Infinite Campus Online Registration- Directions

Guide for the Campus Parent - Annual Update

About Online Registration

Infinite Campus Online Registration (OLR) is the system Fenton Charter Public Schools use to collect important information or changes in their students' households for the upcoming school year. The OLR window is open during Summer break for students with active enrollment.

During this time, families have the opportunity to update important information about their students such as:

- Address and phone number changes
- Emergency Contacts
- Health Conditions

Parents or Guardians of students already enrolled and/or continuing enrollment in Fenton Charter Public School will sign into the Campus Parent Portal to access online registration.

If you do not have a Parent Portal account, you may create one by visiting:

http://bit.ly/3TS6WAt

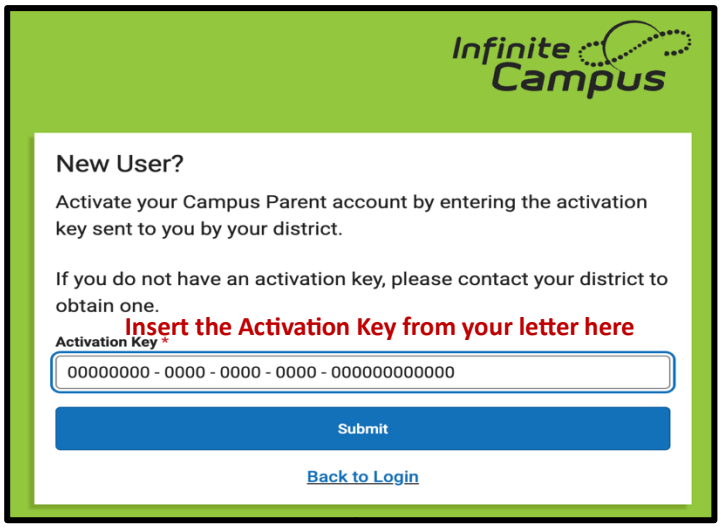
For App Users:

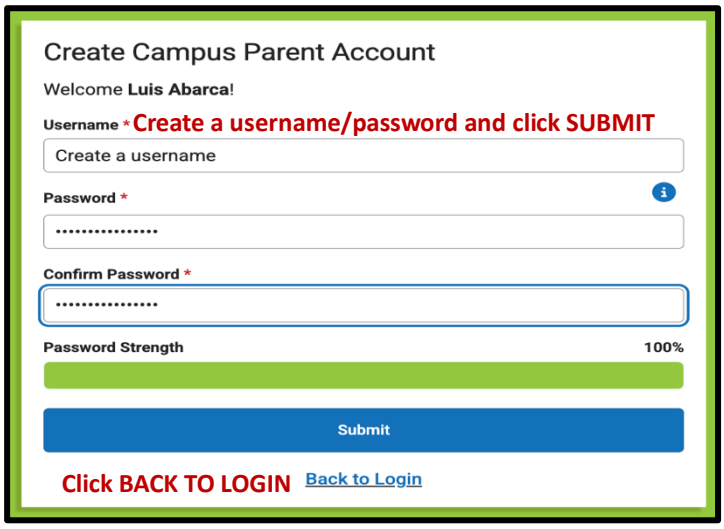
Google Play Store
https://bit.ly/4nt

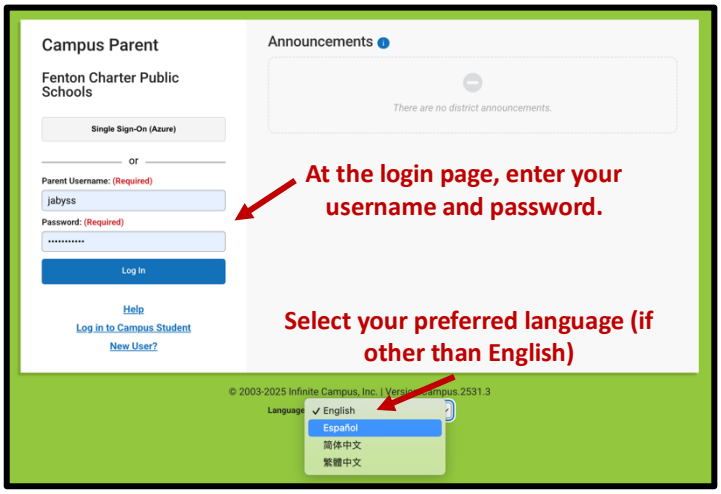
Apple Store
https://bit.ly/4ns

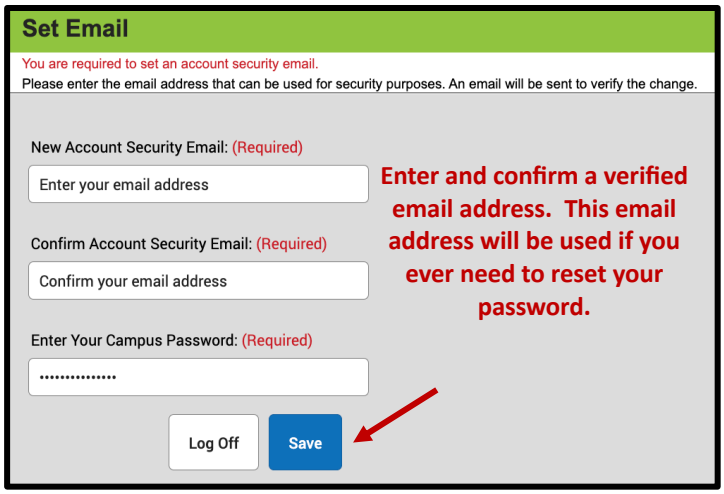
For App Users:
When you open the app on your device:

