

INFINITE CAMPUS REGISTRATION CHECKLIST

Completed

Task

ADD PERSON

	Search/Create the Student Record (the person that is to be a student needs an ID and Enrollment Record to make the person a student)
	Search/Create all Contacts residing in the household
	Identify the relationship to the student for the contacts residing in the household
	Search/Create all non-household member contacts
	Identify the relationship to the student for the non-household contacts
	Contact has at least an phone # in their record (will be needed in case of emergency)
	Message Preference Boxes are checked as applicable to the contact

STUDENT DEMOGRAPHIC

	Name appears as per what is identified on the students Birth Certificate
	Gender
	Date of birth
	Race
	Ethnicity
	Nickname (if applicable)
	Complete Home Language Survey Questions (Q1-Q5)
	Student has an ID #
	Student has an Enrollment record reflecting the correct school year & building

ADDRESSES

	Be sure each part of the address is identified to the correct address field.
	Street Number
	Street Name
	Tag (this is the street type: Rd, St, Blvd, Ave...)
	Apartment/Trailer Lot/Unit (if applicable)
	City
	State (Note: Non-Delaware addresses are not able to be Validated)
	Zip
	Non-validated Delaware address sent to DSC Help Desk to send to UD (include student ID # in email)
	Create Transportation Address (if applicable)
	Identify Military Connect Youth Information
	Early Learning (KN ONLY)
	FERPA (if applicable)
	Flags (as applicable for important messages for all to see)

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Task

CREATE HOUSEHOLD

	Add all living with contacts
	Add student
	Add Address
	Identify contact relationships to the student
	Identify Start Dates for addresses and contacts
	Select Mailing, Physical, Secondary (transportation only addresses) as applicable
	Identify the sequence (Seq) order for contacts to be reached in case of emergency

TRANSPORTATION

	Create a Transportation Record (If a record already exists - Select Edit)
	Identify the Route Type (Program Code 1)
	Select the appropriate address To Location and/or From Location as applicable
	Identify any accommodations (as per ACTIVE IEP/504)

FORMS

	Military Connected Youth
	Early Learning (KN Survey for KN ONLY)
	FERPA (this is only valid for one school year.

FLAGS

	Be sure to identify a flag for any important information everyone should be able to see.
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