Infinite Campus

Online Registration

Via Campus Parent Portal

for

Students Returning to CCSD
(currently enrolled CCSD students)
and
new students that are being added to an existing household

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ONLINE REGISTRATION

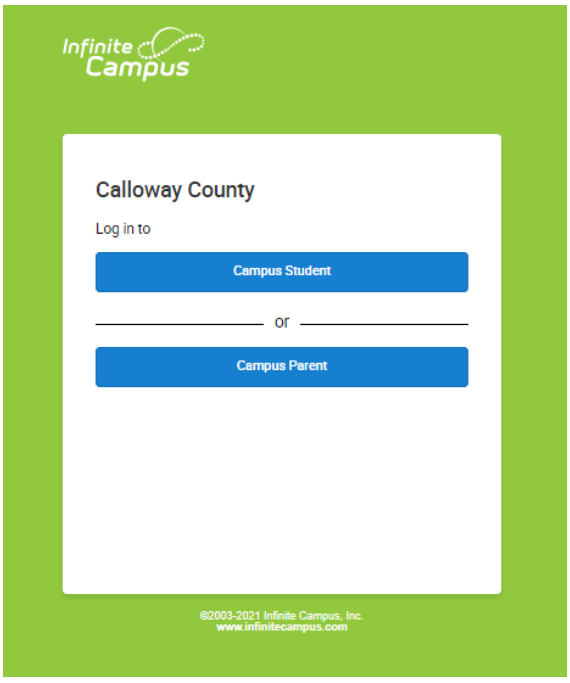
Welcome to CCSD online registration. This is the first step of registering your child for school.

Parents with children already enrolled in a CCSD school will log into the **Infinite Campus's Campus Parent (formerly known as Parent Portal)** for registration using any computer on the Internet**. Mobile devices do NOT work for registration currently (e.g., smart phones, tablets)**. If your child was not enrolled the previous year, you must use the Student's New to CCSD process.

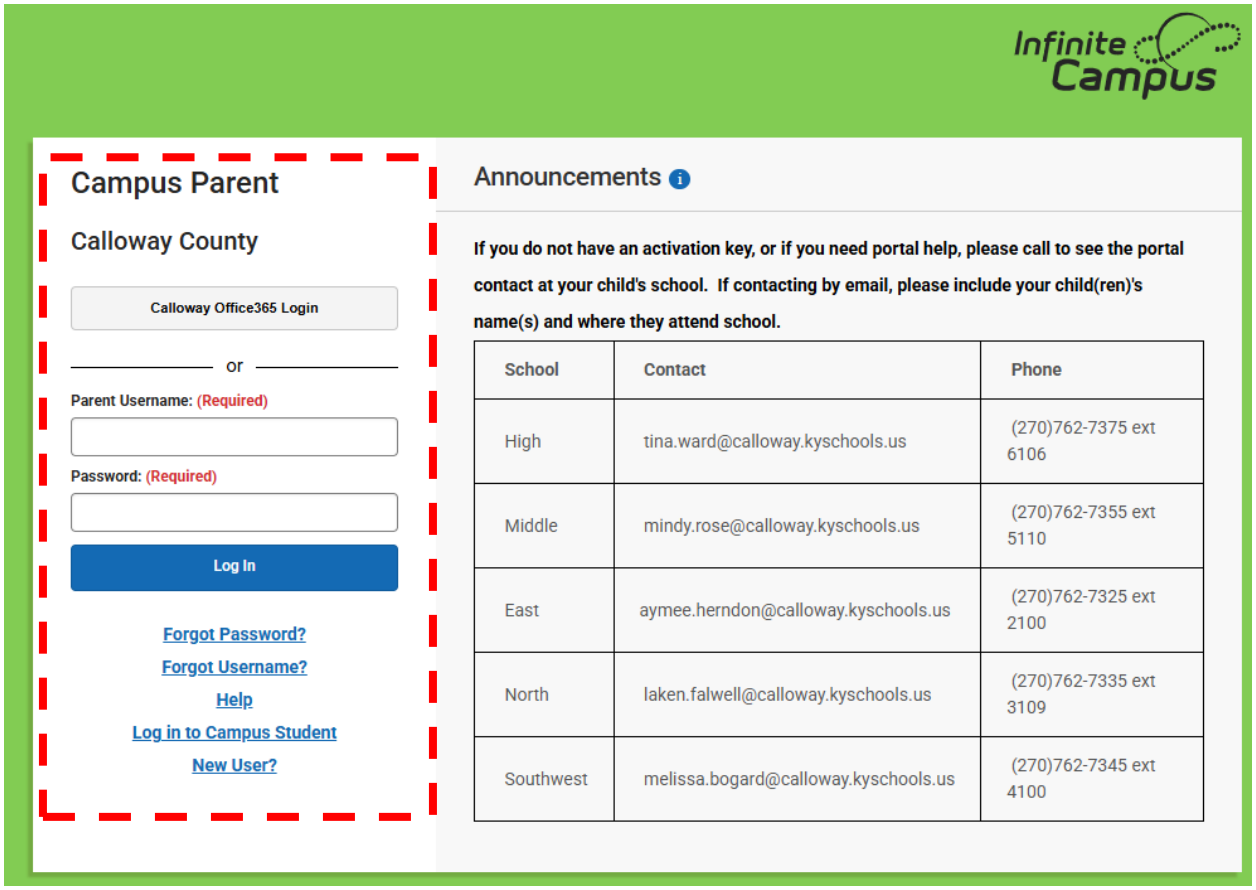
ACCESSING ONLINE REGISTRATION

Parents and guardians will use their Infinite Campus Parent Portal login credentials assigned by your school. Parents and guardians who lack the appropriate credentials should contact **your child's schools IC contact** and provide your full name, your DOB (for proper identification), student(s) name, name of student(s) school(s), phone number to reach you, if needed, a description of the issue, such as need username and password reminder etc. so we can help you receive your login information.

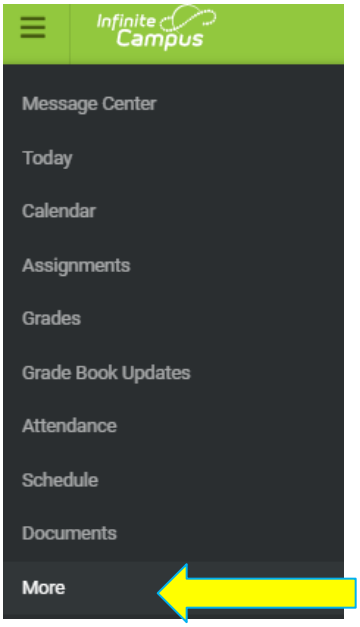
1. Log on to the secure Internet address for Infinite Campus (this link can also be accessed by clicking on the INFINITE CAMPUS PARENTS & STUDENTS icon located on the district website (www.calloway.kyschools.us) or by clicking here.
2. Ensure your web browser *pop up blocker* is off.



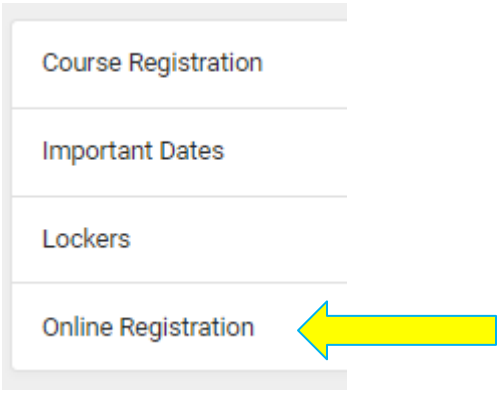
3. Click on “Campus Parent”.
4. Login to Campus Parent by entering your username and password. If you have forgotten your password or username, use the “Forgot Password?” or “Forgot Username?” to reset one or both. (cannot be used in the mobile app)
5. If you are unable to login, please contact your child’s school.



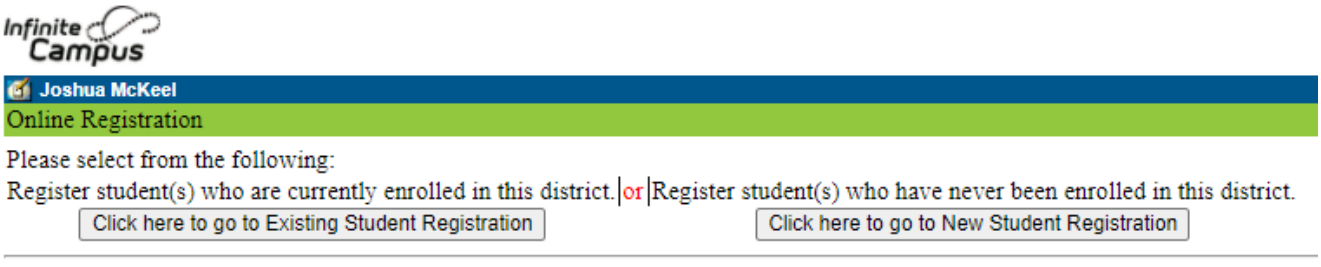
6. After logging into Parent Portal, click on the "**More**" link at the bottom of the Index (left side of the screen).



7. Click on the button **"Online Registration".**



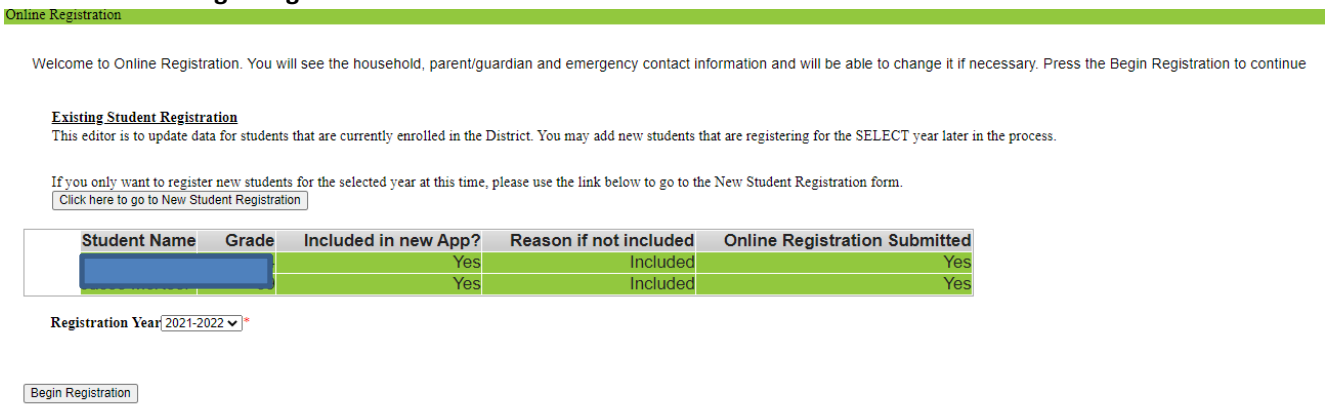
8. Select **"Click here to go to Existing Student Registration".**



9. Make sure all your children that are currently enrolled are listed and are included. If not, contact your child's school. ***You will be able to add new students through the Existing Student Registration process.*

   Make sure the Registration Year is 2026-2027.