Enter State: California
Enter District: Fenton Charter





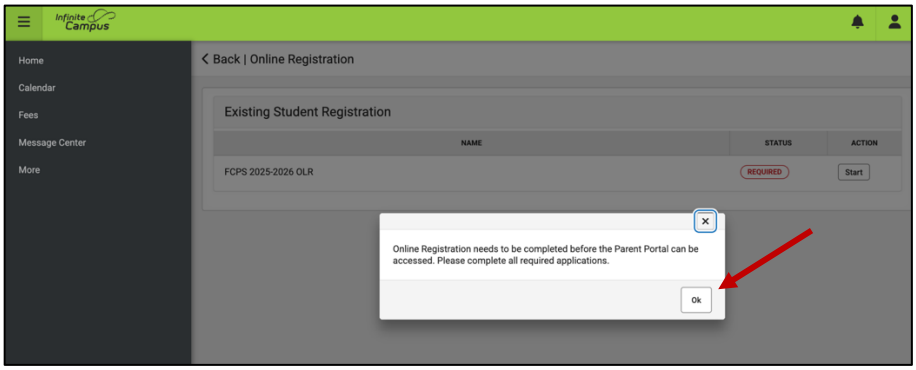




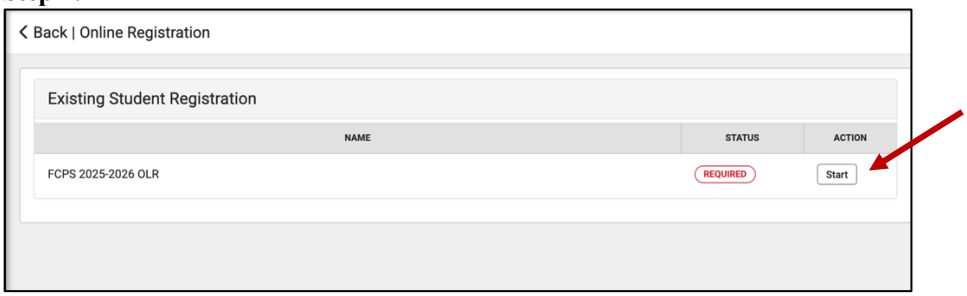
Infinite Campus Online Registration- Directions

Beginning Online Registration

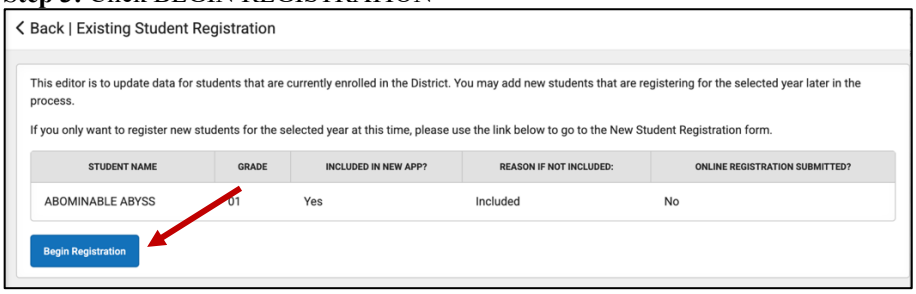
Step 1: Log in to your Campus Parent Portal account. You will receive a pop-up message prompting you to compete the Online Registration. Click "OK".



