the person lives in the household with the student, check the "Please check this box if this person lives at the address listed below" checkbox.

b. If the person does not live in the household, enter their address in the address fields.

▼ Verification

Please enter the address for this emergency contact. This information will only be used to verify the contact doesn't already appear in our system.

Lives with Student → ☑ Please check this box if this person lives at the address listed below.

3672 GALTIER Rd.
Blaine, NY 55449

OR

Address Line 1 — 123 Main St → Does Not Live with Student
Address Line 2 — Blaine NY 12345

Example
Address Line 1 - 123 S Main St Apt 4
Address Line 2 - Schenectady, NY 12345

20. If children live with the student and are not yet of age to attend school (Ages 0-3 years), please enter their information in the Other Household section. Otherwise, click "Save/Continue". **This is NOT where you enter the Student's information.**

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

Other Household

First Name	Last Name	Gender	Completed	

Please list all other children of the Primary Household not currently enrolled in school.

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

✓ - Indicates that person is completed.

Younger child who lives with the Student but not old enough to enroll.
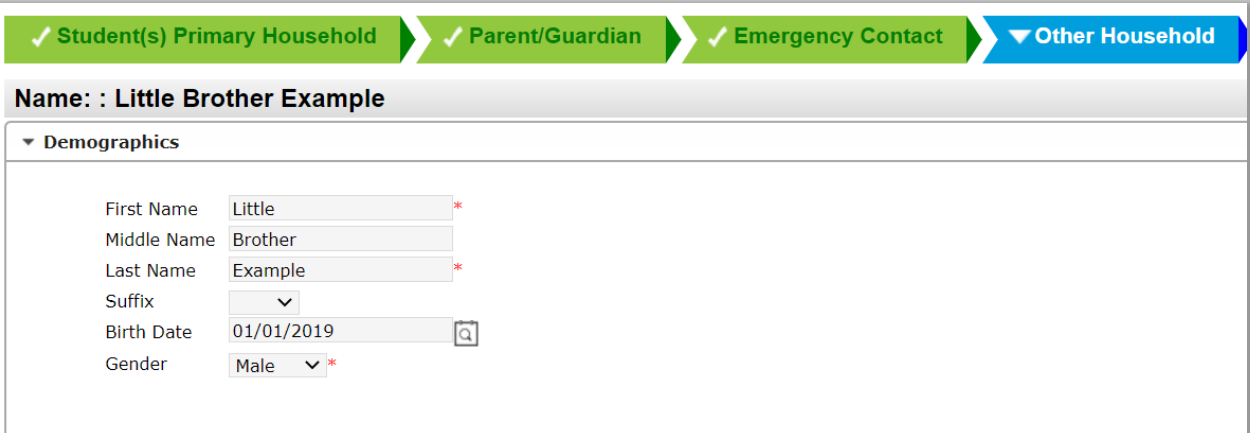
Add New Household Member (Child not currently enrolled)

Back   **Save/Continue**

No younger child lives with the student

Example Other Household

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

Name: : Little Brother Example

▼ **Demographics**

First Name	Little	*
Middle Name	Brother	
Last Name	Example	*
Suffix	∨	
Birth Date	01/01/2019	🔍
Gender	Male ∨	*
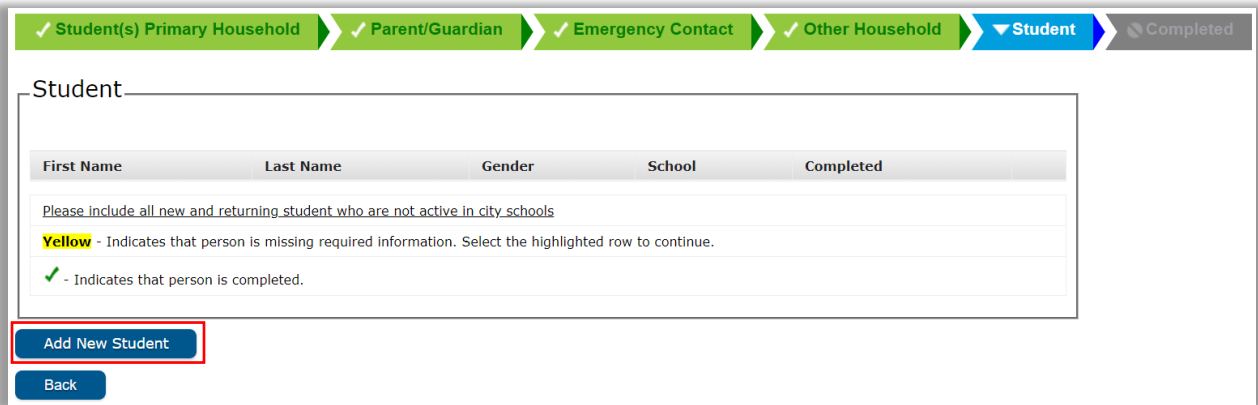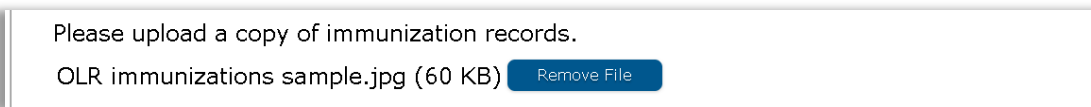
21. Click "Add New Student" to enter the information for the student(s) to be enrolled. You will add students one at a time, completing one student before adding any additional students.

