DOWNINGTOWN AREA SCHOOL DISTRICT
INFINITE CAMPUS ANNUAL REGISTRATION GUIDE

- To register a child who is new to the district, please visit www.dasd.org/registration.
- For registration verification questions related to currently-enrolled students, please contact the main office of your child's school.
- For technology-related questions, please enter a ticket at https://servicedesk.dasd.org/support/home.

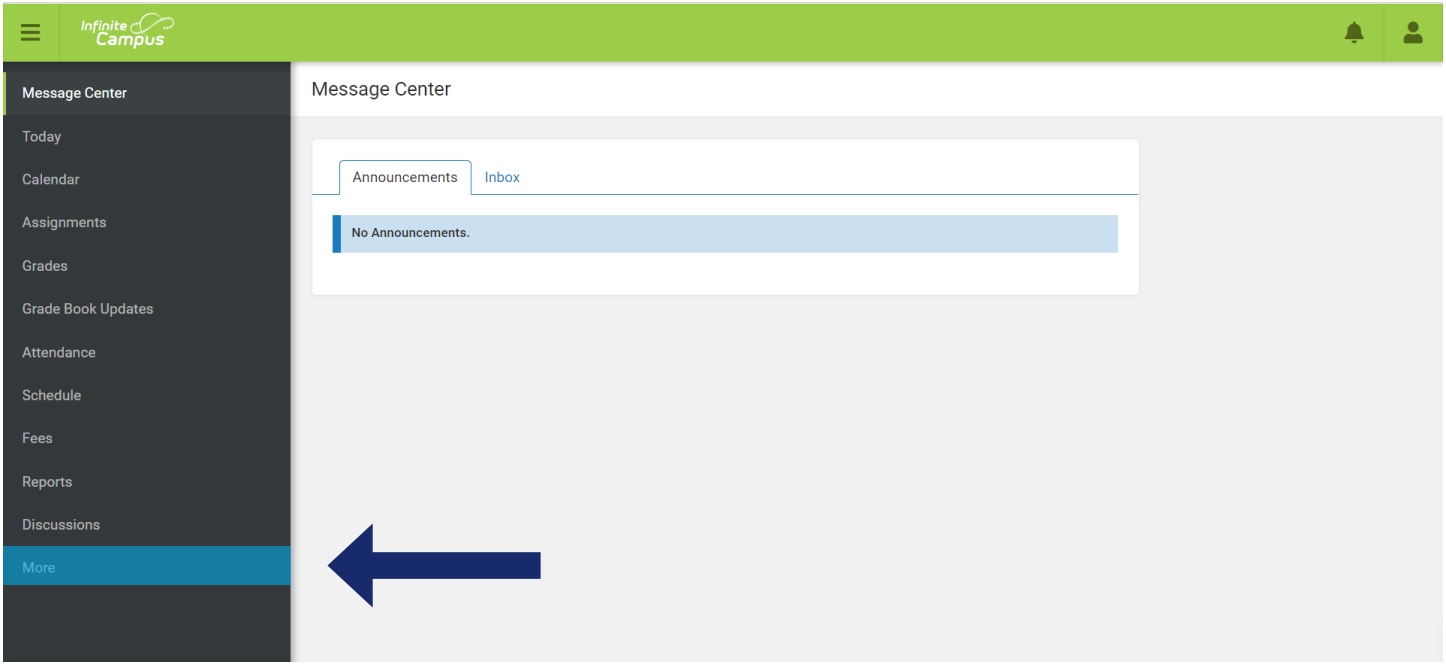
STEP 1

Sign on to the Infinite Campus Parent Portal using your parent username and password at www.dasd.org/parentportal.

If you do not know your username or password, use the Forgot Username/Password links or contact service desk by entering a ticket at https://servicedesk.dasd.org/support/home.

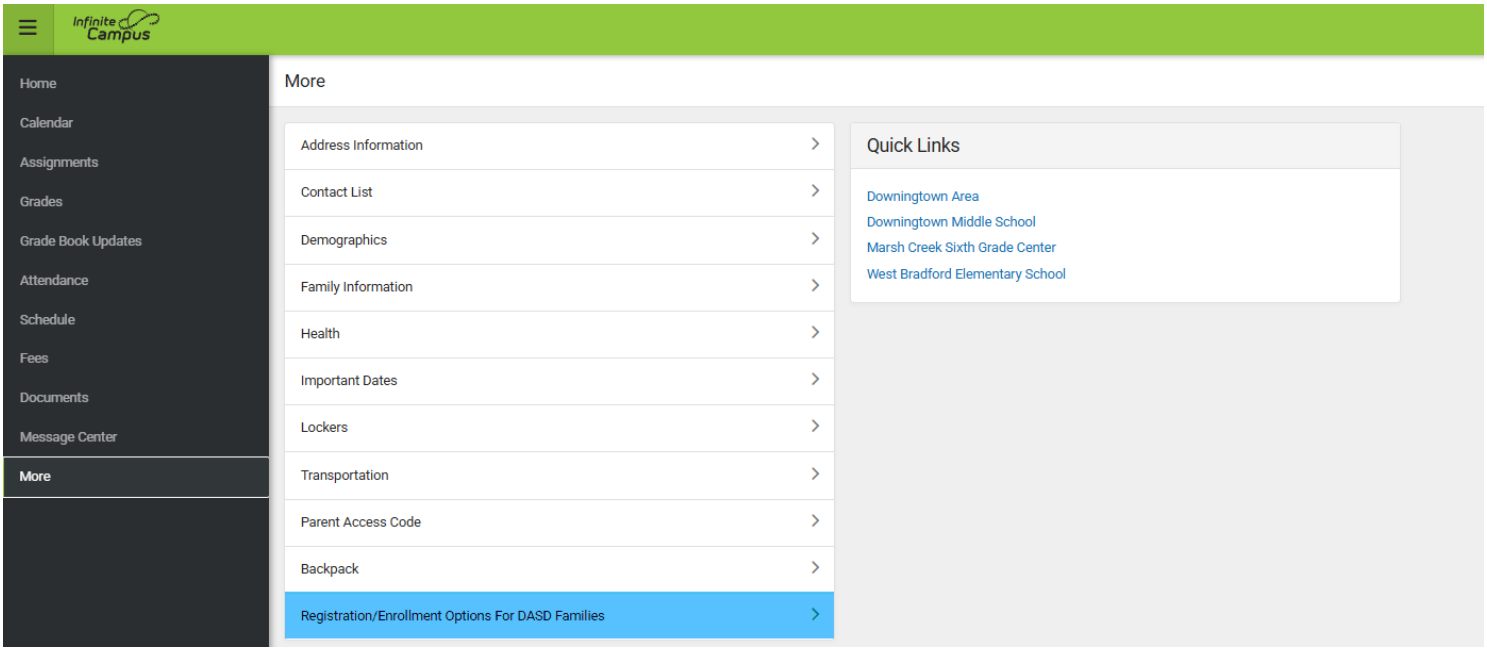
STEP 2

Once signed in, select More from the left navigation bar.