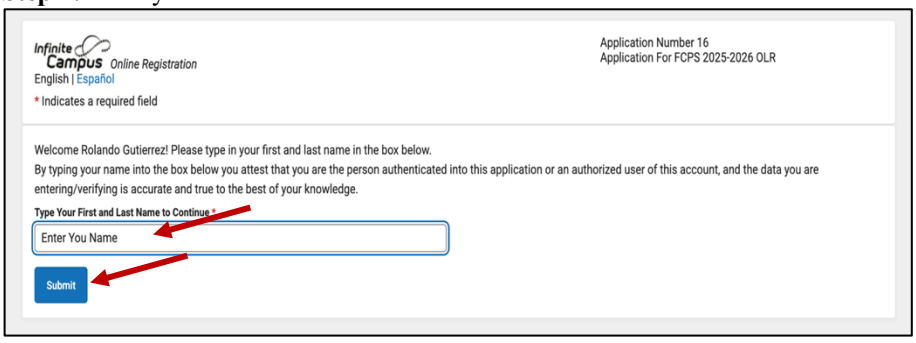
Step 2: Click START



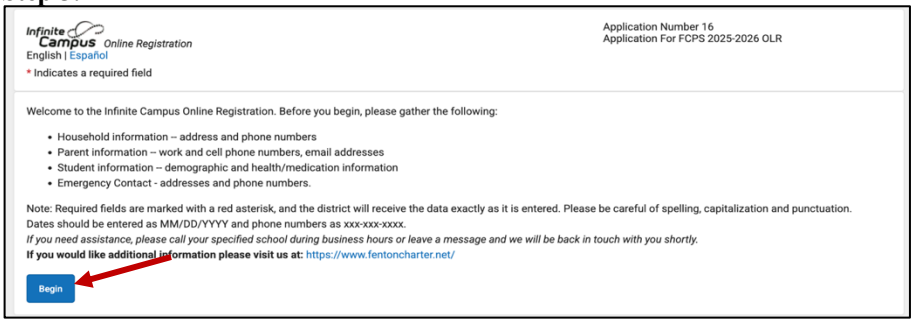
Step 3: Click BEGIN REGISTRATION



Step 4: Enter your name and submit



Step 5: Click BEGIN



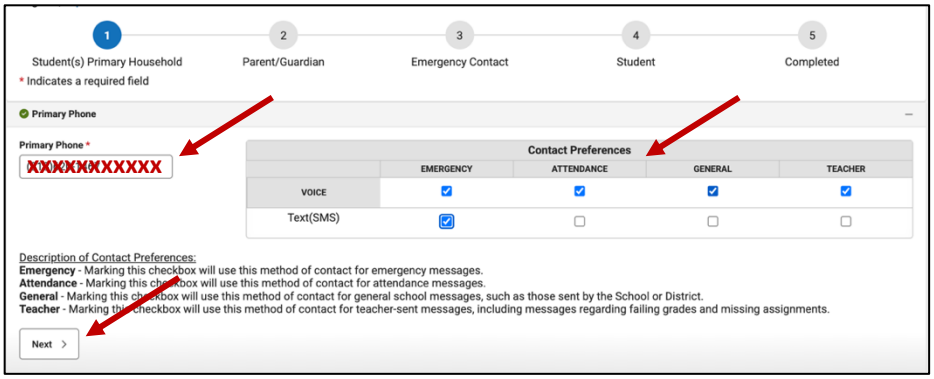
Infinite Campus Online Registration- Directions

Begin updating information:

Primary Phone

1. Enter the 10-digit **Primary Phone Number**. If there is no home phone number, enter the parent/guardian's contact phone number who is most likely to respond to calls from the school.
2. Mark the **Contact Preferences** as desired. Definitions for each option are available.
3. Click the **Next** button when finished.

If the phone number needs to be changed, enter the new one in the appropriate fields and review the marked Contact Preferences.



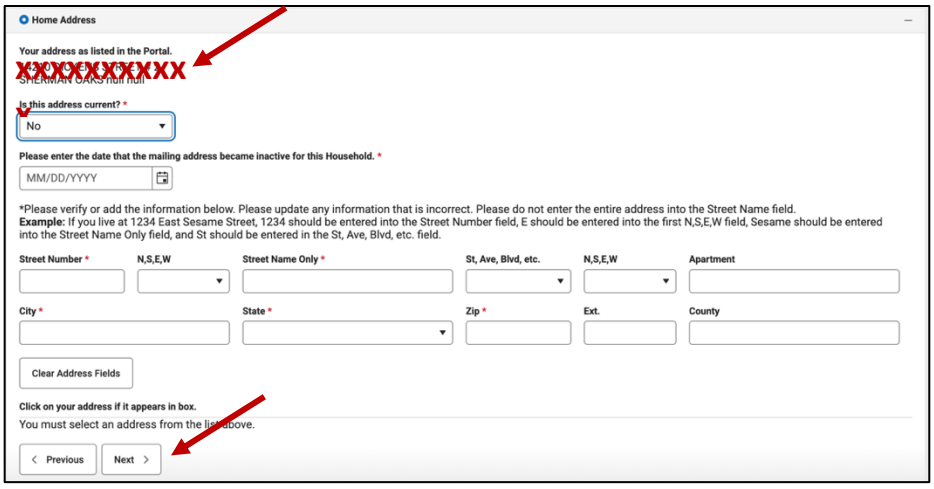
Home Address

The Home Address is considered the location of the household. In some instances, the home address is not the mailing address but only the physical location of where the family abides.

1. Enter the requested **Address** fields.
2. Click the **Next** button to enter Mailing Address information.

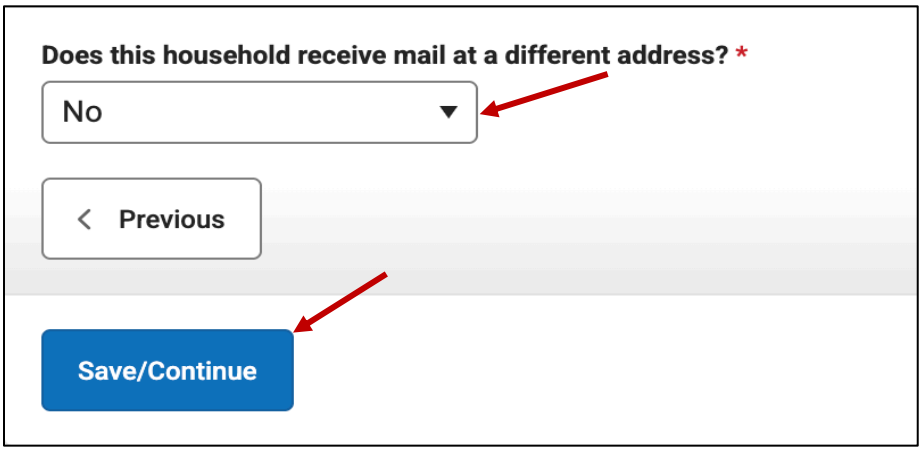
If the current address is incorrect, click **NO** under "**Is This Address Current?**". This displays a field to enter the date when the new address became current and displays address fields to enter the new address information.