a. Complete the Demographics pleat. Be sure to fill in all required fields. When the Demographics pleat has been completed, click "Next".

Continue completing the application. Complete all sections with necessary information and when available, upload necessary documents. When documents are uploaded they will appear similar to the image below.

22. Complete the Race/Ethnicity pleat. If the student is Hispanic/Latino, please answer "Yes" to the question. All students must provide a race, regardless of whether they are Hispanic/Latino or not. When the Race/Ethnicity pleat has been completed, click "Next".

23. Complete the Housing Information pleat. When the Housing pleat has been completed, click "Next".

▼ Housing

- ● 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

◀ Previous   Next ▶

24. Complete the Student Services pleat. When finished click "Next".

▼ Student Services

Does your student have a current IEP?	No ∨ *
Does your student have a current 504 plan?	No ∨ *
Has your student previously received gifted/talented services?	No ∨ *

◀ Previous   Next ▶

25. Complete the Language Information pleat. The information is for Federal and State Reporting.

▼ Language Information

Please enter the basic immigration information for your student below.

What is the language most often spoken at home?	English ∨ *
Student Language	Spanish ∨
Parent/Guardian Language	Spanish ∨
What was the first language spoken by the student?	Spanish ∨
What is the language most often spoken by the student with friends?	Spanish ∨
Has your child ever received English as a Second Language (ESL/ELL) services?	Yes ∨

◀ Previous   Next ▶

26. If the student is transferring from another school district, please provide the information for the Previous School, including whether the student is currently expelled or suspended from a school.
    a. If the student is suspended or expelled from another school, please explain.

27. Define the Relationships the Parents/Guardians have to the student.
    a. Indicate which parents have guardian rights, who should receive mail, have access to the student's information via the parent portal, and who should receive messenger messages.

    b. ==If a Parent does not live with the student in the Primary household but the student lives with the parent in a secondary household, click the "Secondary Household" button.==

    c. Select the "Contact Sequence". Whoever should be contacted first should have "1" as the "Contact Sequence". Sequence numbers must be unique for each person.

    d. DO NOT SELECT "No Relationship" if the parent/guardian listed has a relationship to the student. This will delete all of the relationship fields for that parent.

    e. Once finished, click "Next".

28. Define the relationship the Emergency Contact has to the student as well as the contact sequence. Click "Next".

29. If applicable, define the relationship the Other Household members have with the student.

30. Enter Health Services - Emergency Information pleat. Click "Next".

31. When you get through to the Health Services – Medical or Mental Health Conditions pleat, indicate whether the student has a medical or mental health condition.
    a. If no condition exists, click the "No medical or mental health conditions" check box and click "Next".

    b. If a student has a condition:
        i. Click the "Add Condition" button.
        ii. Select the appropriate Condition from the drop list.
        iii. Enter any comments/instructions (if necessary).
        iv. Repeat for any other conditions.
        v. When finished click "Next".

32. Indicate whether the student takes medications or if not, click "No Medications".
    a. To add Medications: Click "Add Medication" and enter in the required data. Comments will be visible to approval admins and nurses. Repeat if there are multiple medications a student takes.

    b. If available, please upload a copy of the student's immunization records.