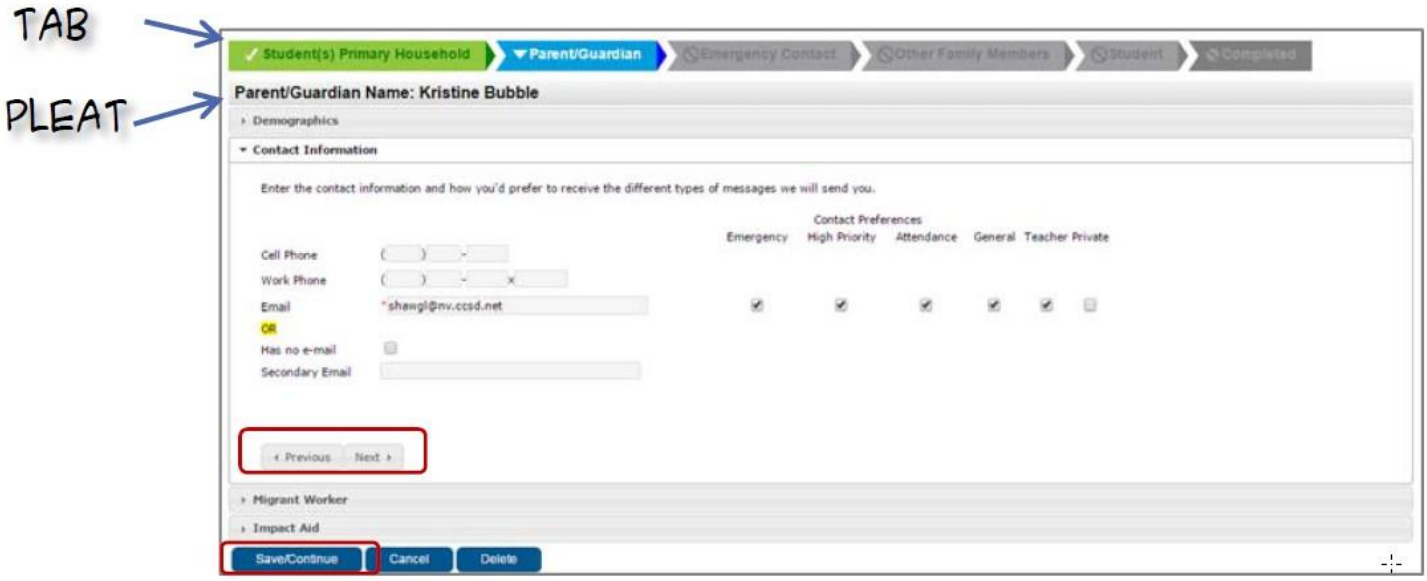
   Click **"Begin Registration"**



NAVIGATING THE APPLICATION

The tips listed below will be helpful in navigating the application.

- Data for your currently enrolled children will populate in the application.
- Each tab and pleat must be complete before moving to the next tab or pleat. Once a tab or pleat has been completed (required fields completed) you can move freely between tabs and pleats.
- Once you begin a tab, you must enter all required fields in that tab before saving.
- Required fields have a red asterisk*.
- Move forward and backward through the pleats by using the Next and Previous buttons.
- Links are provided on some pleats. Click the links to get more information.

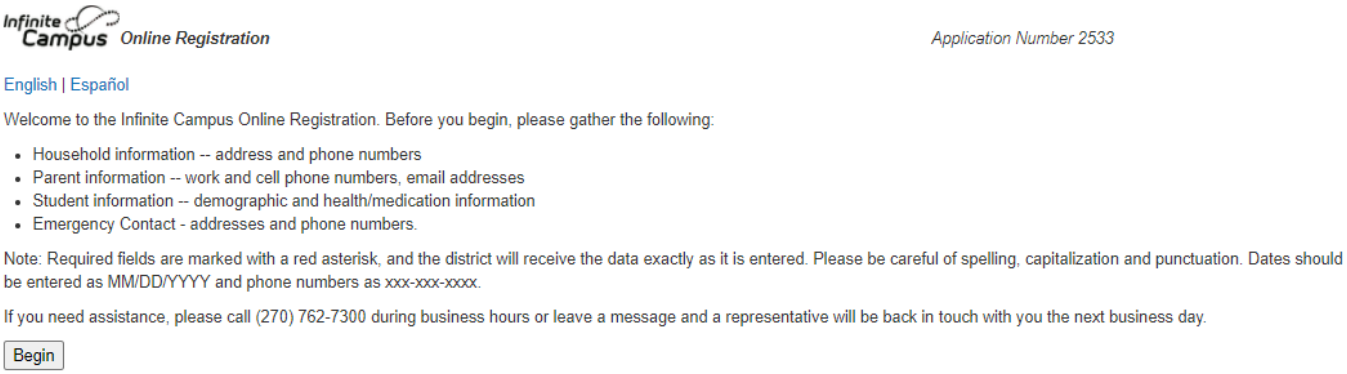


STARTING THE DATA VERIFICATION PROCESS

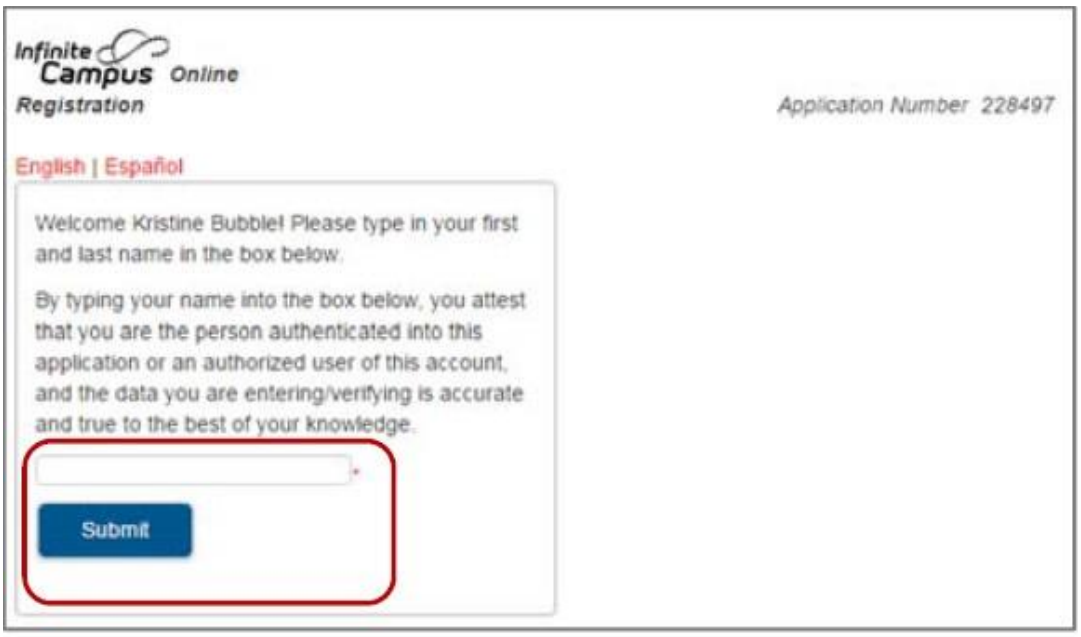
1. Write down your application number.



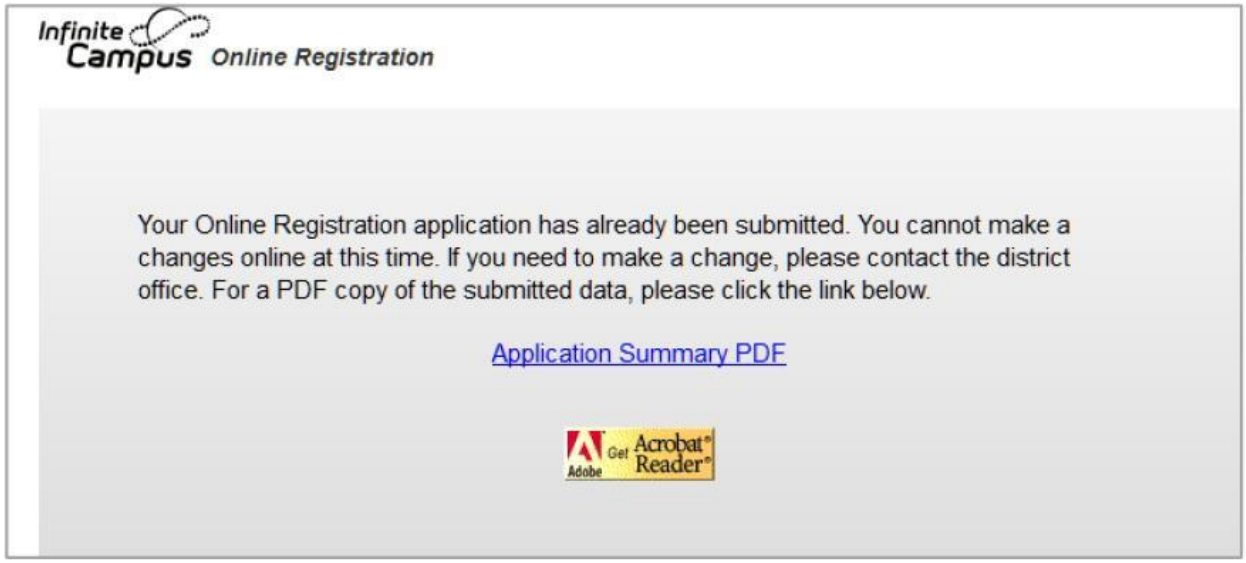
2. A welcome box will appear with instructions. Click **Begin**.



3. A validation box will appear. You must attest you are the person completing this application by **typing your full name (first and last) in the box**. Click **Submit**.



NOTE: If you see the following message, your application has been submitted. Contact your child's school for more help/information.

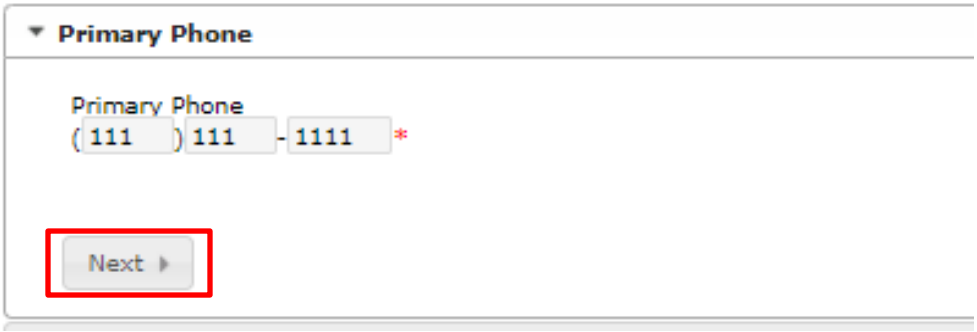


STUDENT(S) PRIMARY HOUSEHOLD TAB

The home address, entered as your child's primary household, MUST match the proof of address provided to the school.

PRIMARY PHONE PLEAT

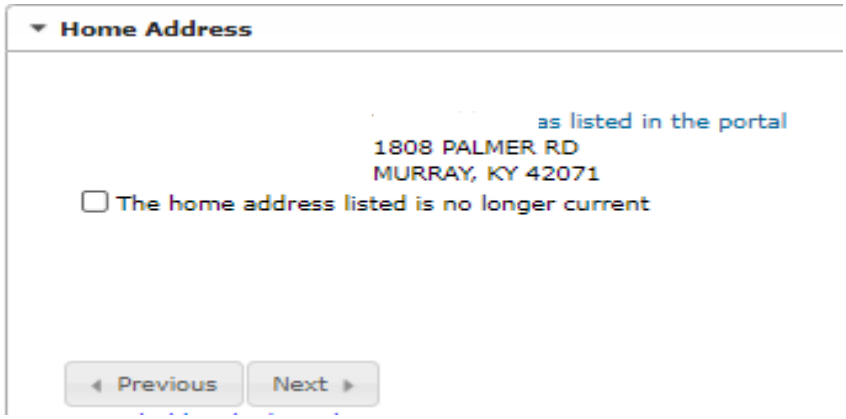
1. Verify the Primary Phone number of the Primary Household. If this information is incorrect, type in a new number. ***This phone may be a land line or a mobile number***.
2. Click **Next.**



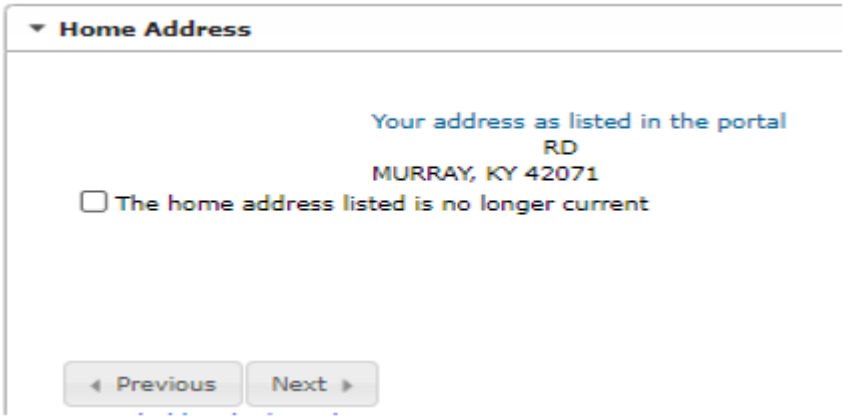
HOME ADDRESS PLEAT

As an existing household your address will be prepopulated. Verify that your home address is correct. If not, correct your address. If you have a new address, you must present two proofs of residence (lease agreement, utility bill, etc.) to your child's school.