Previous Home and Mailing Addresses display with the end date, if applicable.



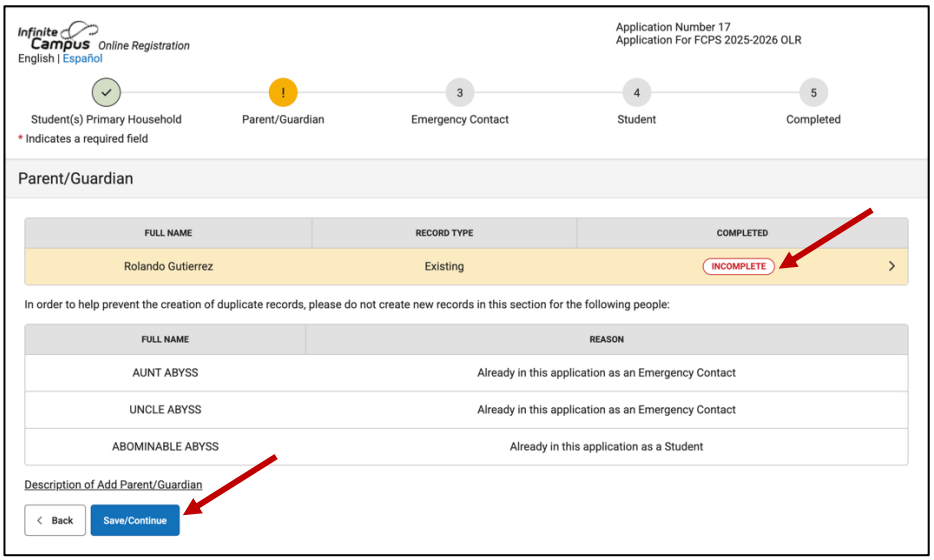
Mailing Address

1. Under **Does this household receive mail at a different address** yes or no. If the household has a separate mailing address, enter the address information.
2. Click the **Save/Continue** button when finished.



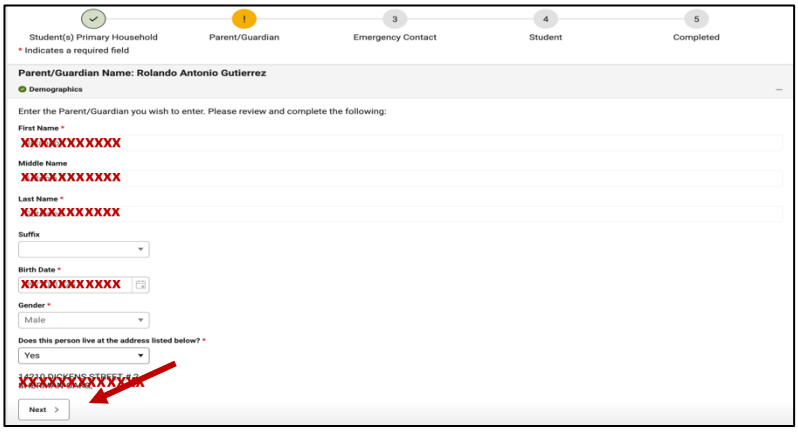
Parent/Guardian Information

For returning students, the parent/guardian on file is shown. If there is information that is missing, the name is highlighted. To make changes and complete the missing fields, click a highlighted parent/guardian.



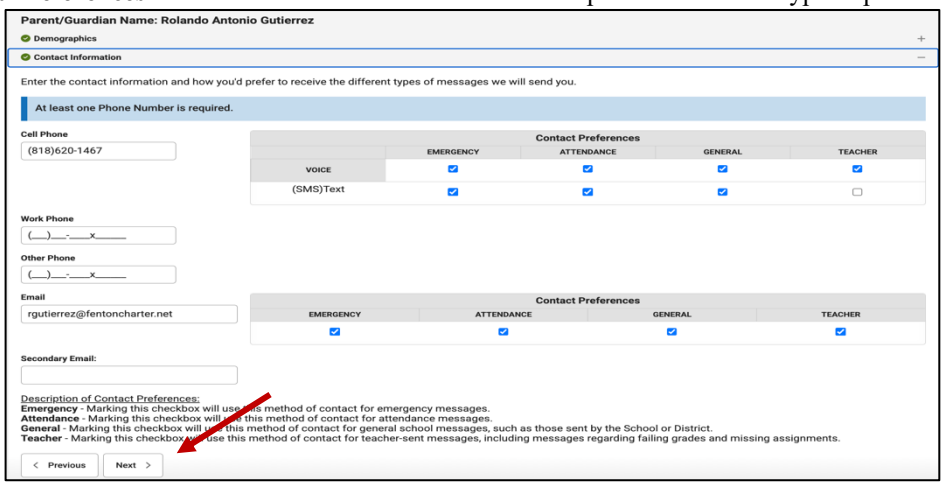
Demographics

1. Enter information within the required fields marked with an asterisk *.
2. If No is selected in the Does this person live at the address listed below? question, click the **I am unable to provide an address for this parent** checkbox or complete all of the required address fields.
3. Click the **Next** button.