33. Complete the Release Agreements pleat.
    a. Sign your name in the space provided.

    b. When finished click "Save/Continue".
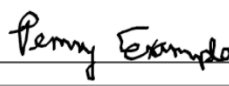
34. The student will be listed in the Student section of the application. Repeat steps 22-34 for any other students you wish to enroll. When finished click "Save/Continue".

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

Student

First Name	Last Name	Gender	School	Completed	
Student	Example	M		✓	Edit/Review

Please include all new and returning student who are not active in city schools

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

✓ - Indicates that person is completed.

Add New Student

Back   Save/Continue

Enroll another student

Continue to next section (no additional students)

35. **Before clicking Submit**, click the 'Application Summary PDF" to generate a copy of the application. Print or save this copy for your records. **Once the application is submitted you will not have access to make any modifications!**

   a. Review the information for accuracy. If any part of the application is incorrect, click into the section where the information is inaccurate and correct it. You will not have access to correct the information after you click Submit!

Click here to review all of the information provided in the application.

If it is inaccurate, click into the area of the application to make the necessary changes before submitting.

Once Submit is selected, you will NOT have access to modify the application.

36. Click Submit to submit the application. A warning pop up will appear informing you that you will not have access to the application once you click submit. Click "Confirm" to submit or "Cancel" to go back into the application. **Once the application is submitted you will not have access to make any modifications!**
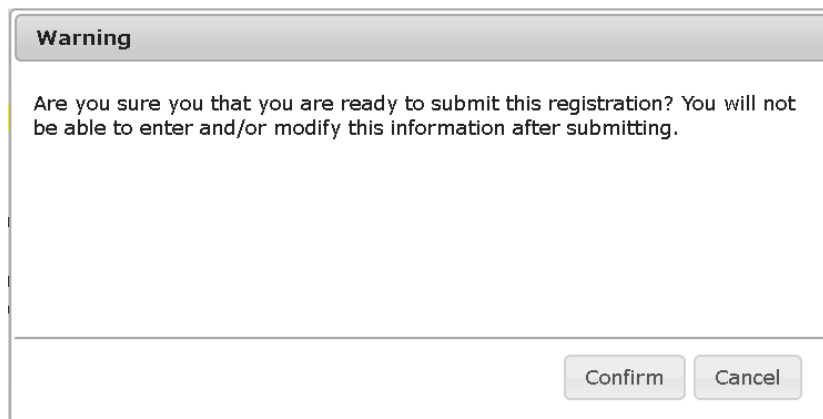
37. **WAIT FOR THE CONFIRMATION SCREEN!** If you do not wait for the confirmation screen before closing the browser window your application may not submit and will not be processed. You must see the screen below before you close the browser window.
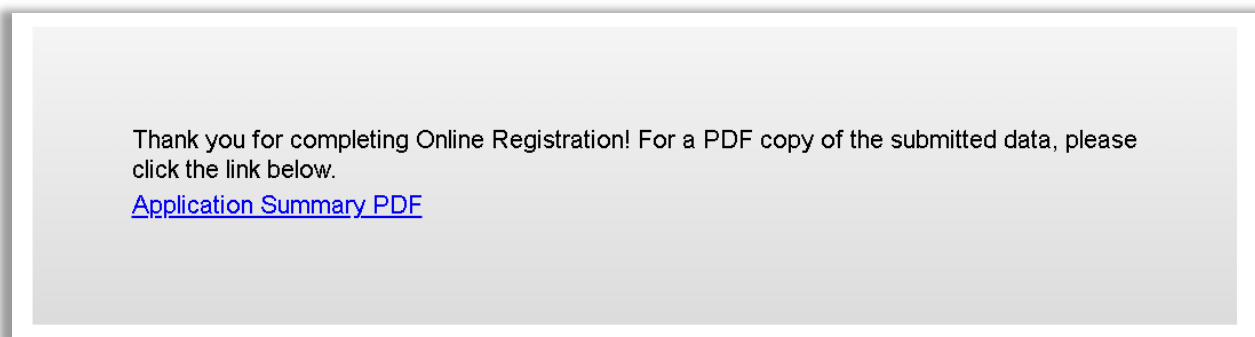
38. You will receive an email indicating the application has been submitted. If you do not receive this email, check your junk/spam folder. *If it is not in the junk/spam folder, please contact district registrar office at district.registrar@herricks.org*
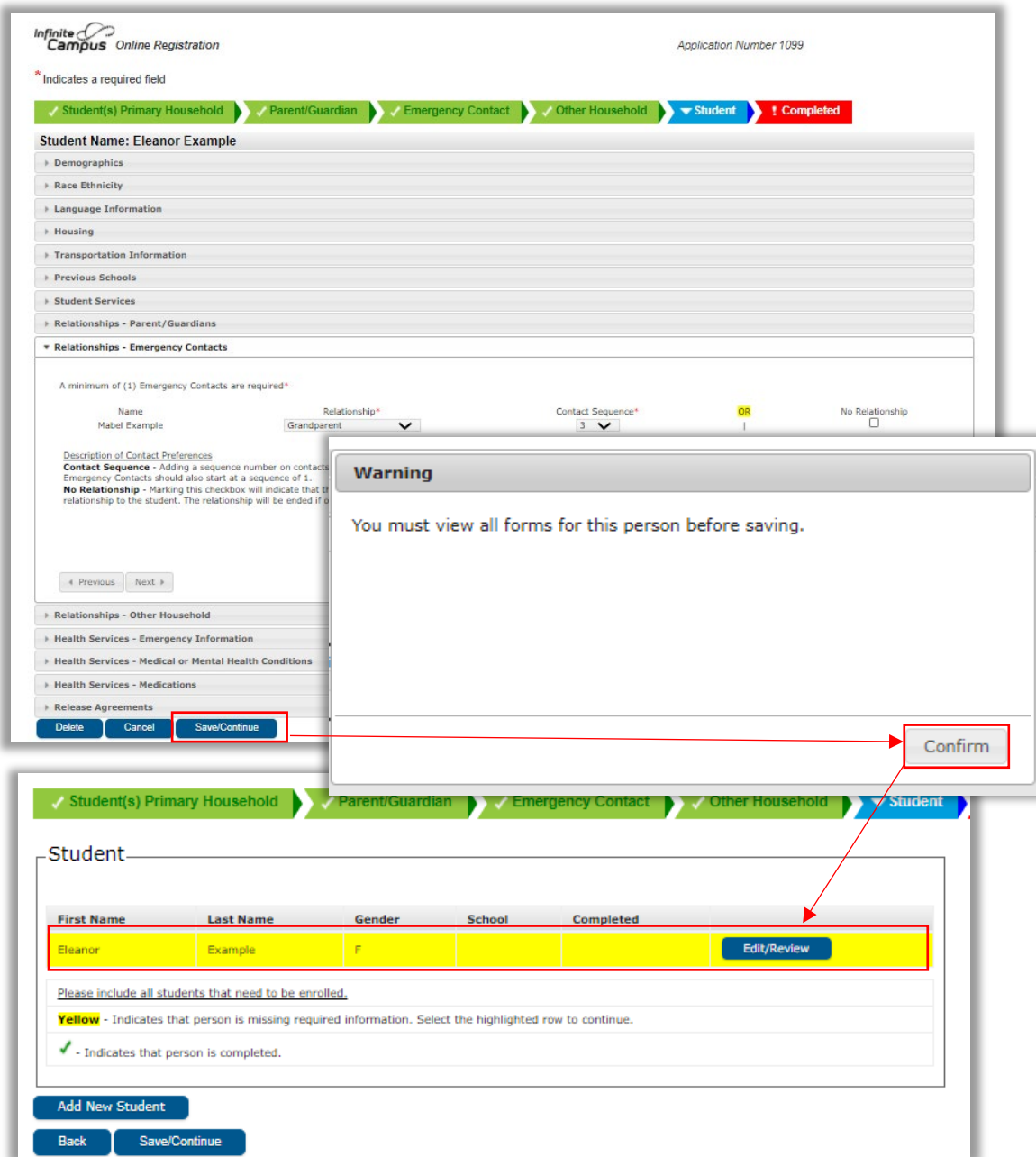
The school will be in touch if any additional information or documentation is required.

Need Assistance? Have a Question?
Please contact the enrollment official *at the district registrar office at district.registrar@herricks.org.*
Have your Application (Confirmation) Number ready.

Saving and Returning to an Application:

1. If you cannot complete the application all at one time, click "Save/Continue". This will save where you are currently in the application.

2. To access the application again, click the link the original email.

3. When you return to the application, it will highlight where you left off for you to go back in to complete the missing required information. Click the appropriate area and click "Edit/Review"