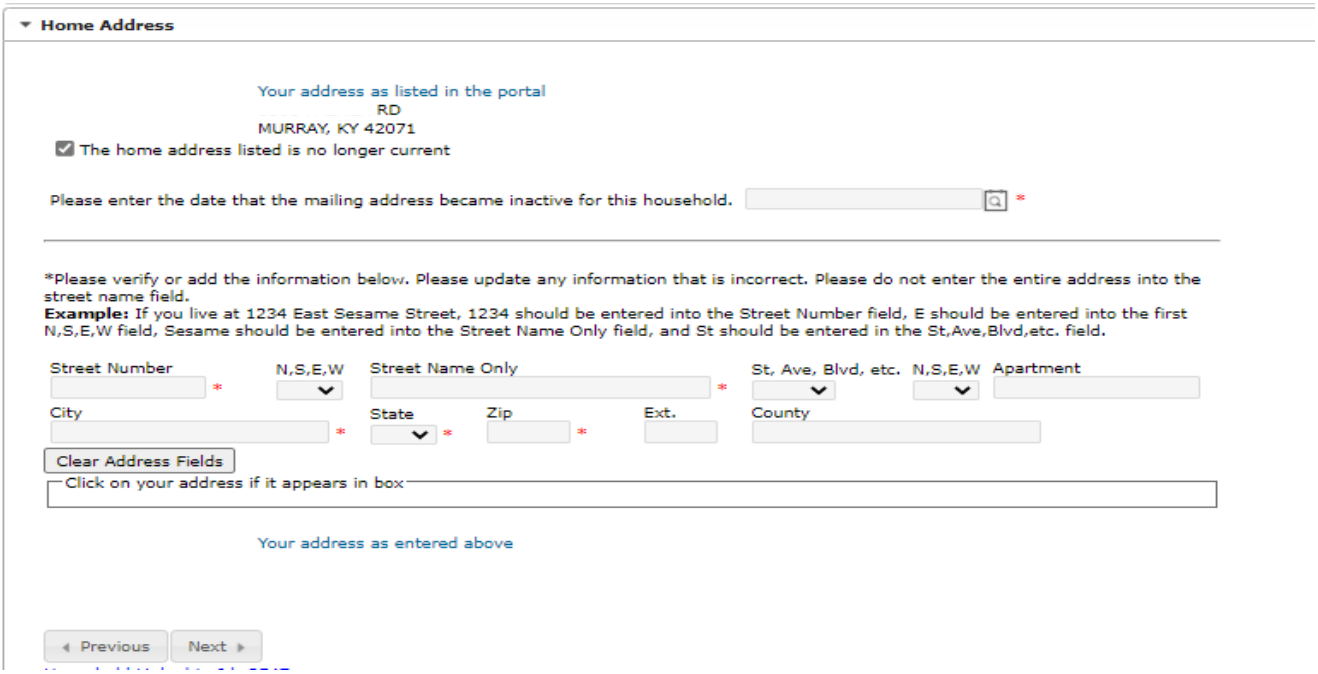
3. If the address is correct, click **Next.**



4. If the address is not correct, click the box beside "The home address listed is no longer current."



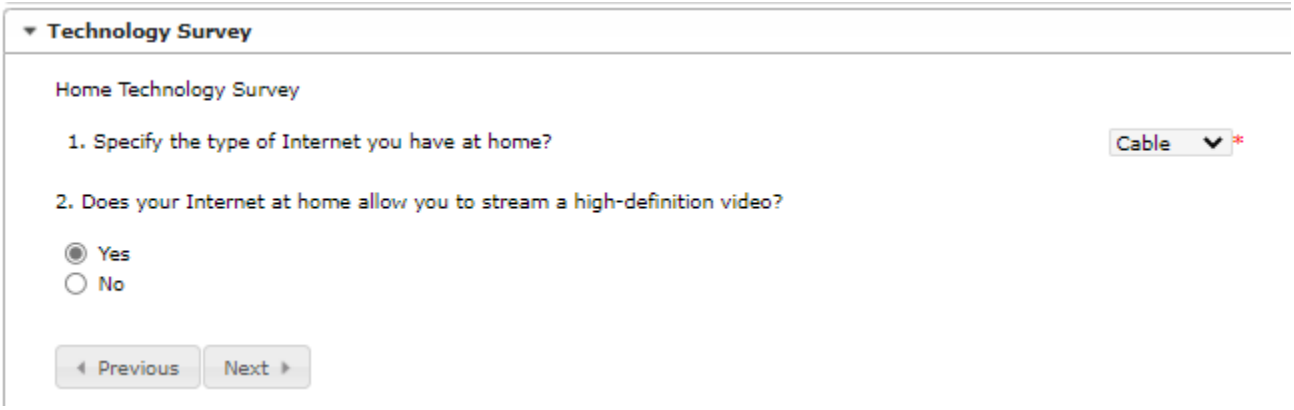
5. Type in the street number, the address should then show in a drop down menu for you to click on. If it does not, type in the first letter of your street name (capitalized). If it is still not in the drop down, call your school or Jennifer Young at 270-762-7300.



6. Click **Next**.

TECHNOLOGY SURVEY PLEAT

Complete the two questions relate to the internet service that you have available in your home.



MAILING ADDRESS PLEAT

If your household does not have a secondary mailing address or a Post Office Box, click **Save/Continue.**

CCSD allows secondary mailing addresses and PO Boxes as an alternate mailing address. Business addresses are not accepted. To add a PO Box for your mail, follow the steps below.

1. Uncheck **The household has no separate Mailing Address** checkbox.
2. For a **Post Office Box**, check the Post Office Box checkbox.

- Enter the correct PO Box address. The address will NOT likely appear in the box of address below, type the complete address.

3. For a secondary address, complete the required text boxes with the secondary address information.
4. Click **Save/Continue**.



PARENT/GUARDIAN TAB

Verify or modify all Parents/Guardians, including yourself. This tab should also include parents/guardians of secondary households. For instance, if you are divorced or separated, the second parent should also be listed. You will add a separate address and phone number for that parent. This tab is reserved for parents or those with parental rights. Stepparents are not entered here.

Individuals highlighted in yellow are not complete. A green checkmark will appear when complete.



NOTE: *Step parents are not added in this section, but are added on the* Emergency Contact *tab.*

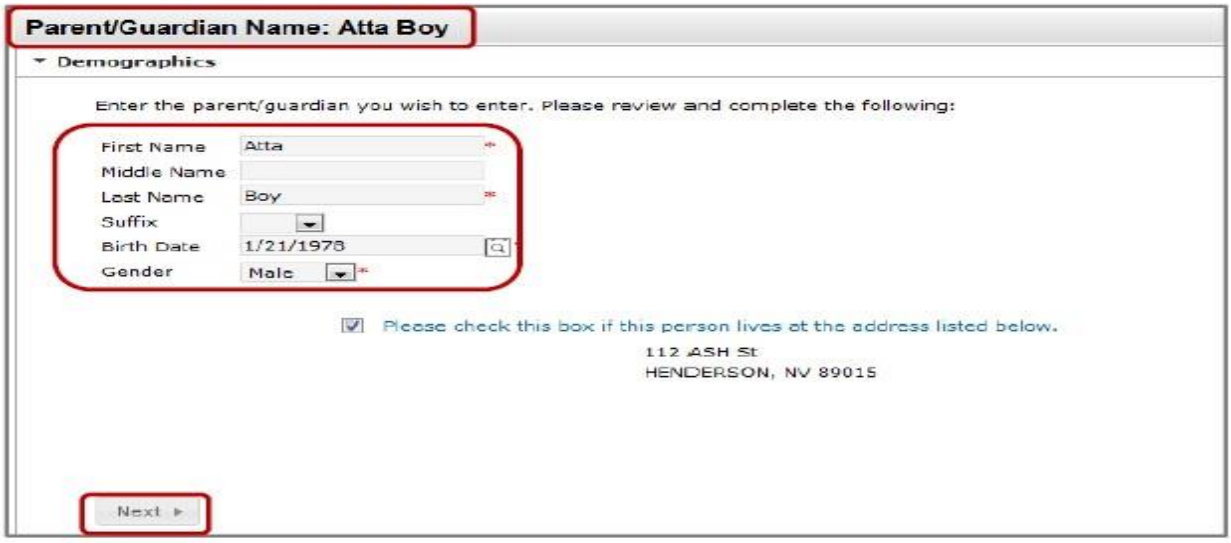
1. Select **Edit/Review** or **Add New Parent/Guardian**



Demographics Pleat

The demographic information pertains to the person in the header.

1. Verify or modify all fields. **Remember** – All fields with a **red asterisk *** are required.
2. Include a full birth date, including the 4-digit year.

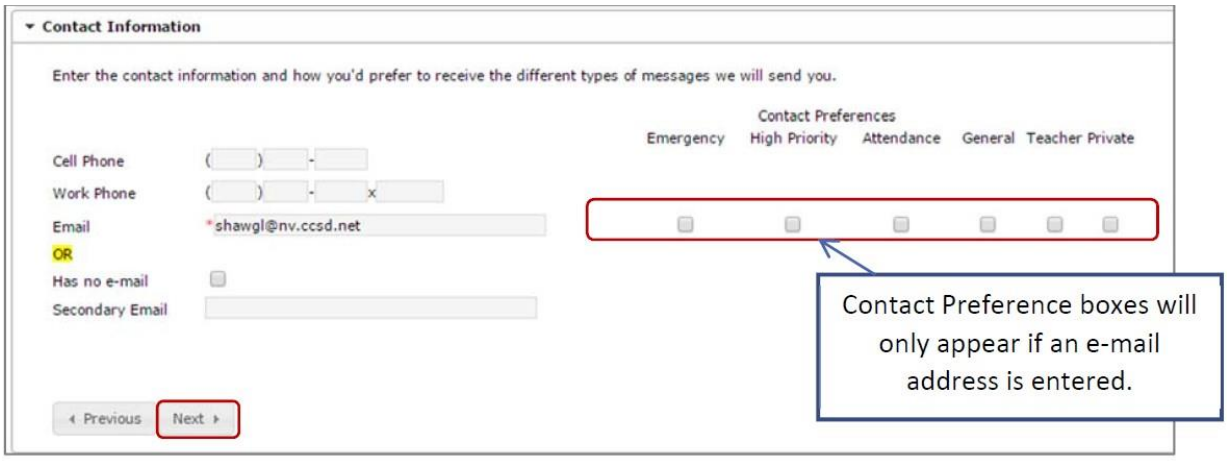


3. Uncheck the box if the person does not live at the address listed. This will allow you to add a secondary household address. Add the address in the same manner as your Primary Household.
4. Click **Next.**