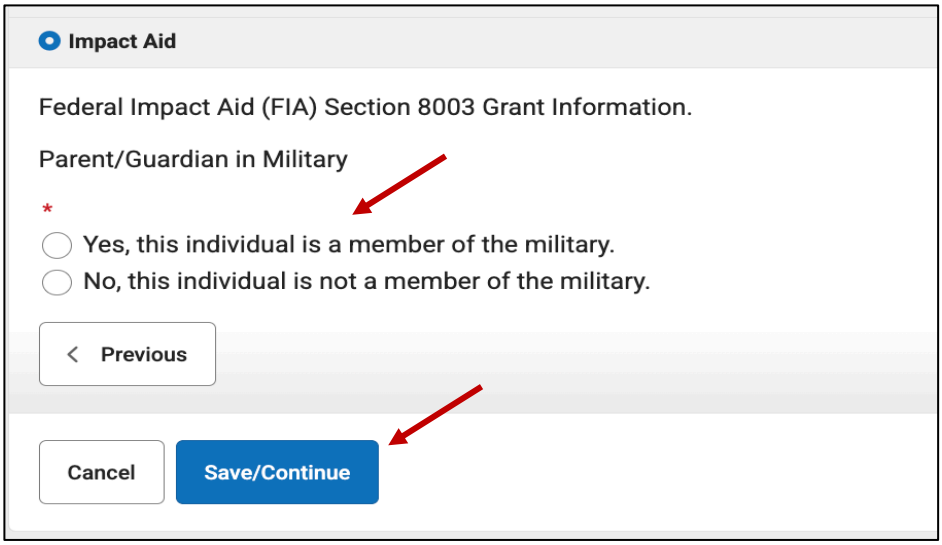
Contact Information

1. Enter the following about the parent's contact information:
    1. **Cell Phone**
    2. **Work Phone**
    3. **Other Phone**
    4. **Email For Parent**
2. Determine the **Contact Preferences** for each entered contact. Definitions are provided for each type of preference.
3. Click the **Next** button.



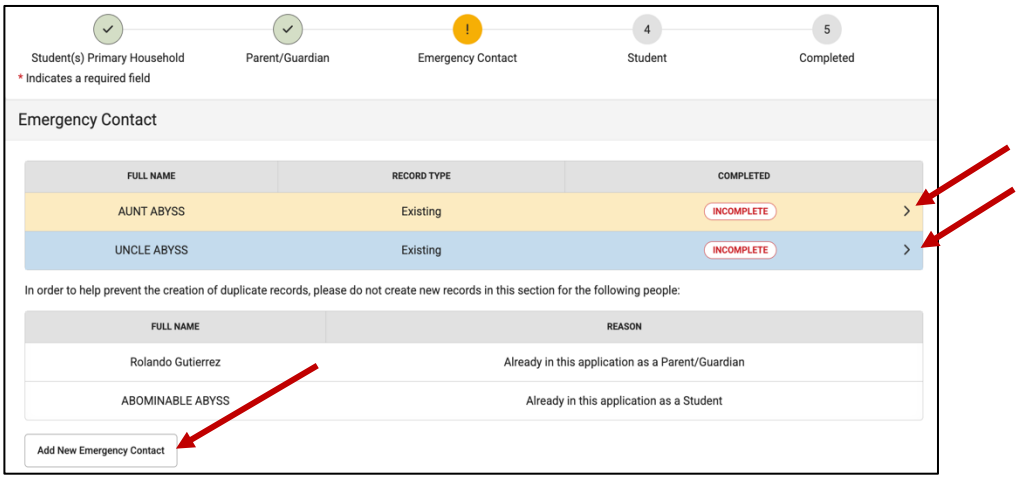
Active Aid(Prime Only)

1. Mark whether the parent/guardian is a member of the military.
2. Click the **Save** button.



Emergency Contacts

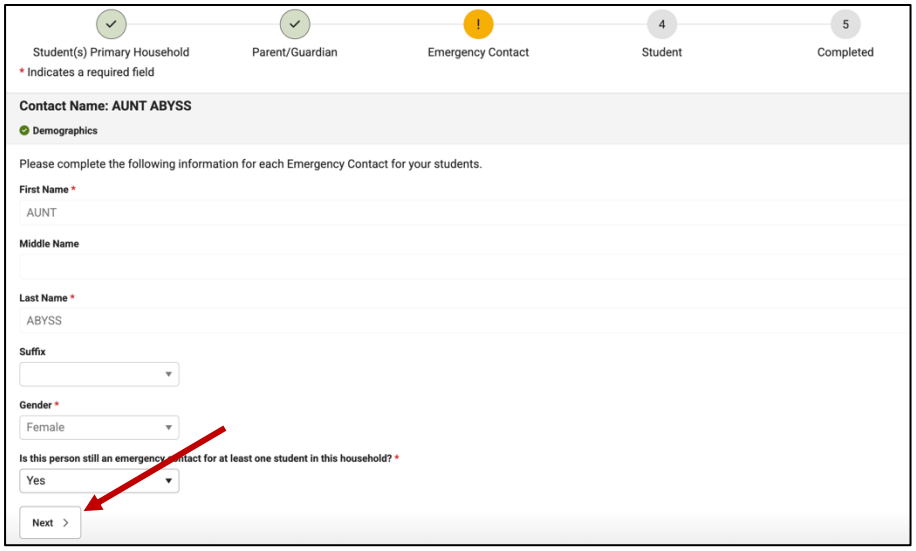
Click on each person to confirm the contact information. If the emergency contact is no longer a contact for the family, there will be a box to remove the person as an emergency contact.Click the **Add New** button at the bottom of this screen to add a new emergency contact.



