

NEW STUDENT ONLINE ENROLLMENT INSTRUCTIONS FOR PARENTS




CURRENT OR FORMER C-I SCHOOLS FAMILIES ENROLLING A NEW K-12 STUDENT

- Log in to your current [Family Access Account](#). Once you are in your account, click 'New Student Enrollment Portal' in the menu bar. Follow the instructions in the portal to complete the enrollment. (See detailed instructions beginning on page 2)
- Need help logging in? Click the 'Forgot your Login/Password?' link on the [Family Access login page](#) to reset your password, or complete the [Help Desk Form](#).
- SUBMIT YOUR APPLICATION
- After submission, your application will be routed to your child's school office, and you will be contacted with next steps.

NEW FAMILIES TO CAMBRIDGE-ISANTI SCHOOLS

- Create an account. From the Enrollment website on [Cambridge-Isanti Schools](#), click 'New Families - Enroll Here'
- Enter your information and click the orange 'Submit' button on the bottom. You will receive an email with login information.
- From your email, click the link to log into the Application Form.

New Student Enrollment Portal

Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure system.

- **New Family to the District?** Please complete the required fields below to request an account to enroll your student(s).
- **Current Family Enrolling Another Student or Former Family Re-Enrolling a Student?** Please log in to your [Family Access](#) account to enroll your student(s).
- **Returning from Homeschool or another district/program?** Please call Terri Olson at 763-689-6198.

For the best enrollment experience, use a computer or tablet. Mobile devices do not work with the enrollment portal. Please allow 20 minutes to complete the enrollment forms for each student. You may visit any of our [school sites](#) or the District Enrollment Office if you don't have access to a device.

Cambridge-Isanti Schools
District Enrollment Office
625A Main St N
Cambridge, MN 55008

Request help at our [Enrollment Portal Help Desk](#)

Enter the name of the legal parent/guardian of the student you want to enroll

* Guardian Legal First Name:	<input type="text"/>
* Guardian Legal Last Name:	<input type="text"/>
Guardian Legal Middle Name:	<input type="text"/>
Guardian Legal Name Prefix:	<input type="text"/> Guardian Legal Name Suffix: <input type="text"/>

Guardian contact information

* Guardian Email Address:	<input type="text"/>
* Re-type Email Address:	<input type="text"/>
* Guardian Primary Phone Number:	<input type="text"/>

Asterisk (*) denotes a required field

[Click here to submit Account Request](#)

COMPLETING THE APPLICATION FORM

- There are 6 steps to complete in the application.
- Read all instructions carefully as you go through the steps.
- Steps 1-5 must be completed before Step 6 will be opened.
- The system will automatically log off after 15 minutes of inactivity. In the event you need to step away, use the orange buttons to save your progress.

Application Form

Save and Continue to Fill Out Application

Save and go to Summary Page

Print Application

Leave WITHOUT Saving

Instructions for completing the student application

This application should ONLY be filled out for NEW students enrolling into the district.

If this student is already enrolled in our K-12 schools, click 'Leave WITHOUT Saving' button above. Updates/changes to any information in your child's record can be made under the Student Info tab by clicking Request Changes for <student name>.

If enrolling a NEW student into K-12, answer each question to progress through the application form. After each step, click 'Complete Step and Move to Next Step' button OR 'Complete Step Only' button to save your information. After all steps are complete, click 'Submit Application to the District.'

Note: The system will automatically log off after 15 minutes of inactivity. In the event you need to step away, click 'Save and Continue to Fill Out Application' or 'Save and go to Summary Page' to save your progress.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information