Contact Information Pleat

1. Verify or modify information to complete all fields.
2. Include an **email** address (if applicable).

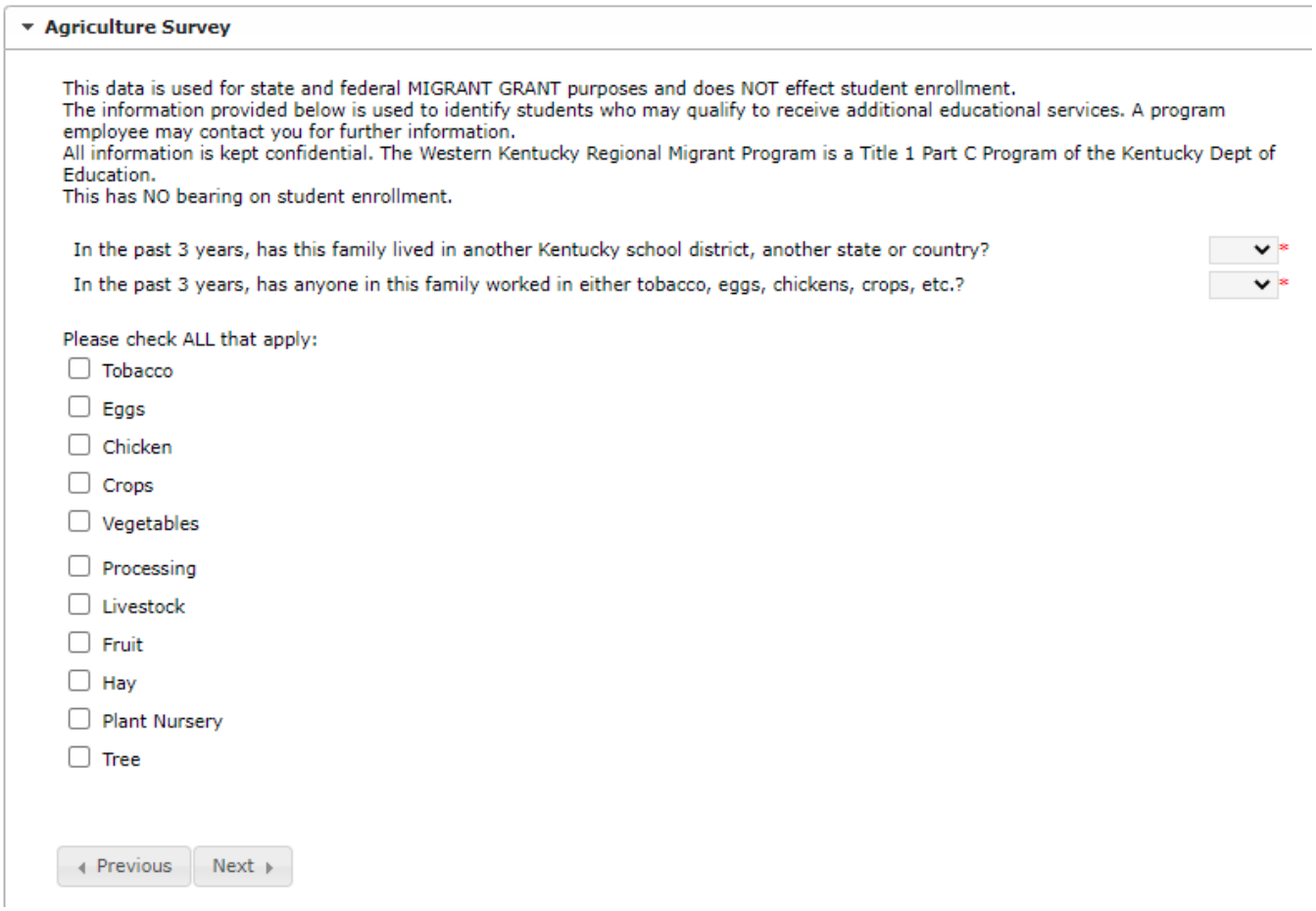
- ***Emergency***: all emergency messages
- ***High Priority***: messages labeled as High Priority Notification
- ***Attendance***: attendance messages
- ***General***: general school messages sent by the school and district
- ***Teacher***: Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments
- ***Private***: the phone number will be marked as private



3. Click **Next**.

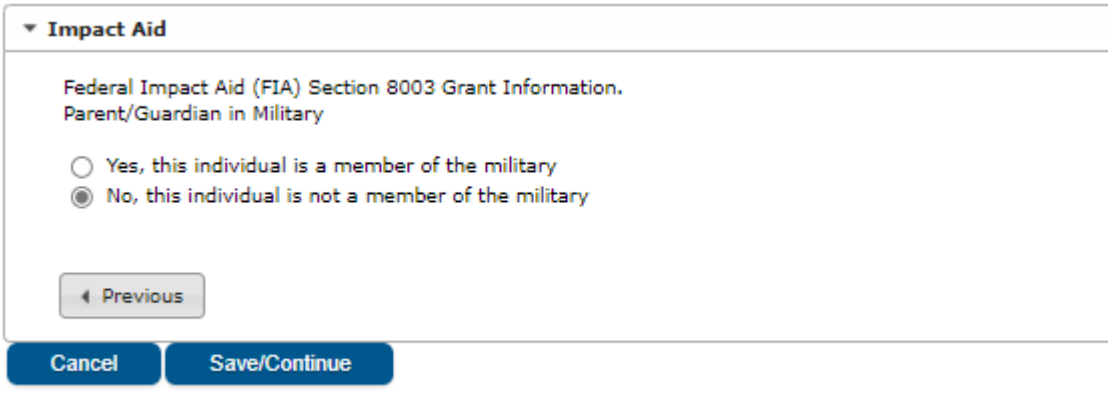
Agriculture Survey Pleat - FOR NEW STUDENTS ONLY

In regard to the indicated parent, answer the two questions, check the appropriate boxes if they apply, and click **Next.**



Impact Aid Pleat

1. Indicate yes or no if parent/guardian is in the Military.
2. Click **Save/Continue**.



Emergency Contact Tab

An emergency contact is a person you give permission to pick up your child from school. DO NOT add parents/guardians as an emergency contact.

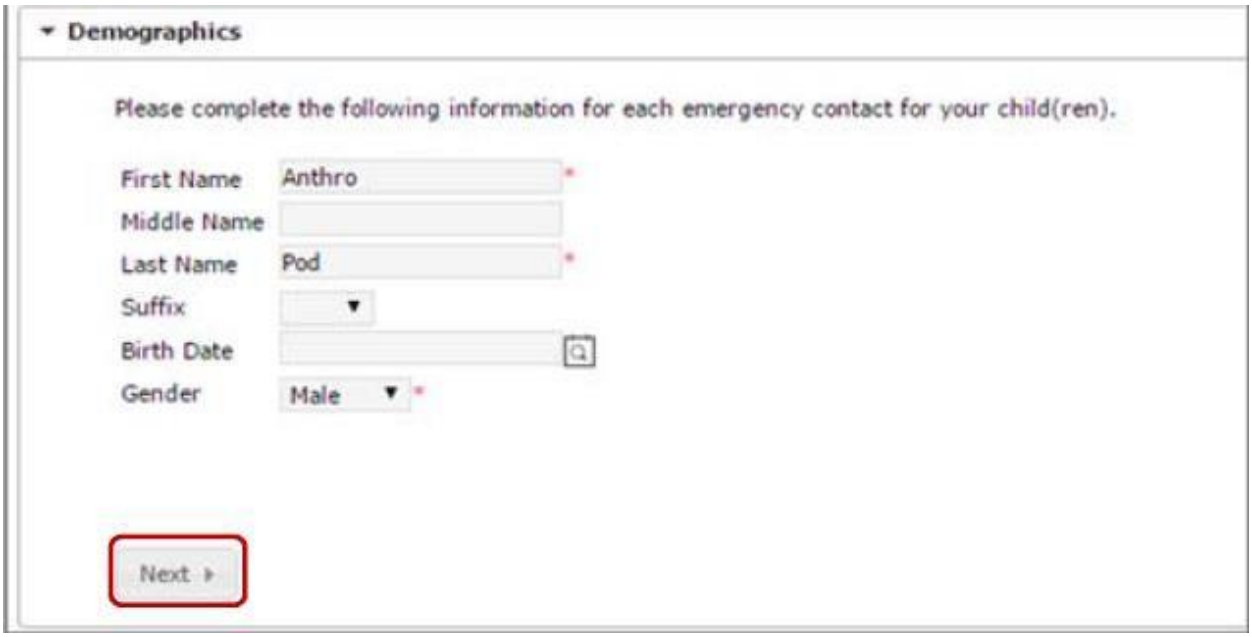
Parents/guardians will always be contacted first.

IMPORTANT: You must add at least **two** emergency contacts to complete registration.

1. For existing emergency contacts, click **Edit/Review.**
2. To add new emergency contacts, click **Add New Emergency Contact**.
3. Click **Confirm** on the pop up.

Demographics Pleat

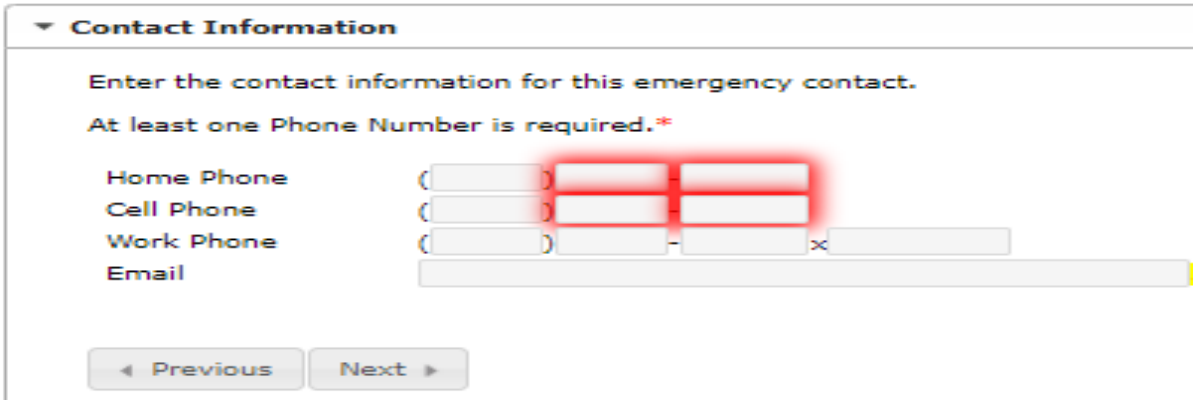
1. Verify or modify all fields (birth date is recommended for the Emergency Contact for identification/verification purposes).
2. Click **Next.**



Contact Information Pleat

The emergency contact person must have at least one phone number.

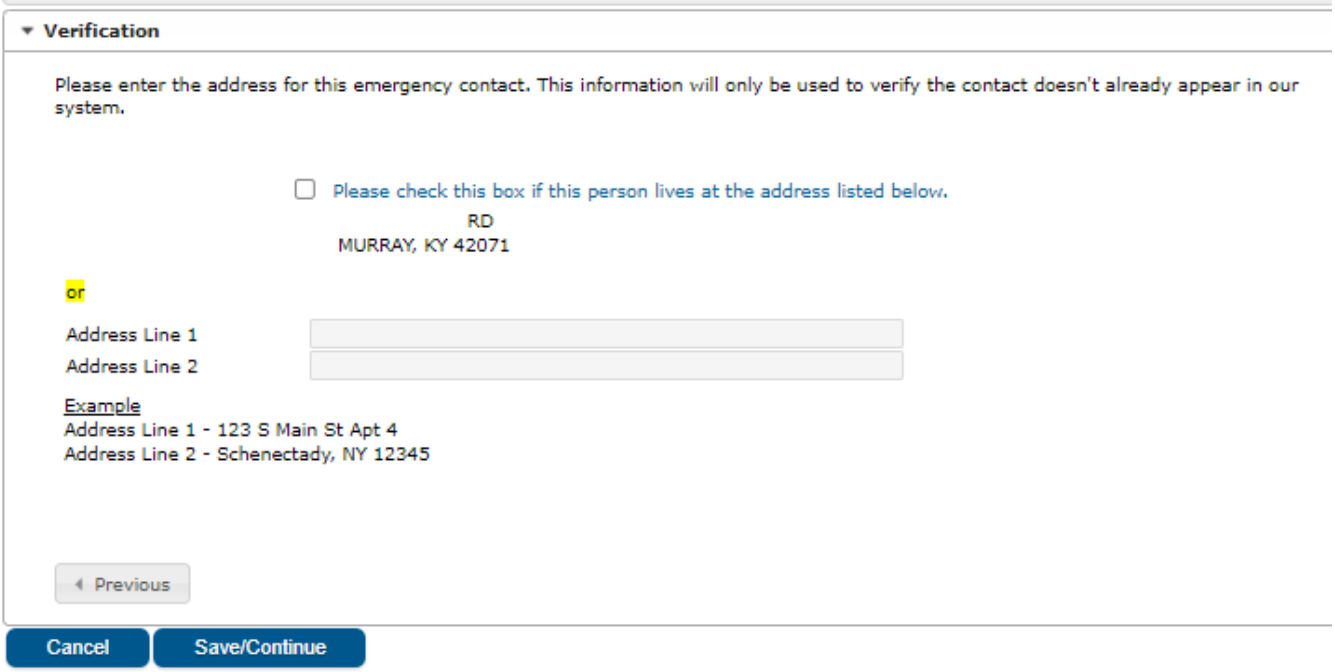
1. Verify or modify all fields.
2. Click **Next**.