STEP 3

Options will appear in your main window. Select Registration/Enrollment Options for DASD Families.

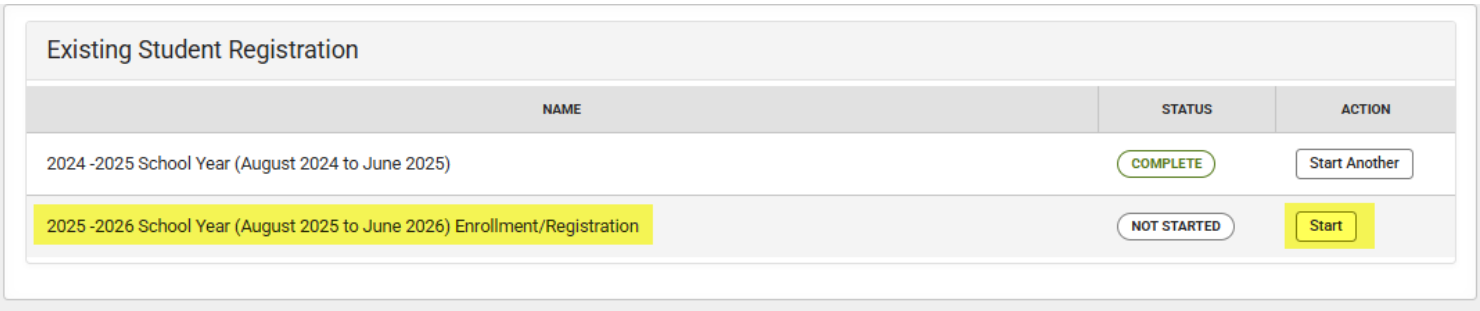


STEP 4

All currently-registered students will be in Infinite Campus. To begin registration for these students, select the Existing Student Registration for the upcoming school year (see yellow).

If you have a combination of returning and first time DASD student(s), you may add the new student(s) on the Student tab by clicking "Add new Student."

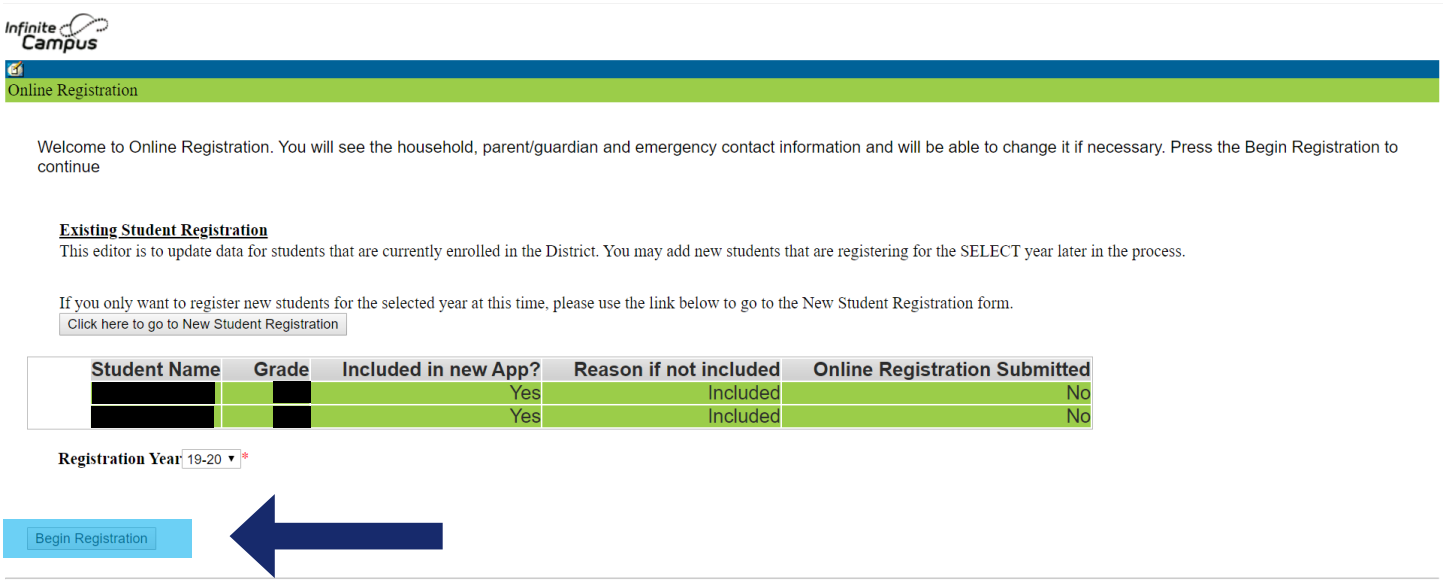
If you're a new family to the district and are not yet registered to attend a school in DASD, please stop and visit www.dasd.org/registration for registration instructions and the special web address for new student registration.



STEP 5

Infinite Campus will display a list of the students in your household who are currently enrolled in DASD.

Select Begin Registration. If this list is inaccurate, please contact the main office of your child's school.

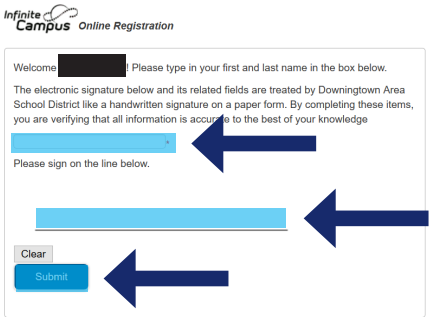


STEP 6

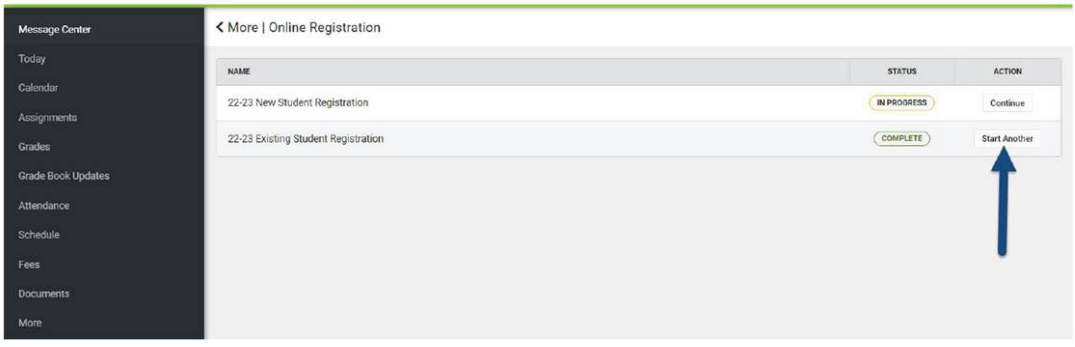
Infinite Campus will display an electronic signature page.