Emergency Contact- Demographics

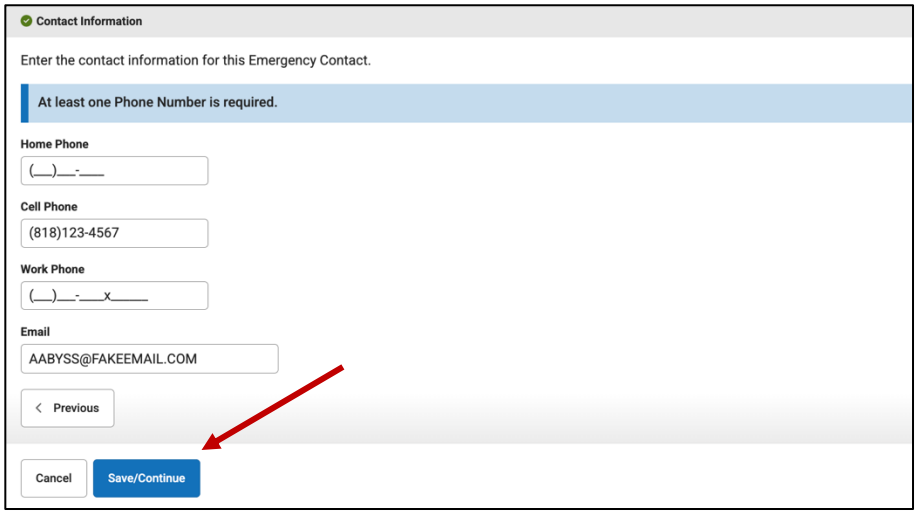
When adding a new emergency contact, the parent will receive a pop-up warning stating to not add themselves as an emergency contact.

1. Enter the following information for the emergency contact:
    - **First Name**
    - **Middle Name**
    - **Last Name**
    - **Suffix**
    - **Birth Date**
    - **Gender**
2. Click the **Next** button.



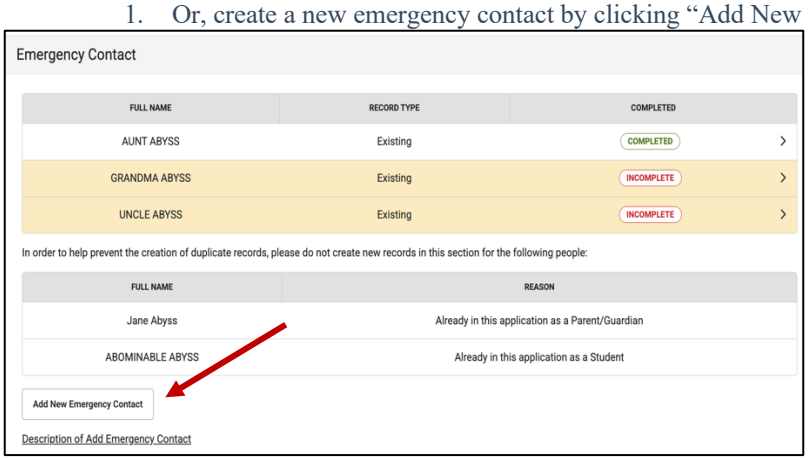
Emergency Contact- Contact Information

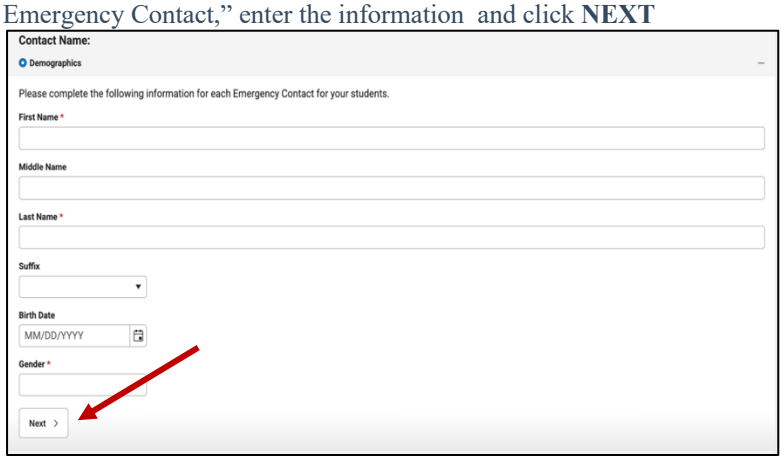
1. Update the emergency contact's information and click **NEXT**
    1. **Home Phone**
    2. **Cell Phone**
    3. **Work Phone**
    4. **Email**



Emergency Contact- Contact Information (con't)