Verification Pleat

Enter the address for each emergency contact. This information is used to verify that the contact does not already appear in our system.

1. If the emergency contact lives at the household address, click the box.
2. If the individual does not live at the household address, enter the ir address if known. It is not required.
3. Click **Save/Continue.**

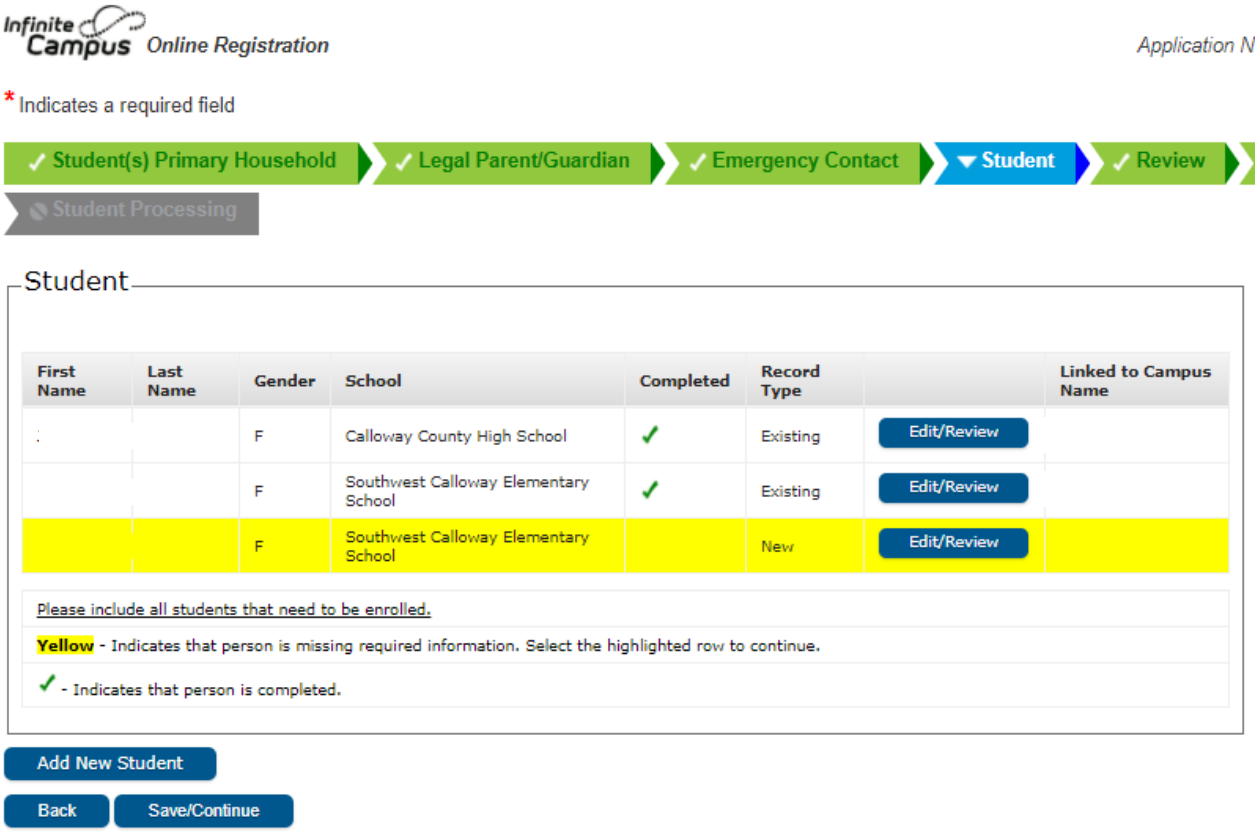


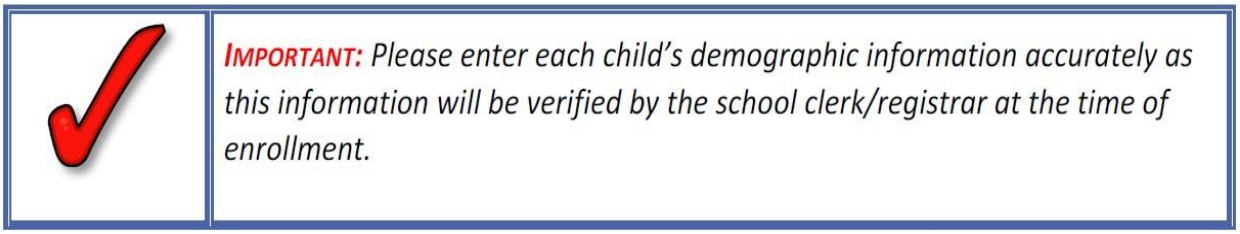
STUDENT TAB

All students registering for a CCSD school should be added in this tab. Review each child's information by click the Edit/Review button.

Add any new children entering a CCSD school by clicking on the Add New Student button.

1. Select **Edit/Review**.

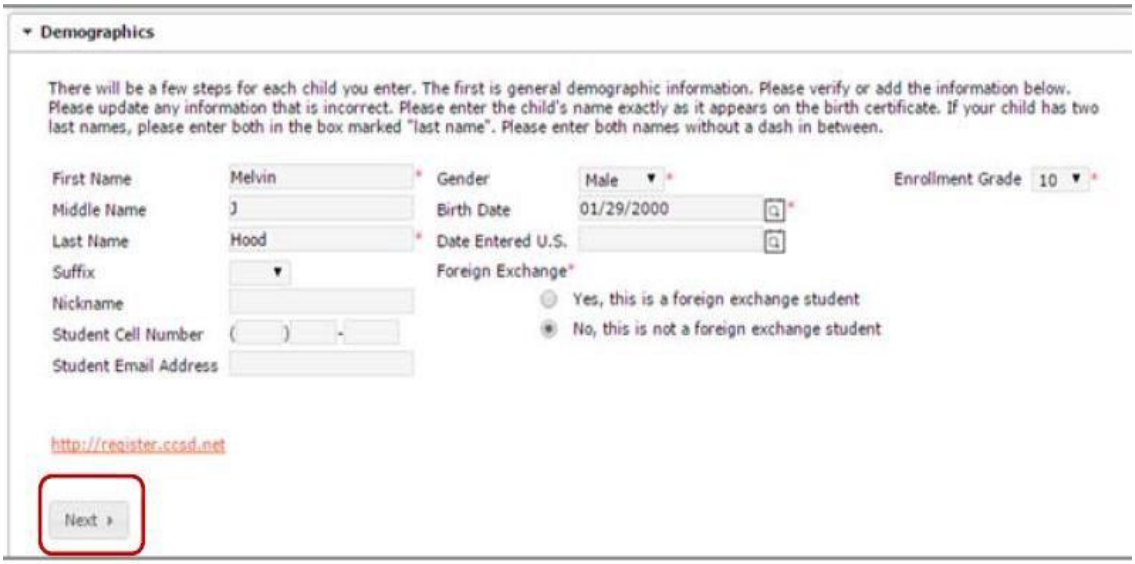




Demographic Pleat

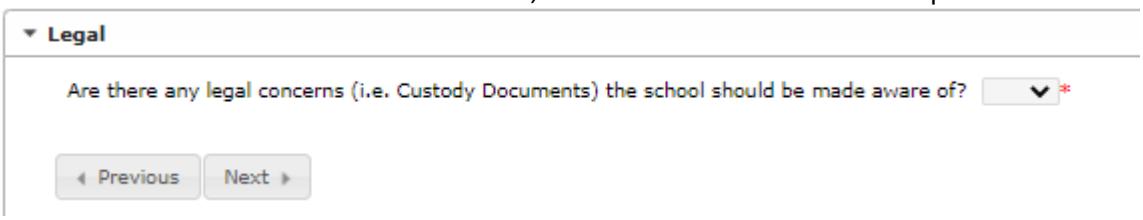
1. Verify that the ***Legal*** First Name, Middle Name and Last ***Name as seen on the student's state certified birth certificate*** are appropriately entered.
   - If student has two last names, please enter both last names in the Last Name field (e.g. Smith Jones).
   - Do not use any punctuation in the entry of the name such as dashes/hyphens, apostrophes etc.

2. Click **Next**.



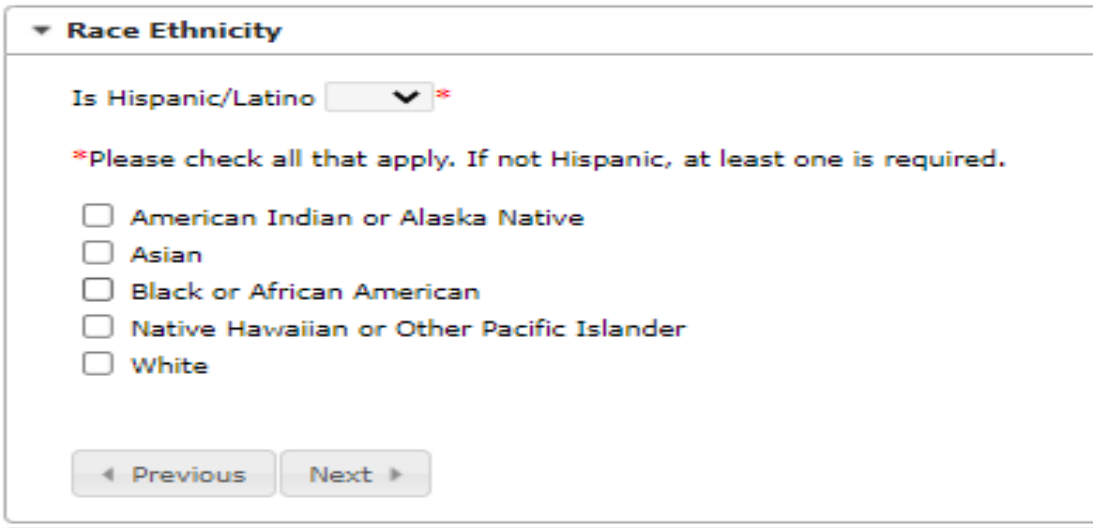
Legal Pleat

1. Select the appropriate response from the drop-down menu. If there are legal documents that have not been submitted to the school, official documentation must be provided.



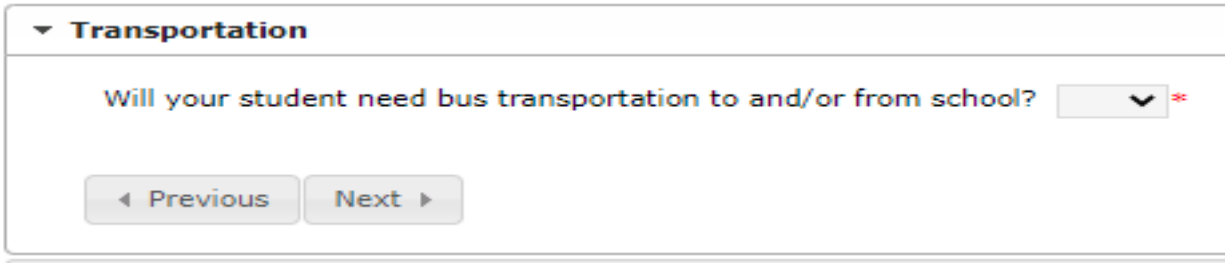
Race Ethnicity Pleat (this question is required by the United States Department of Education. Answering these questions will not have any bearing on enrollment.)