Enter your name in the text box and use your mouse or touchpad to draw your signature on the signature line.

Select Submit when complete.

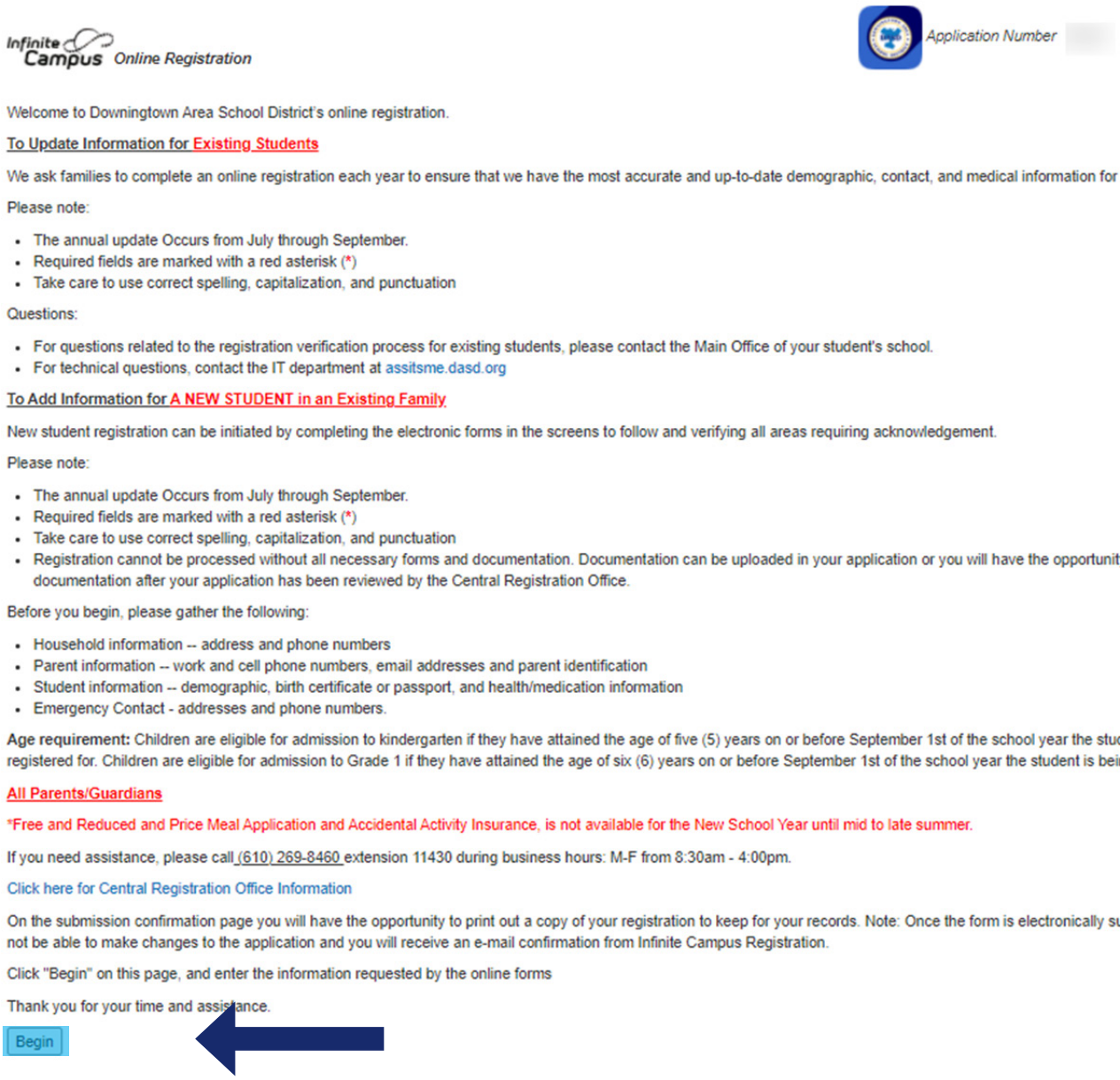


To make changes, resubmit registration by selecting Start Another under Menu>More>Registration/Enrollment Options for DASD Families:



STEP 7

Review the welcome screen and select Begin.



Infinite Campus Online Registration

Application Number

Welcome to Downingtown Area School District's online registration.

To Update Information for Existing Students

We ask families to complete an online registration each year to ensure that we have the most accurate and up-to-date demographic, contact, and medical information for our students.

Please note:

- The annual update Occurs from July through September.
- Required fields are marked with a red asterisk (*)
- Take care to use correct spelling, capitalization, and punctuation

Questions:

- For questions related to the registration verification process for existing students, please contact the Main Office of your student's school.
- For technical questions, contact the IT department at assitsme.dasd.org

To Add Information for A NEW STUDENT in an Existing Family

New student registration can be initiated by completing the electronic forms in the screens to follow and verifying all areas requiring acknowledgement.

Please note:

- The annual update Occurs from July through September.
- Required fields are marked with a red asterisk (*)
- Take care to use correct spelling, capitalization, and punctuation
- Registration cannot be processed without all necessary forms and documentation. Documentation can be uploaded in your application or you will have the opportunity to submit documentation after your application has been reviewed by the Central Registration Office.

Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses and parent identification
- Student information -- demographic, birth certificate or passport, and health/medication information
- Emergency Contact - addresses and phone numbers.

Age requirement: Children are eligible for admission to kindergarten if they have attained the age of five (5) years on or before September 1st of the school year the student is being registered for. Children are eligible for admission to Grade 1 if they have attained the age of six (6) years on or before September 1st of the school year the student is being registered for.

All Parents/Guardians

*Free and Reduced and Price Meal Application and Accidental Activity Insurance, is not available for the New School Year until mid to late summer.

If you need assistance, please call (610) 269-8460 extension 11430 during business hours: M-F from 8:30am - 4:00pm.

Click here for Central Registration Office Information

On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will not be able to make changes to the application and you will receive an e-mail confirmation from Infinite Campus Registration.