Edit

View Only

Step 2: Family/Guardian Information

Edit

View Only

Step 3: Emergency Contact Information

Edit

View Only

Step 4: Immunization Information

Edit

View Only

Step 5: Requested Documents

Edit

View Only

Step 6: Additional District Forms

Edit

View Only

Submit Application to the District

* All steps must be Completed before an Application can be Submitted *

Save and Continue to Fill Out Application

Save and go to Summary Page

Print Application

Leave WITHOUT Saving

STEP 1: STUDENT INFORMATION

- Enter all requested information for your child:
 - FULL LEGAL NAME
 - Gender
 - Date of Birth
 - Birth City, State, and Birth Country
 - Current Active Duty Parent
 - Student's Local Race
 - Racial/Ethnic Form (this one is easy to miss) Click the link 'Fill Out Racial/Ethnic Form'
 - Language
 - Military status
 - Technology at Home information
 - Attended another MN public school / Attended this district
 - Previous School District and School
 - School Year and expected date of enrollment
 - Grade level will automatically populate based on the birth date. Double check that it is correct.
 - Choose the School to Enroll into in the drop down menu
 - Internet Access / Device access
- When all information is entered correctly, click one of the orange buttons on the bottom to **complete Step 1**.

STEP 2: FAMILY/GUARDIAN INFORMATION

- Edit Step 2 and read the instructions.
- Enter all requested information for **LEGAL/CUSTODIAL** parents/guardians
 - Primary phone number
 - Family Home Language
 - Home Address / Mailing Address (if different from home address)
 - Guardian information (Name, Date of Birth, Relationship to Child, Marital Status, etc.)
- Are there other Legal Guardians who live at a different address?
 - Choose the orange button to add additional guardian information
 - Yes, I want to Add a Legal Guardian who lives at a Different Address
 - No, Complete Step 2 and move to Step 3: Emergency Contact Information
 - No, Complete Step 2 Only

STEP 3: EMERGENCY CONTACT INFORMATION

- Edit Step 3 and read the instructions.
- Enter up to 6 local emergency contacts that the student may be released to in case of emergency. These contacts will only be called if we are **UNABLE** to reach a legal parent or guardian.
- Use the orange buttons on the bottom of the step.
 - Yes, I want to Add Another Emergency Contact Record
 - No, Complete Step 3 and move to Step 4: Immunization Information
 - No, Complete Step 3 Only

STEP 4: IMMUNIZATION INFORMATION

- Edit Step 4 and read the instructions:
 - Students in grades 1-12 who are transferring from another Minnesota school can skip this step. We will request immunization records from their previous school.
- Use the orange buttons on the bottom to **complete Step 4**.

STEP 5: REQUESTED DOCUMENTS

- Edit Step 5 and read the instructions.
- PLEASE NOTE: If you are unable to attach a document, or you don't currently have the document in your possession, you may drop off, fax, email, or mail it to your enrolling school before your child's first day of school.
- Use the orange buttons on the bottom to **complete Step 5**.

STEP 6: ADDITIONAL DISTRICT FORMS

- Once Steps 1 through 5 have been completed, you can edit Step 6.
- Note the green check mark and Date Completed on the right hand side of each step. If you don't see this on a step, edit that step and choose an orange button at the bottom to complete it.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information	Edit	View Only	✔ Date Completed: 04/01/2022
Step 2: Family/Guardian Information	Edit	View Only	✔ Date Completed: 04/01/2022
Step 3: Emergency Contact Information	Edit	View Only	✔ Date Completed: 04/01/2022
Step 4: Immunization Information	Edit	View Only	✔ Date Completed: 04/01/2022
Step 5: Requested Documents	Edit	View Only	✔ Date Completed: 04/01/2022
Step 6: Additional District Forms	Edit	View Only	

Submit Application to the District

* All steps must be Completed before an Application can be Submitted *

- Edit Step 6 and read the instructions.
- Click each orange button to complete the 3 additional forms.
 - Additional Enrollment Information
 - Health and Special Services Information
 - Minnesota Language Survey
- After each form is completed, click the orange button 'Complete Step 6'

SUBMIT APPLICATION TO THE DISTRICT

- When ALL steps are complete, click the Submit Application to the District button.

Submit Application to the District

* All steps must be Completed before an Application can be Submitted *

- A pop-up window will ask you to confirm that you want to submit the application. Click Submit Application.
- Another pop-up window will tell you that the application has been successfully submitted and some additional information. If you have any questions after submitting the application, call the school your child is enrolling into.