1. Enter, review or modify the race ethnicity options.
   - A student that is Hispanic/Latino must also select an ethnicity from the list.
2. Click **Next.**



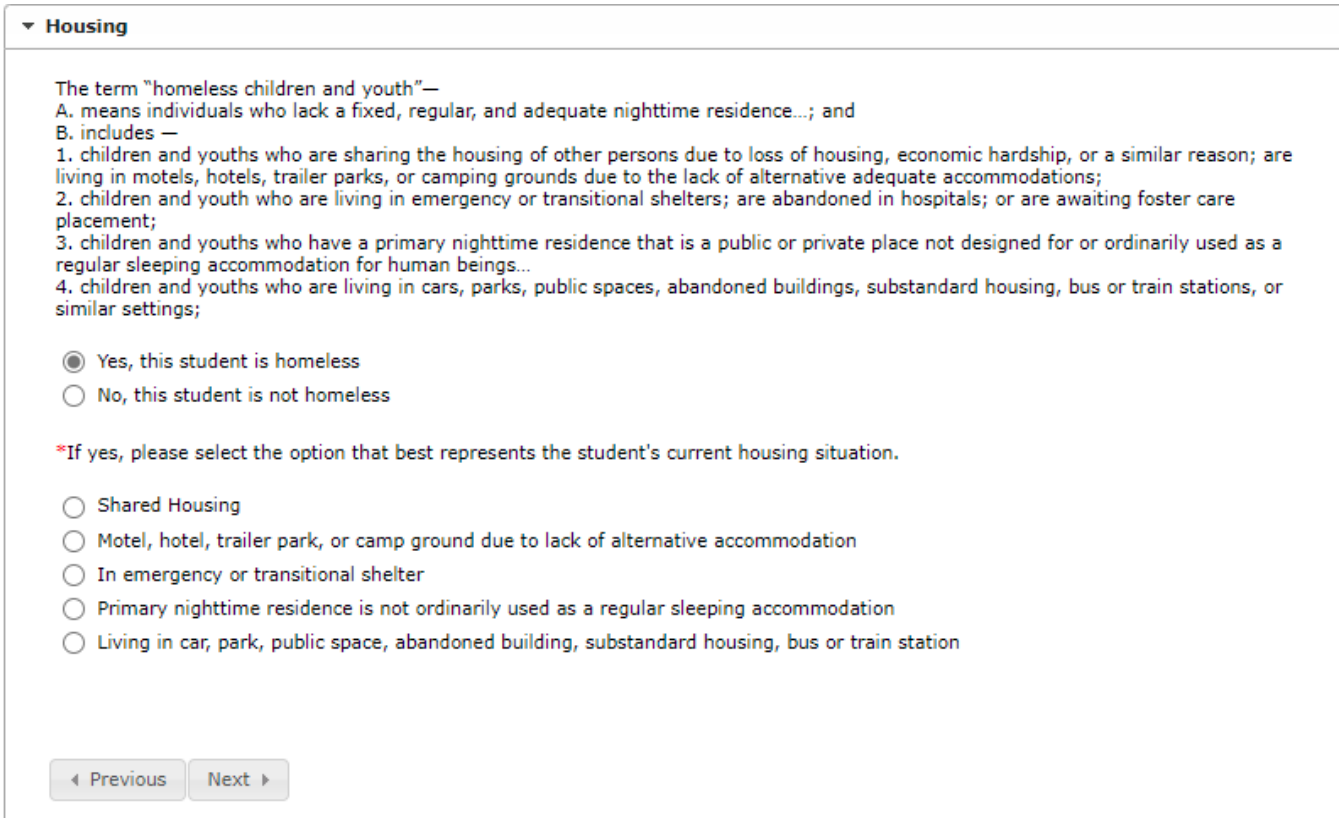
Transportation Pleat

1. Select if you are requesting bus transportation for the child.
    a. Calloway County Schools will be implementing a routing software for the 2022-2023 school year. Those requesting bus transportation will receive more information in coming months.
2. Click **Next.**



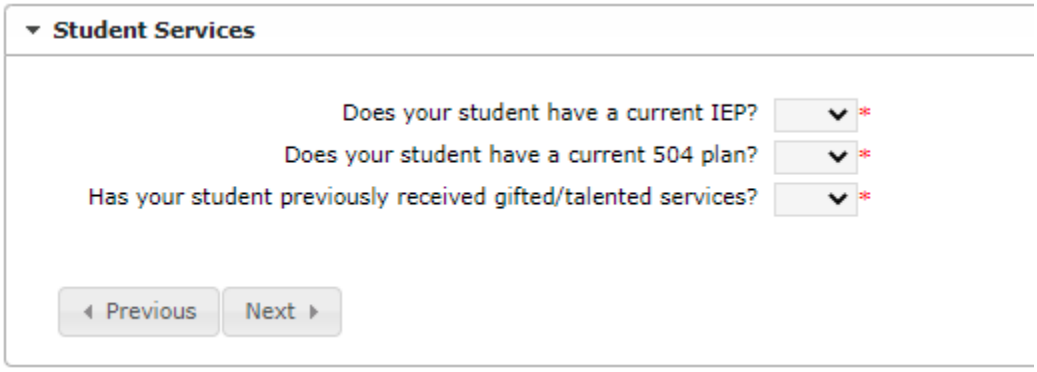
Housing Pleat

1. Identify whether the child is currently homeless. The definition of "homeless children and youth" is included in the field for clarification.
2. If "yes", please select the option that best represents the student's current housing situation.
3. Click **Next.**



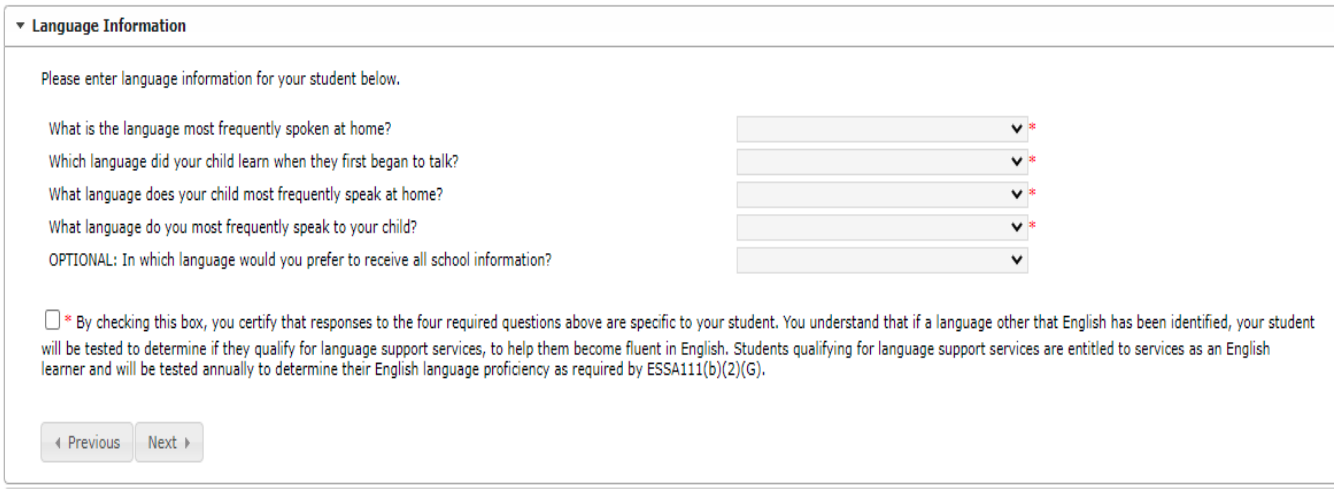
Student Services Pleat – FOR NEW STUDENTS ONLY

1. Verify or modify the appropriate answer for each question.
2. Click **Next**.



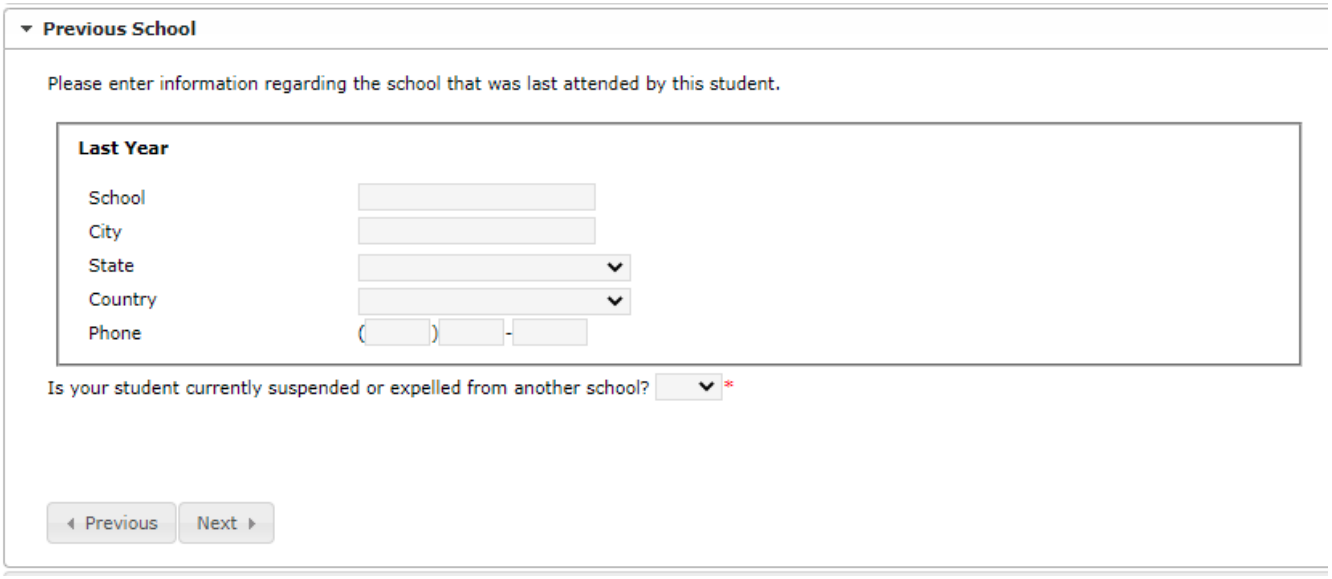
Language Information Pleat - FOR NEW STUDENTS ONLY

1. Select the correct language for all five questions.
2. Check the box to certify that the responses are specific to this student.
3. Click **Next**.



Previous School Pleat– FOR NEW STUDENTS ONLY

1. Enter your child's previous school year or most recent school information.
2. Select the correct choice for the suspension or expulsion question. This question is required.
3. Click **Next**.



Relationships –Parent/Guardian

Verify or modify the relationship of those listed to the student you are working on.

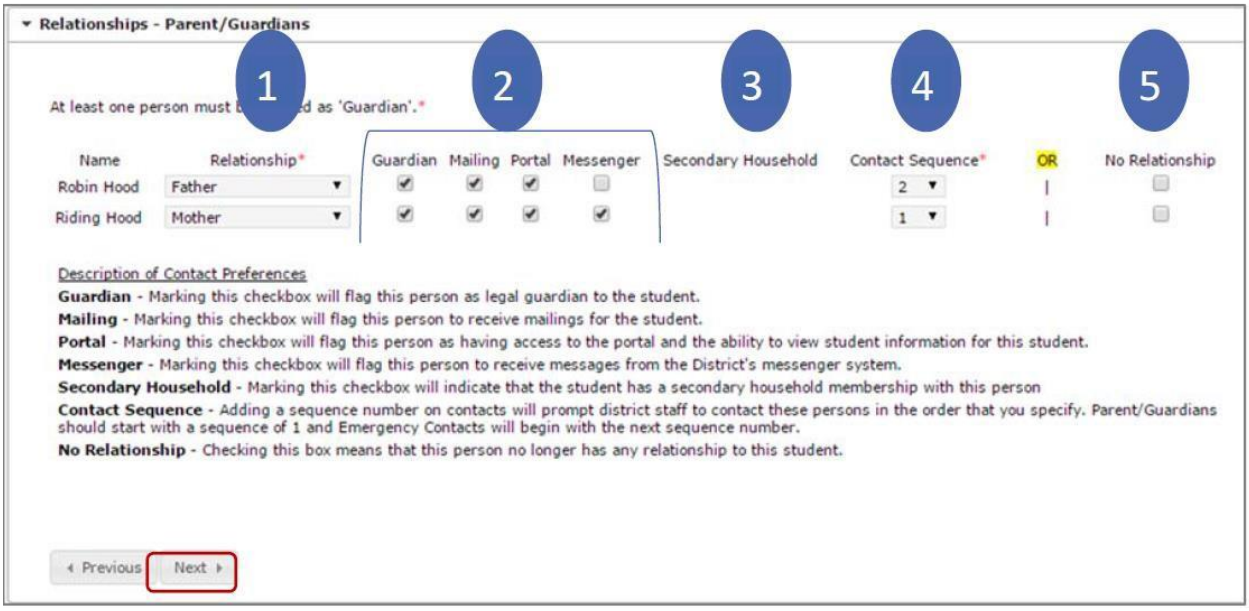
1. Verify each ***relationship*** to the child from the drop-down menu next to each parent/guardian name.
2. Choose the ***Contact Preferences*** for each parent/guardian, see descriptions below.
   - ***Guardian***–flag this person as a legal guardian to the student.
   - ***Mailing***–flag this person to receive mailings for the student. (You must check Guardian and Mailing to receive letters and report cards for your child.)
   - ***Portal***–flag this person as having access to a Portal account and this person will be able to view this student's information within their associated Portal login.
   - ***Messenger***–flag this person to receive messages from the District's messenger system.
3. Check the box for **Secondary Household** if child lives part time with the other parent/guardian.