Click "Begin" on this page, and enter the information requested by the online forms

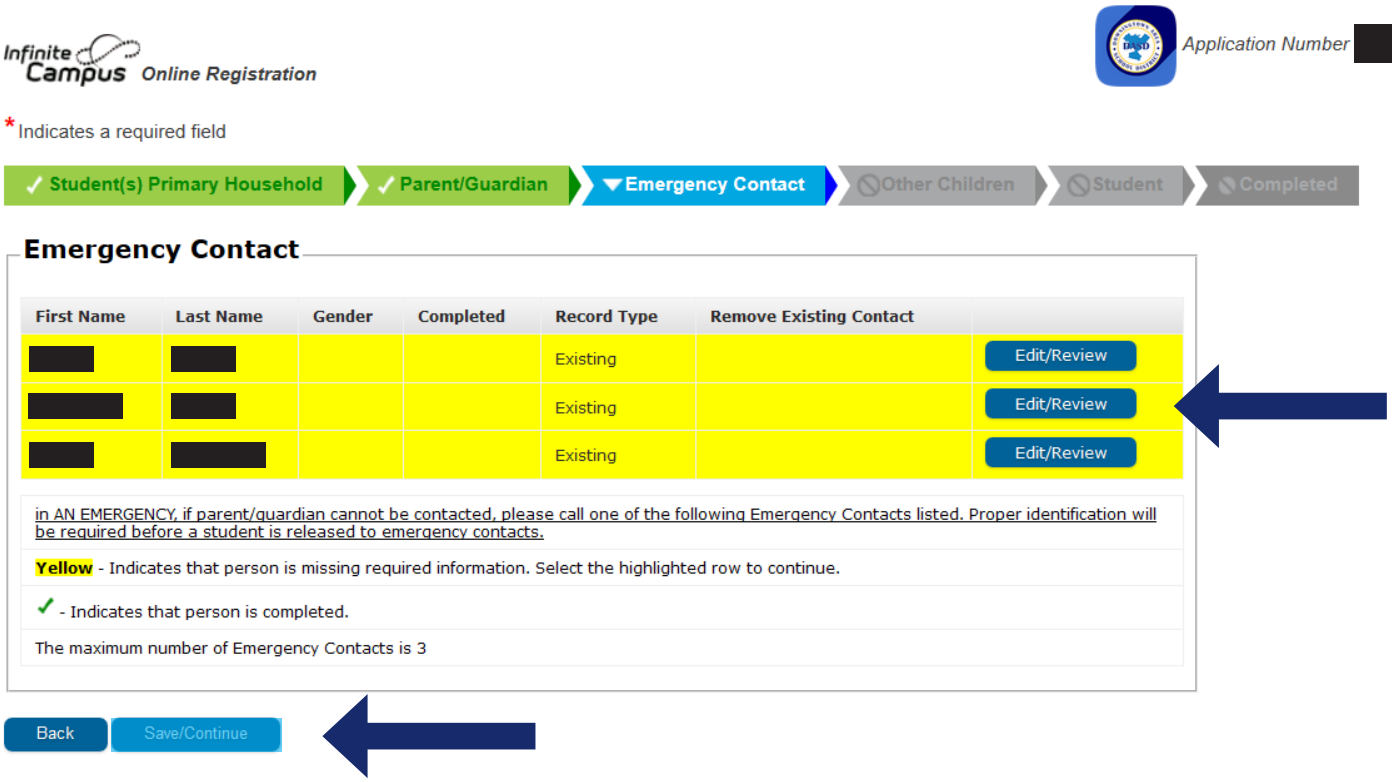
Thank you for your time and assistance.

Begin

STEP 8

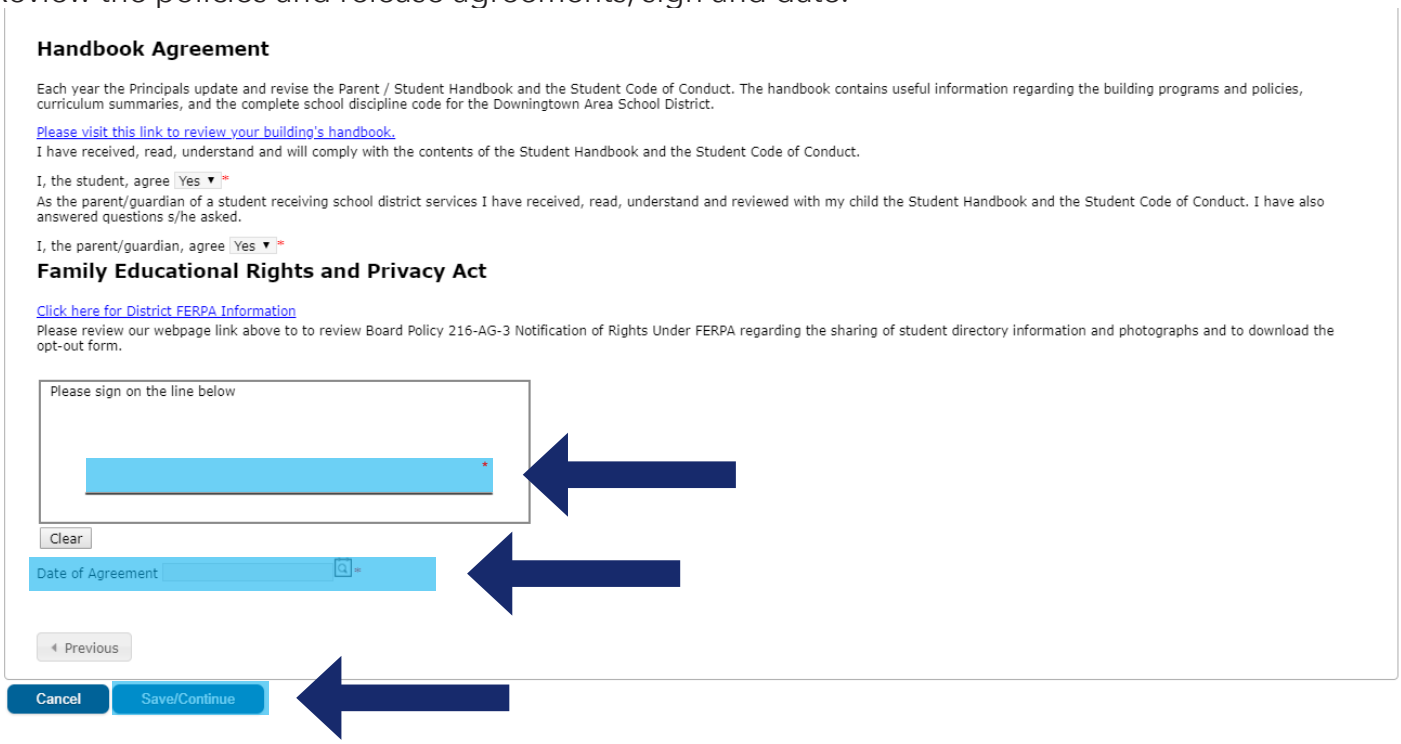
Complete the fields in each screen.

- Any field marked with a red asterisk (*) is required.
- Use the Next and Save/Continue buttons to move through the fields.
- Any items highlighted in yellow have not yet been reviewed and need your attention. Please update using the Edit/Review button.



