

Find Your School & Gather Documents

[Find My School \(Address lookup Tool\)](#)

1. Use the above address lookup tool to find which school your child will attend.
2. Gather the documents required for registration
 - Prior to the first day of school each registered learner should provide a paper copy of a current immunization record
 - A paper copy or a digital copy of proof of identity (birth certificate, visa, I-94, or other government issued ID, per North Dakota Century Code 12-60-26
 - Proof of residency
 - Paper copies of any of these documents can be scanned at your neighborhood school

Navigate to the West Fargo Public Schools Infinite Campus

Click [here](#) to access the WFPS Infinite Campus Kiosk

Because parents/guardians sometimes need to return to the registration process after starting, the first screen gives the options to "Start New Registration" or "Return to Saved Registration"

1. Click Start New Registration
2. Select 2026-27 Registration
3. You will be asked questions about yourself, the person filling out the forms
 - Enter your first and last name, birthdate, email address, and whether or not your children have previously attended West Fargo Public Schools.
4. Click Begin Registration
5. The next screen will give you an application number
 - Write this number down, you can use it if you get disconnected or need to return to the registration forms later
6. You will then be prompted to type your name the way you want it represented in the signature boxes throughout the registration forms.

Complete the Required Forms

- Continue working through the required forms to provide information regarding health information, learner privacy, contact information, and more. (For more details, view the detailed instructions below, or view the printable version)
 - At the top of the page a Progress Indicator will appear to show your progress through the registration forms
 - As you complete each form click the NEXT button to navigate to the next form in that section
 - When the NEXT button is no longer visible, click the blue Save/Continue button to advance to the next section
 - Your progress will not be saved unless you click the Save/Continue button

Household Information

- In this section you will provide information applicable to your entire household
- You will be asked to provide the primary phone number and set preferences for this number (you can be more specific in these preferences when you get to the parent/guardian section)
- The next screen will have you enter your address
 - Enter the physical address where your enrolled child/children will be living
 - Infinite Campus will have you separate the address into separate parts, please only include what each text box indicates
- Once all of these are complete and there is no longer a "NEXT" button click Save/Continue

Parent/Guardian Information

- Parent/Guardian information entries are different than emergency contact entries. You will share information about emergency contacts later in the process.
- This section assumes the person completing these forms should be the first parent/guardian entered and will automatically fill your first and last name.
 - Fill out the rest of the demographic questions
 - Select "Yes" if you live at the listed address

- Next, you will enter your contact information
 - Enter relevant phone numbers and your email address you would like to receive messages from the school
- The State of North Dakota requires that we ask information about each parent/guardian's migrant or military status. Click next after each question to proceed.
 - Once both of these questions are answered click the blue Save/Continue button
- Repeat the above steps to add another parent/guardian

Emergency Contact Information

- Emergency contacts are individuals who are not parents/guardians of the child, but you want listed with the child's student records as an available contact when there is an emergency and parent/guardian contacts are unsuccessful. Each household is required to have at least one.
- Click the "Add New Emergency Contact" button to begin the process
 - Enter the first and last name of the Emergency Contact and click "Next"
 - Enter their phone number (this is the most important contact method for an emergency contact) click "Next"
 - Enter the emergency contact's address
 - NOTE: This is not required, but is information the school office finds helpful to know if the emergency contact lives in the region should an emergency occur.
 - Click the blue "Save/Continue" button to save the emergency contact entry
 - Repeat the process for any additional emergency contact entries

Other Household Information

- This section provides information about other children in the house that may not be old enough to attend school yet.
- The information gathered in this section helps us plan future enrollments, and will likely save you time when they are of school age.

- To add a new household member, click the "Add New Household Member" button and follow the prompts.
- If you have no additional household members, click "Save/Continue"

Student Information

- In this section, you will enter the information for the children in your household that you are registering for school
- Click the "Add New Student" button to begin
- Enter the child's first, middle, and last name as it appears on their birth certificate
- Enter their date of birth
- Indicate the grade level you intend to enroll the child into and the school
 - Note that the school will depend on your address. Use our [address lookup](#) tool to find your school.
- Upload your learner's birth certificate
- Complete the demographic questions about the learner
 - Learners who are experiencing homelessness qualify for additional services. The McKinney Vento Act screen covers this information.
- West Fargo Public Schools has offerings for learners who are learning English, complete the language information screen
- Next, you will complete the learner support survey
- The next section will have you answer the relationship between each of the parent/guardians and the emergency contacts as well as the type of information you would like each person to receive.
- The Other Information question will ask questions about refugee, migrant or immigrant status, or if your learner is Native American or Alaskan Native.
 - These questions are included to see which programs and services your child might be eligible for
- The student health information screens will vary based on the age of your learner and the potential programs your learner may participate in.

- You will also answer questions about learner privacy, student handbooks, and permission forms.
- Near the end of the form you will see a required documents screen where you can upload images of the required documents you collected earlier in the process.
- Click Save/Continue when finished

If you are registering more than one learner, repeat the above steps for each learner.

Completed

- After all forms have been reviewed and saved, you will reach the Completed section. Here, you can click a link to open a summary PDF with all of your responses.
- To complete the registration process, click SUBMIT
- The registrar will now review the forms. Within a few days you will receive an email instructing you to create your Infinite Campus Parent account