Secondary Household–indicate that this person is a member of the student's secondary household.

4. Enter the **Contact Sequence** in which you wish to be contacted in case of emergency. Number 1 is the first contact.

Contact Sequence– Adding a sequence number on contacts will prompt district staff to contact the persons in the order specified.

5. **No Relationship** - This removes persons from the Household.
6. Click **Next.**

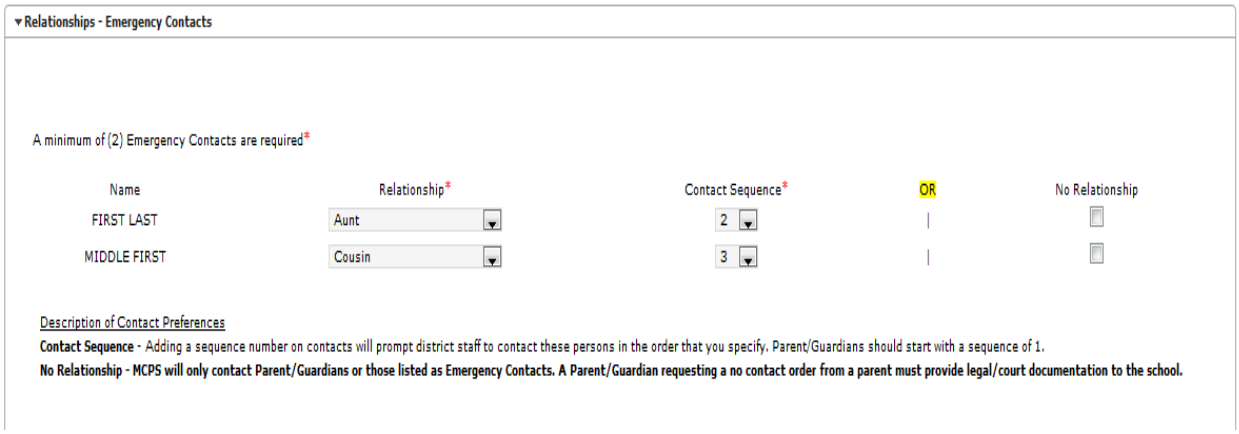


Relationships- Emergency Contacts Pleat

Verify or modify the emergency contact information on the emergency contact tab. All children do not need to be linked to the same emergency contact. At least 2 emergency contacts are required for each child.

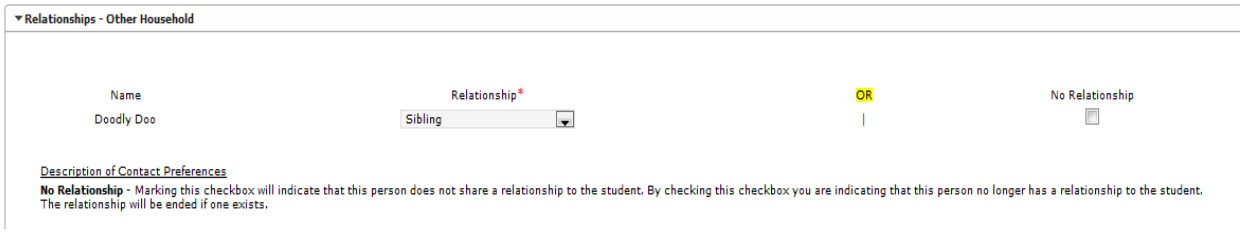
THE INDIVIDUALS LISTED WILL BE ABLE TO PICK UP THE STUDENTS LISTED IN THIS APPLICATION. Proper identification will be required before a student is released to emergency contacts.

1. Choose **Relationship** from the drop-down.
2. Select a **Contact Sequence**. The contact sequence should reflect the order in which this person should be contacted. Parent/guardians are contacted first.
3. Click **Next**.



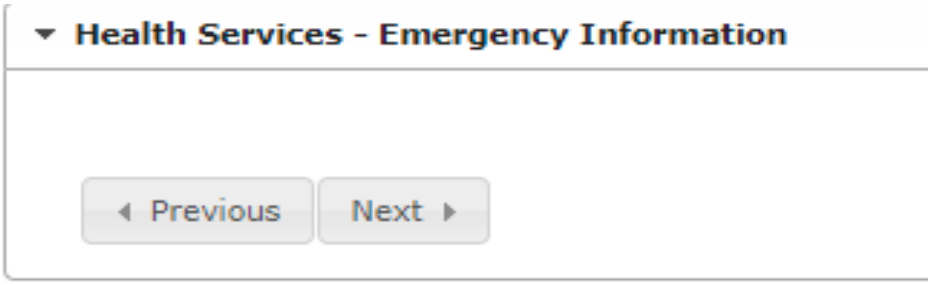
Relationships – Other Household Pleat – Will only show if multiple students are in the household.

1. Verify or modify the appropriate **Relationship** status. For brother/sister, please use the Sibling option.
2. Click **Next**.



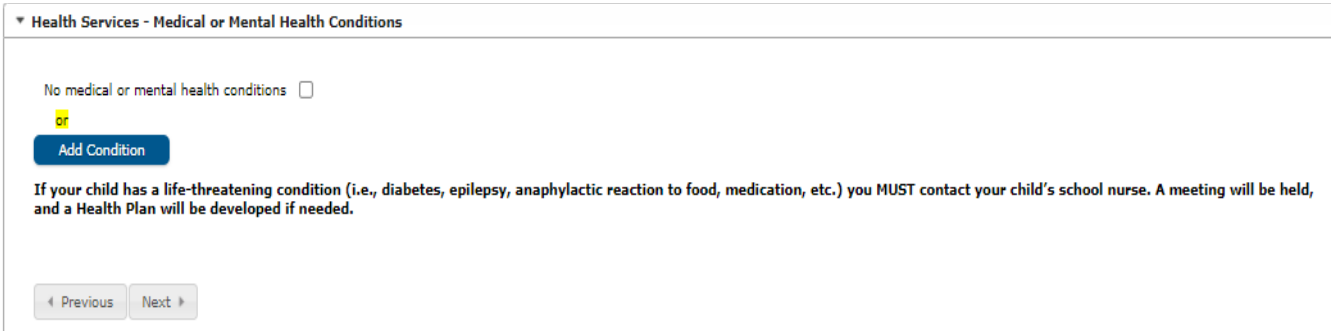
Health Services – Emergency Information Pleat

1. Click **Next.**
    - Health conditions will be entered on the **Health Services – Medications pleat**.



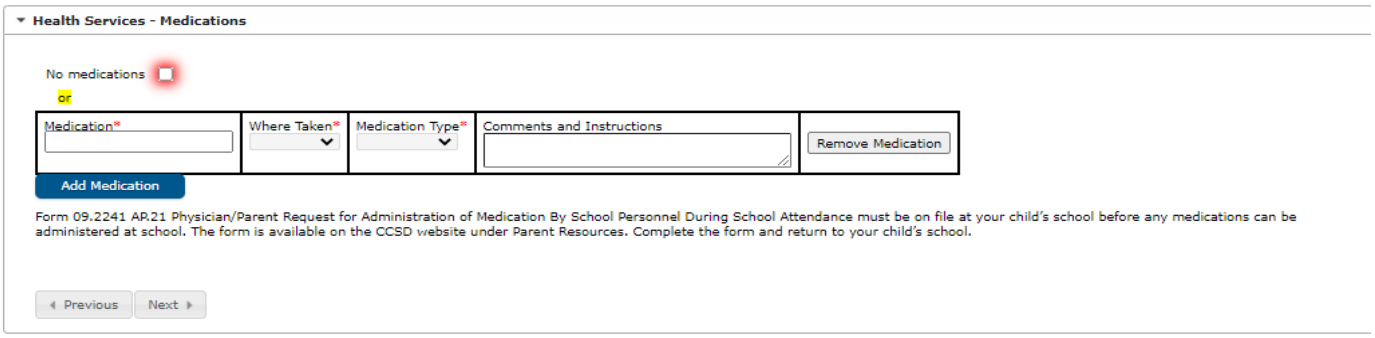
Health Services – Medical Health Conditions

1. Verify or modify information as applicable. All health conditions would be entered here. **If your child has a life-threatening condition (i.e., diabetes, epilepsy, anaphylactic reaction to food, medication, etc.) you MUST contact your child's school nurse. A meeting will be held, and a health plan will be developed if needed.**
2. To add a condition, click **Add Condition.**
3. Click **Next.**



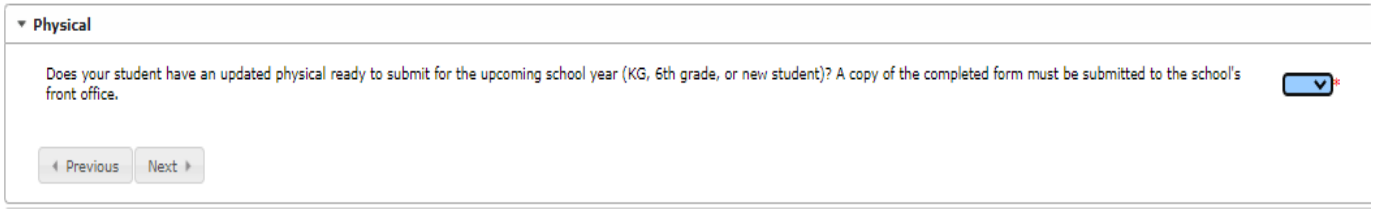
Health Services – Medications

1. Add, verify, or modify information as applicable.
2. CCSD **Form 09.2241 AP.21 Physician/Parent Request for Administration of Medication By School Personnel During School Attendance** must be on file at your child's school for any medications to be administered. Click here to access the form. Print and complete the form and return to your child's school.
3. Click **Next.**



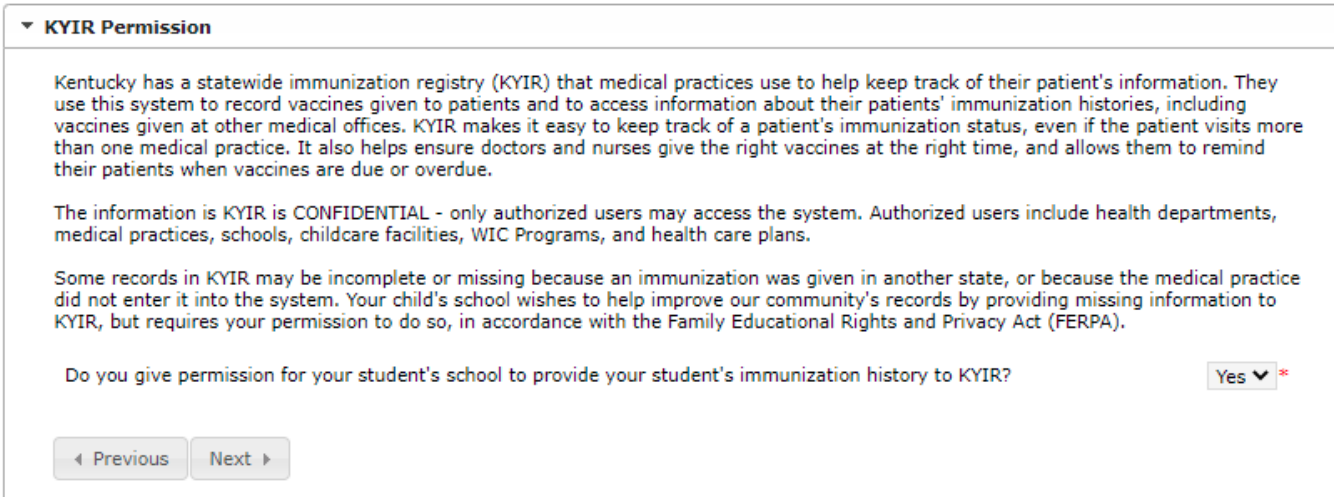
Physical Pleat

1. If your child is entering kindergarten, 6th grade or is new to the district they are required to have an updated school physical. Must select an answer as this is a required question.
2. Click **Next**.