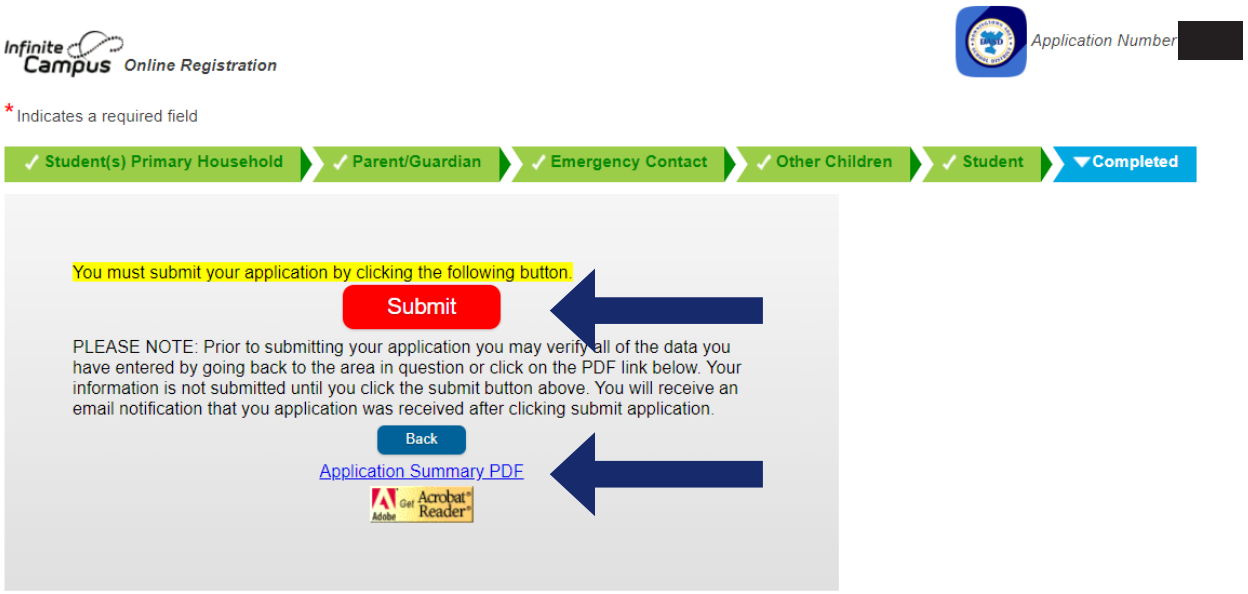
STEP 9

Review the policies and release agreements, sign and date.



STEP 10

Submit application by clicking the red Submit button. You may also print a pdf of your application from this screen for your records.



DISTRITO ESCOLAR DEL AREA DE DOWNINGTOWN

INFINITE CAMPUS GUIA DE REGISTRACION ANNUAL

- Preguntas relacionadas con el registro de estudiantes nuevos - Póngase en contacto con el registro central www.dasd.org/registration.
- Preguntas de registro relacionadas con estudiantes existentes - Comuníquese con la oficina principal de la escuela de su hijo
- Preguntas relacionadas con la tecnología, por favor ingrese un boleto en https://assistme.dasd.org/.

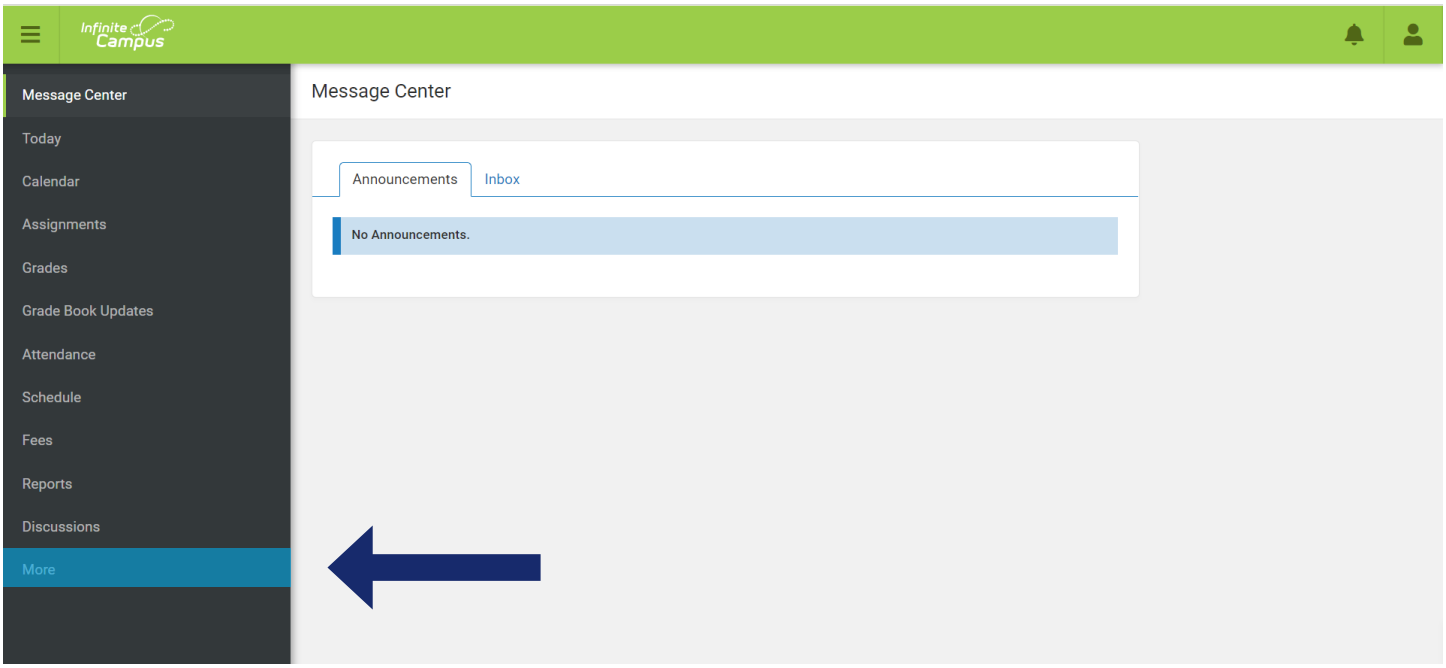
PASO 1

Inicie sesión en Infinite Campus Parent Portal con su nombre de usuario y contraseña para padres en www.dasd.org/parentportal.

Si no conoce su nombre de usuario o contraseña, use los enlaces Olvidé su nombre de usuario / contraseña o comuníquese con la mesa de servicio ingresando un ticket en https://assistme.dasd.org/.