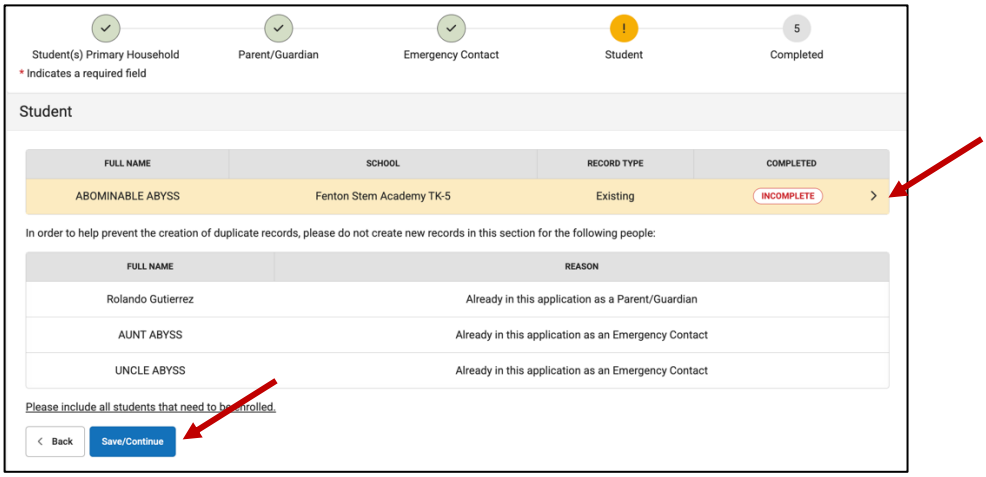
1. Or, create a new emergency contact by clicking "Add New Emergency Contact," enter the information and click **NEXT**





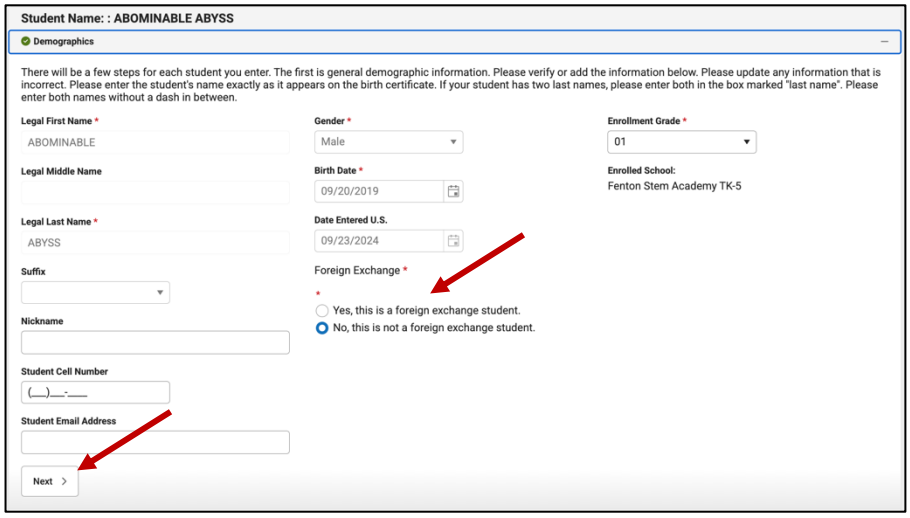
Student Information

Click on each student to confirm or update information.

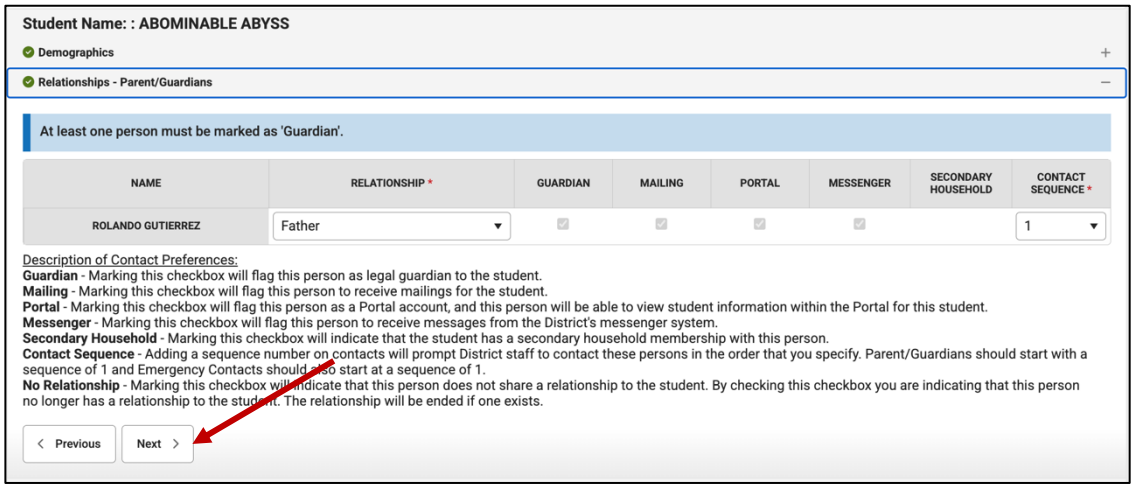


Student Information- Demographic

Mark whether the student is or is not a foreign exchange student and click **NEXT**