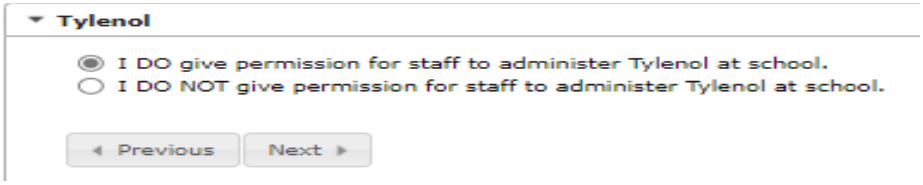
KYIR Permission

1. Review the information related to the statewide immunization registry (KYIR).
2. Select "yes" or "no" related to permission for the school to provide immunization history to KYIR.



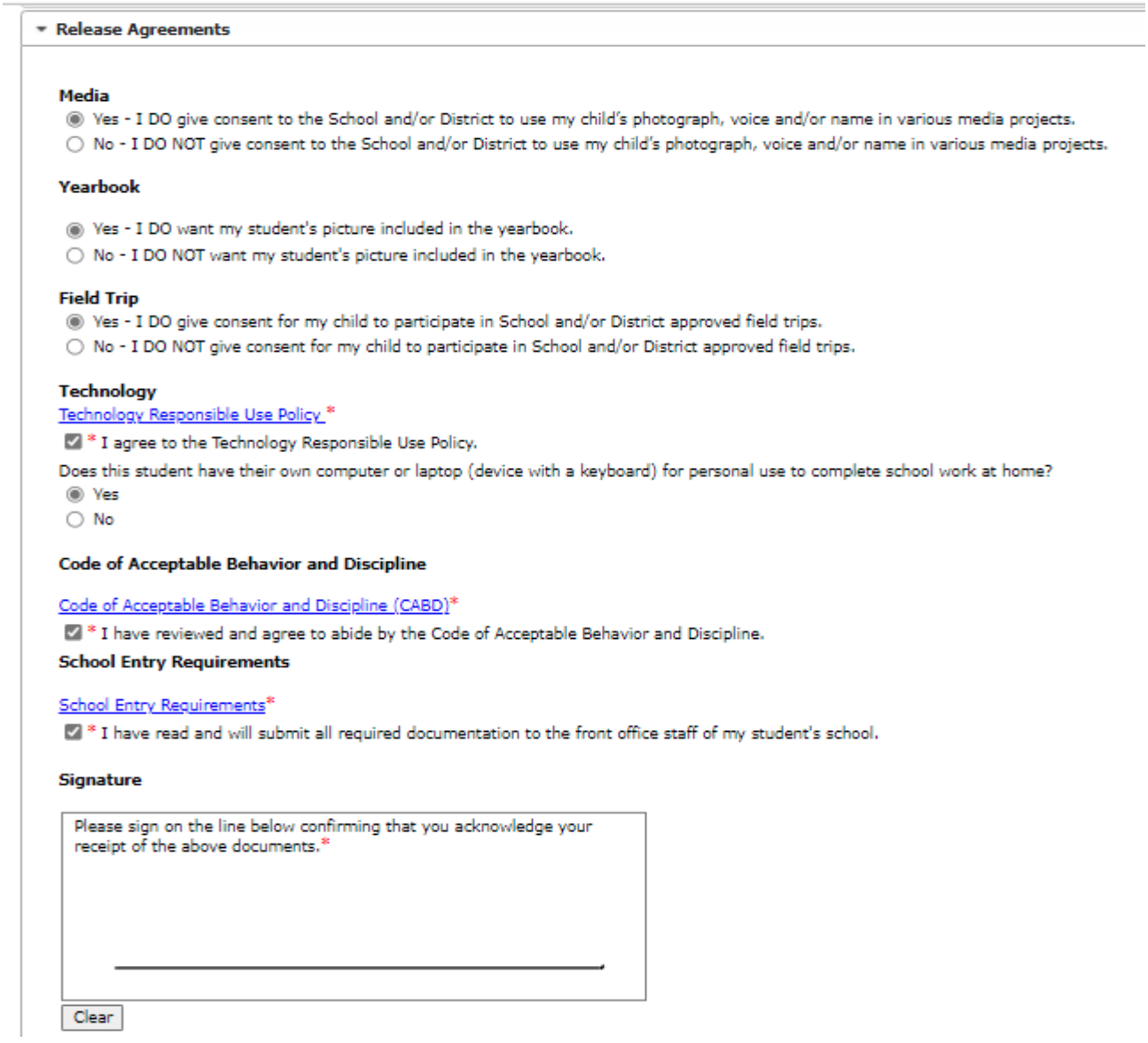
Tylenol Pleat

1. Provide or revoke permission for school staff to administer Tylenol at school.
2. Click **Next**.



Release Agreements Pleat

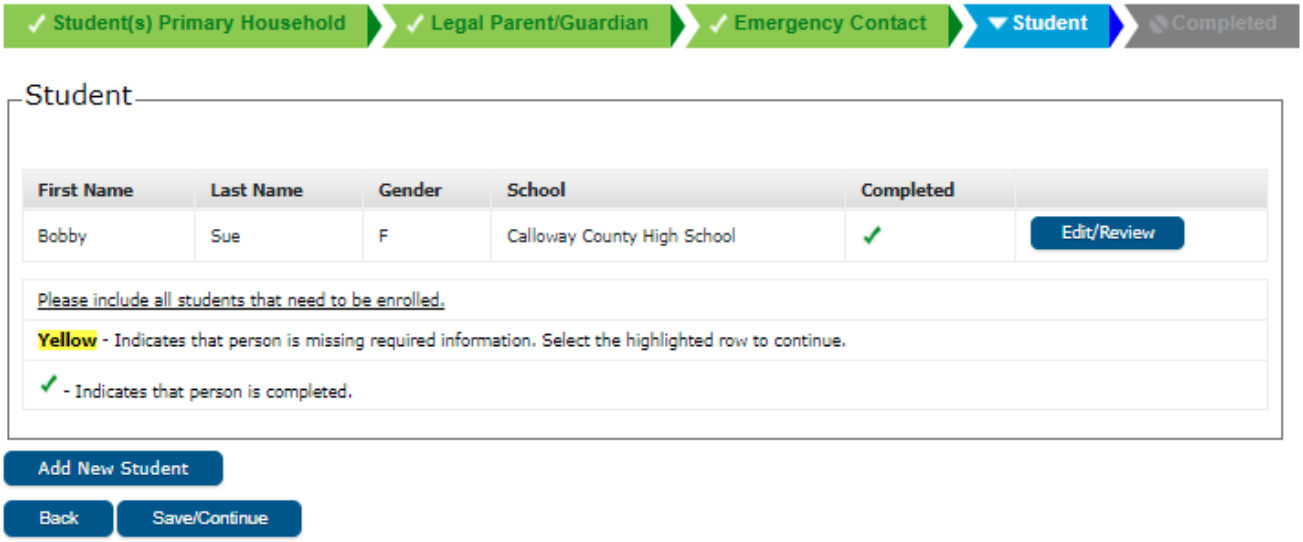
1. Read all information carefully and enter all data as required. **The Technology Responsible Use Policy and the Code of Acceptable Behavior and Discipline links must be opened and reviewed before moving on.
    - The School Entry Requirements are only listed for new students to the district.
2. Click **Next**



VERIFICATION

Children with complete information will have a green check. If a child is not complete, the name will be highlighted yellow.

1. For students that are incomplete (highlighted in yellow) click on Edit/Review and provide missing information.
2. To add another child click Add New Student. Continue to add all children attending a CCSD school.
3. Click **Save/Continue** after all CCSD students have been added and completed.



RETURN TO COMPLETE AN UNSUBMITTED APPLICATION

You can exit online registration (OLR) at any time during the application process and return later to complete the registration process. **Make sure you have your application number!**

PRINT AND SUBMIT APPLICATIONS OPTIONS

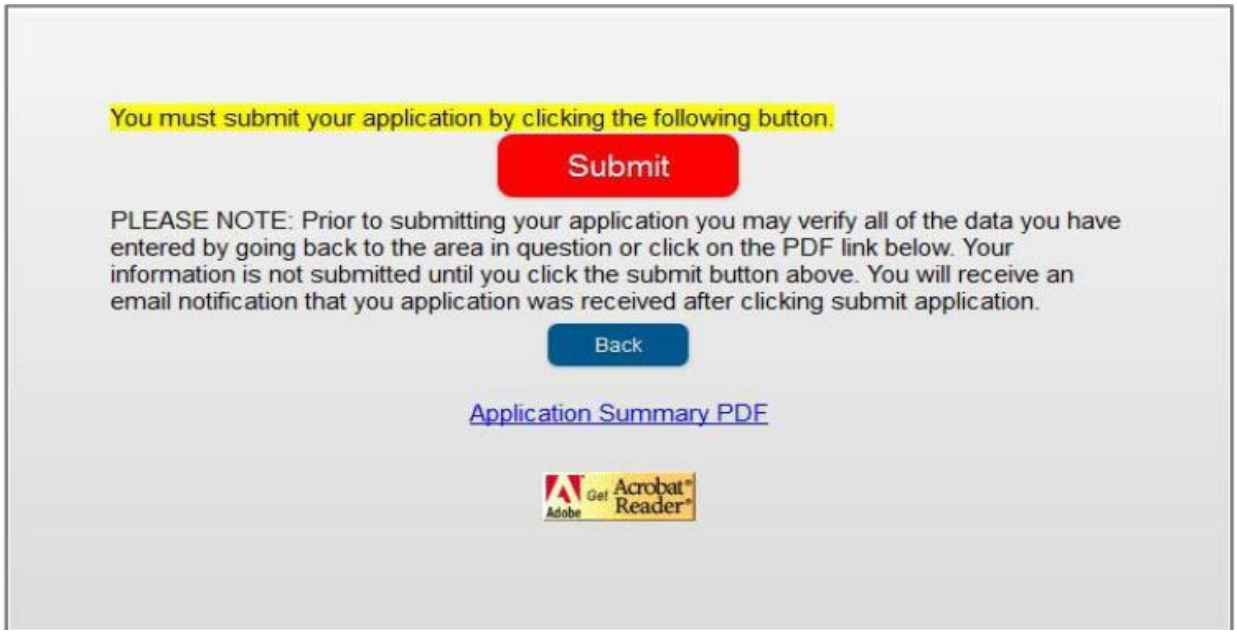
Click on the link for Application Summary PDF to review all information. You will need Adobe Acrobat Reader to access the document. You are **not** required to print the application.

Option 1

Click **Submit** if you are satisfied the application is complete and accurate**. Once you submit the application you can no longer make changes.** If you have submitted the application, and discover you have forgotten information, contact your child's school.

Option 2

Click **Back** if you have not completed the application and need to make revisions OR, if you are done, click **Submit**.



Thank you for completing your online registration. Please remember to provide any new documents to your child's school. There may be additional forms to complete at your child's school registration event that will be held prior to the beginning of the school year.

If you have questions, please contact your child's school.

Thank you and as always, GO LAKERS!