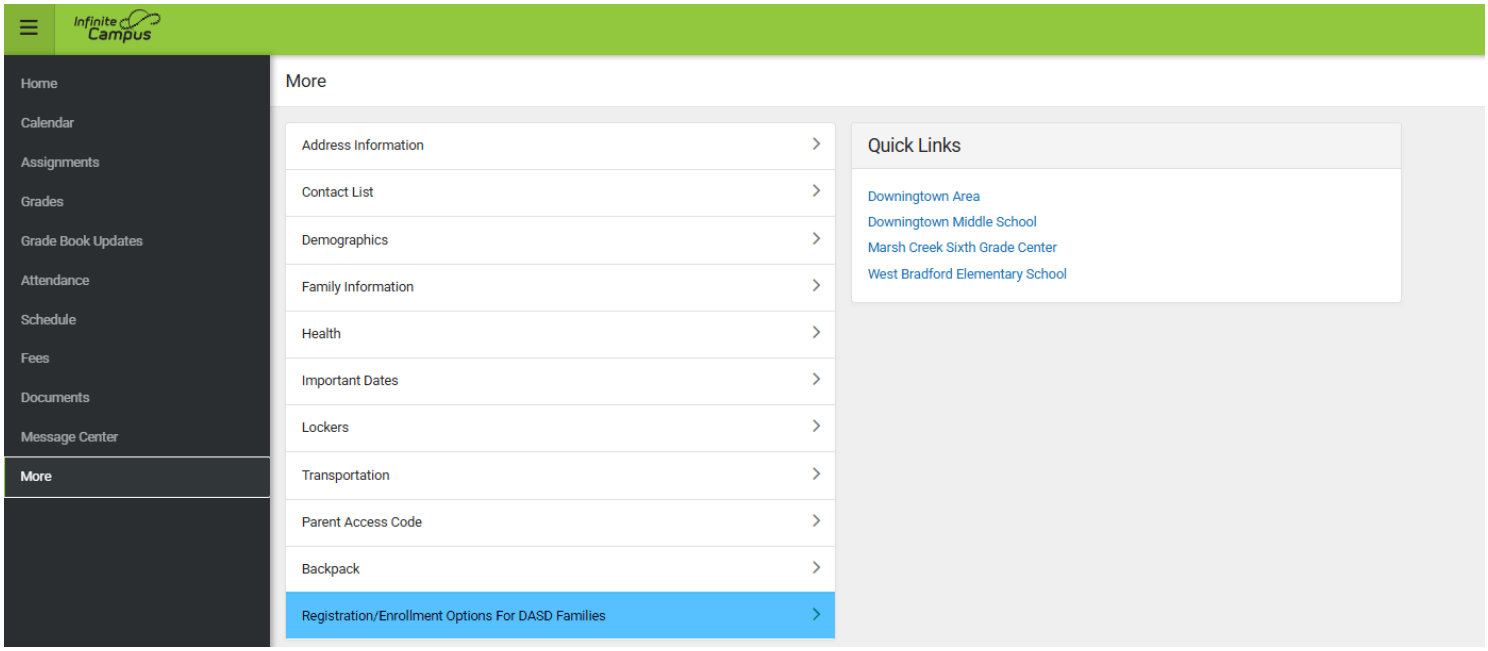
PASO 2

Una vez que haya iniciado sesión, seleccione Más en la barra de navegación izquierda.



PASO 3

Las opciones aparecerán en su ventana principal. Seleccione Opciones de registro/inscripción para familias de DASD.



PASO 4

Todos los estudiantes actualmente registrados estarán en Infinite Campus. Para comenzar la inscripción de estos estudiantes, seleccione Registro de estudiantes existentes para el próximo año escolar (ver amarillo).

Si tiene una combinación de estudiantes de DASD que regresan y por primera vez, puede agregar los nuevos estudiantes en la pestaña Estudiante haciendo clic en "Agregar nuevo estudiante".

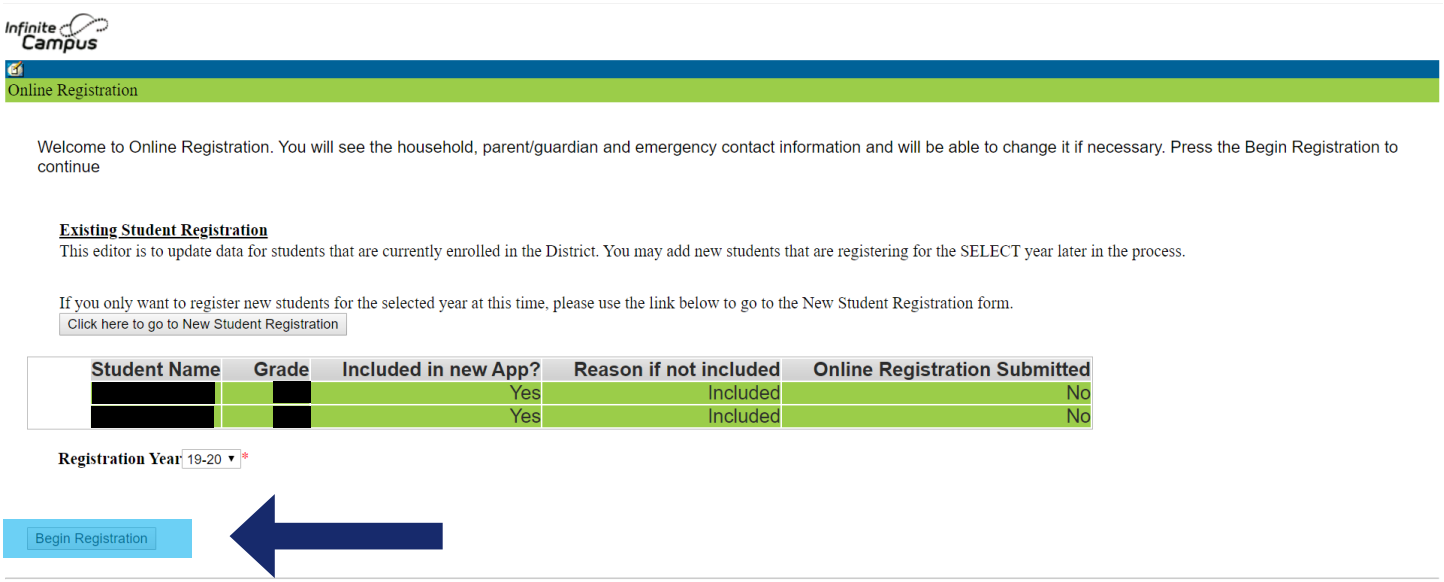
Si es una familia nueva en el distrito y aún no está registrado para asistir a una escuela en DASD, deténgase y visite www.dasd.org/registration para obtener instrucciones de registro y la dirección web especial para el registro de nuevos estudiantes.



PASO 5

Infinite Campus mostrará una lista de los estudiantes que están actualmente inscritos en DASD.

Seleccione Begin Registration (Iniciar Registro). Si esta lista es inexacta, comuníquese con la oficina principal de la escuela de su hijo.