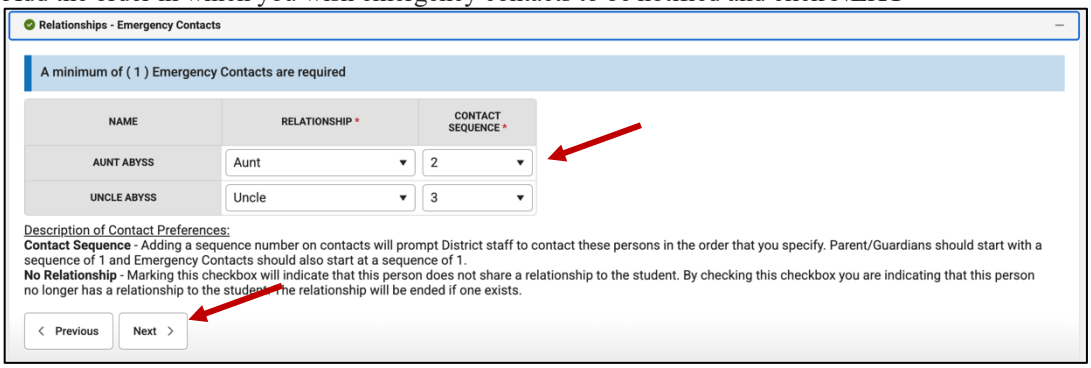


Student Information- Relationships Parents/Guardian



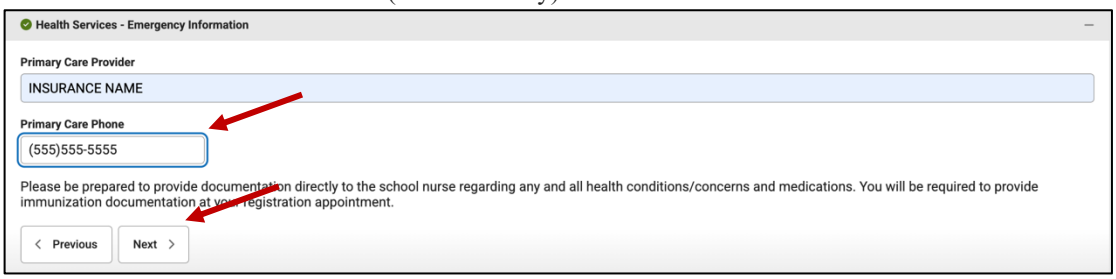
Student Information- Emergency Contacts

Add the order in which you wish emergency contacts to be notified and click **NEXT**



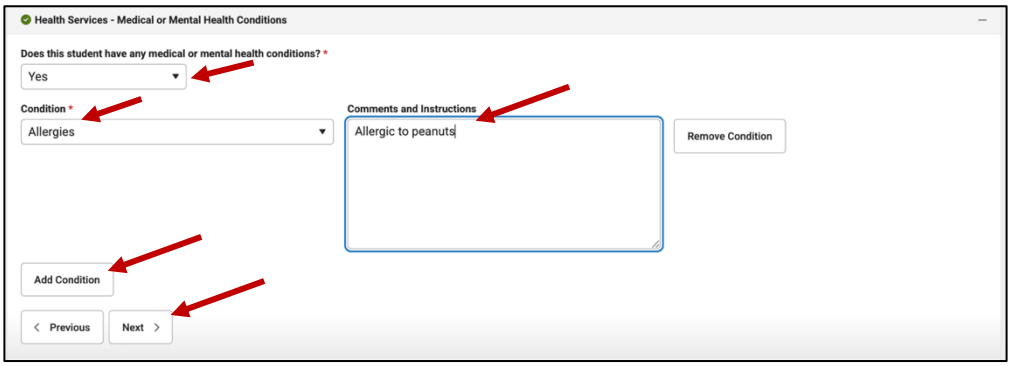
Student Information- Emergency Information

Add medical insurance information (not mandatory) and click **NEXT**



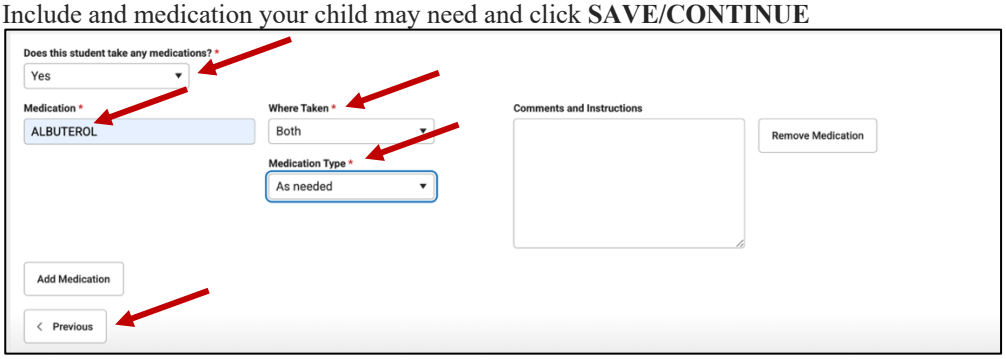
Student Information- Medical or Mental Health Conditions

Include any medical information (allergies, asthma, vision) and click **NEXT**



Student Information- Medical or Mental Health Conditions

Include and medication your child may need and click **SAVE/CONTINUE**



Submit Application