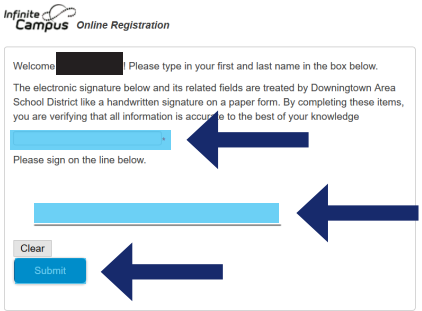


PASO 6

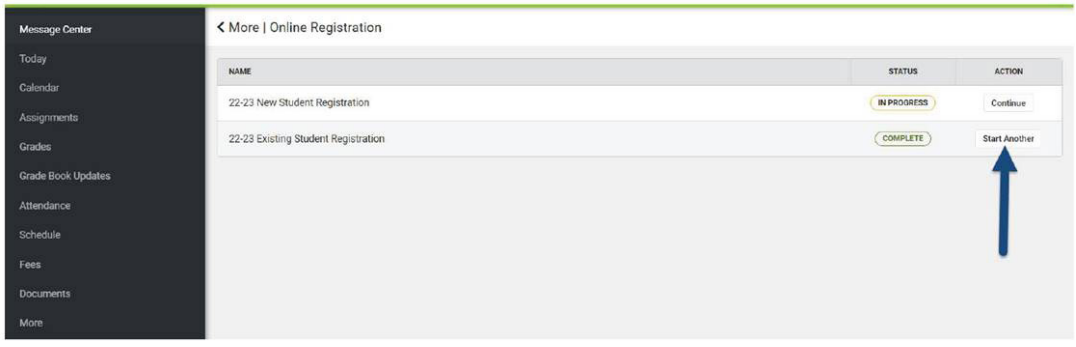
Infinite Campus mostrará una página de firma electrónica.

Introduzca su nombre en el cuadro de texto y utilice el ratón o el panel táctil para dibujar su firma en la línea de firma.

Seleccione Submit (Enviar) cuando haya finalizado.

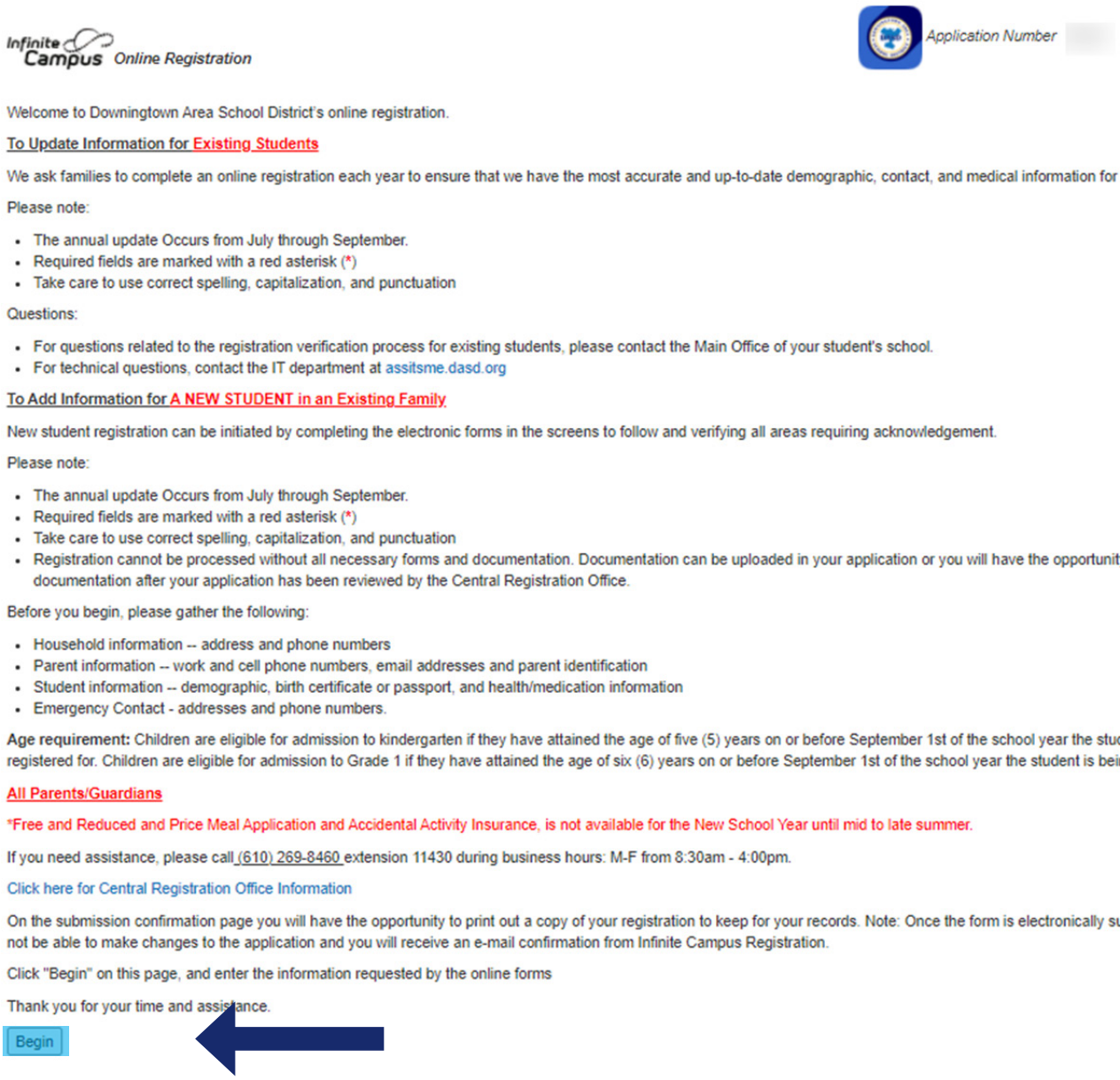


Para realizar cambios, vuelva a enviar el registro seleccionando Iniciar otro en Menú>Más>Opciones de registro/inscripción para familias de DASD:



PASO 7

Revise la pantalla de bienvenida y seleccione Begin (Comenzar).



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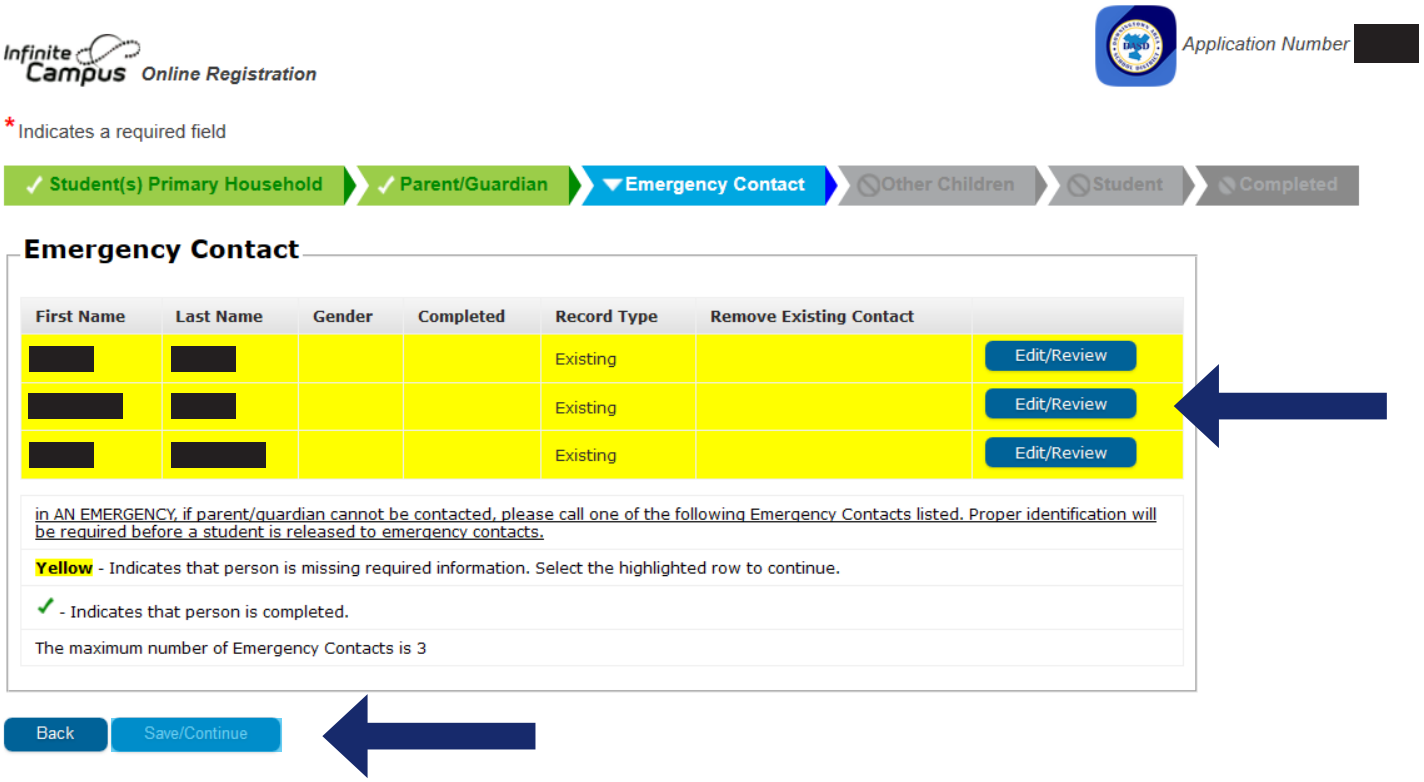
Thank you for your time and assistance.

Begin

PASO 8

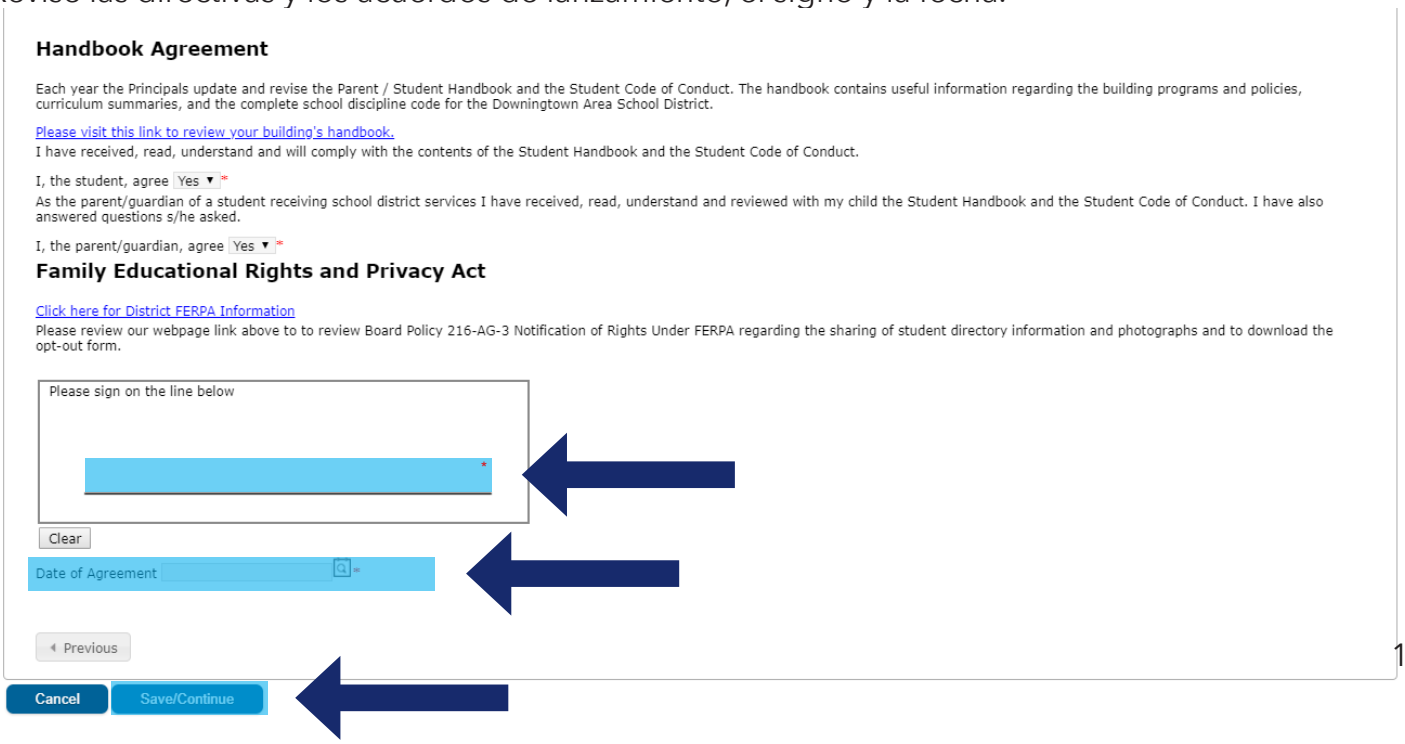
Complete los campos de cada pantalla.

- Cualquier campo marcado con un asterisco rojo (*) es obligatorio.
- Utilice los botones Next (Siguiente) y Save/Continue (Guardar/Continuar) para desplazarse por los campos.
- Todos los elementos resaltados en amarillo aún no han sido revisados y necesitan su atención.



PASO 9

Revise las directivas y los acuerdos de lanzamiento, el signo y la fecha.



PASO 10

Envíe la solicitud haciendo clic en el botón rojo Submit (Enviar). También puede imprimir un pdf de su solicitud desde esta pantalla para sus registros.

