Infinite Campus

Online Registration

Students Returning to CCSD

Revised: March 2016
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 Parent Portal for registration using any computer on the internet. Mobile devices do not work for registration at this time. 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 the school’s Parent Portal Liaison. Parents and guardians who lack the appropriate credentials should contact the Parent Portal Liaison at their child’s school to learn how they may receive their login information.

1. Access the Parent Portal website at campus.ccsd.net/campus/portal/clark.jsp with the credentials provided by the Parent Portal Liaison. The recommended browsers for Infinite Campus are Firefox and Chrome.
2. Ensure your web browser pop up blocker is off.

3. After logging into the Parent Portal, click on the Online Registration PARENTS ONLY link at the bottom of the Index (left side of screen).
NAVIGATING THE APPLICATION

The tips listed below will be helpful in understanding how to navigate 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. Choose the appropriate Registration Year from the dropdown menu.
2. Click Begin Registration.

3. Select your preferred language and write down your application number.

4. A welcome box will appear with instructions. Click Begin.

5. 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 son/daughter’s school site for more help/information.

![Infinite Campus Online Registration](image)

Your Online Registration application has already been submitted. You cannot make a changes online at this time. If you need to make a change, please contact the district office. For a PDF copy of the submitted data, please click the link below.

**Application Summary PDF**

### 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 site.

**Home Phone Pleat**

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

As an existing household, your address will be prepopulated. Verify that your home address is complete. If not, correct your address. The address indicated here will determine your child’s zoned school. Proof of address must be presented to your child’s school.

1. If the address is not correct, please correct as appropriate.
2. Click Next.

**Mailing Address Pleat**

CCSD only allows PO Boxes as an alternate mailing address. Additional residential or business addresses are not accepted. If you have a PO Box for your mail, follow the steps below.

1. Uncheck **The household has no separate Mailing Address** checkbox.
2. Check the **Post Office Box**, checkbox.
3. Enter the correct PO Box address. The address will NOT likely appear in the box of address below, type the complete address.
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. Step parents 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 ‘Other Family Members’ tab.

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

   ![Image of 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.

   ![Image of Demographics Pleat]

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 address.
4. Click Next.

**IMPORTANT:** DO NOT enter addresses for parents living outside of Clark County. The student information system only stores Clark County addresses. Leave the address blank. Provide a contact phone number and email address.
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.

Contact Preference boxes will only appear if an e-mail address is entered.
**Migrant Worker Pleat**

In regards to the indicated parent, choose one of the options, click **Next**.

![Migrant Worker Pleat](image)

**Impact Aid Pleat**

1. Indicate *yes* or *no* if parent/guardian is in the Military.
2. Indicate if parent/guardian works on a federally-owned property in Clark County.
3. If the parent works on federally-owned property, a list appears below. Choose the appropriate property.
4. Click **Save/Continue**.

![Impact Aid Pleat](image)

**EMERGENCY CONTACT TAB**

An emergency contact is a person you give permission to pick up your child from school in the event of an emergency. DO NOT add parents/guardians as an emergency contact. Parents/guardians will always be contacted first.

**IMPORTANT:** You must add at least one and not more than four emergency contacts to complete the registration.

1. Click **Add New Emergency Contact**.
2. Click **OK** on the pop up.
**Demographics Pleat**

1. Verify or modify all fields (birth date is not required for the Emergency Contact).
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**.

**OTHER FAMILY MEMBERS TAB**

This tab is for:

- Step Parents
- Children residing at the primary household that are not attending a CCSD school

This tab is **NOT** for:

- Students in CCSD
- Secondary household persons
- Siblings who will be enrolling this school year in a CCSD school

**IMPORTANT:** Secondary households and other siblings already enrolled/currently enrolling are **NOT** entered into this tab!
1. Select Add New Household Member.

Demographics Pleat

1. Verify or modify information to complete all fields.
2. Click Save/Continue.
3. Select Add New Household Member (Child not currently enrolled).
4. Or, if you are done select Save/Continue to move to the next tab.
STUDENT TAB

All students registering for a CCSD school should be added in this tab. Review each child’s information. Add any new children entering a CCSD school.

1. Select Edit/Review.

![Student Registration Table]

**IMPORTANT:** Please enter each child’s demographic information accurately as this information will be verified by the school clerk/registrar at the time of enrollment.

Demographic Pleat

1. Verify that the Legal First Name, Middle Name and Last Name as seen on the student’s birth certificate are appropriately entered.
2. Click Next.

![Demographic Form]

Online Registration for Students Returning to CCSD
Revised 03/2016
**Race Ethnicity Pleat**

1. Verify or modify the race ethnicity options.
2. Click Next.

![Race Ethnicity Pleat](image)

**Housing Pleat**

1. Select Yes or No if child is living in a temporary situation due to economic hardship.
2. If No is chosen, click Next.

![Housing Pleat](image)

**Housing situations (continued)**

3. If Yes, choose the child’s current housing situation by completing all questions.
4. Click Next.
**Language Information Pleat**

1. Verify or modify the Language Information window.
2. Click Next.

![Language Information window](image)

**Zoned School Pleat**

The Zoned School window indicates the zoned school for the child based on the Primary Home Address.

1. Click Next.

![Zoned School window](image)

**Previous Schools Pleat**

1. If applicable, enter your child’s previous school year information.
2. Select Yes or No if your child is currently suspended or expelled from another school.
3. Click Next.

![Previous Schools window](image)
**Tribal Enrollment Pleat**

1. Verify or modify the answer to each question.
2. Click Next.

**Programs Pleat**

1. Select Yes or No if you would like your child to attend NVLA.
2. If No is chosen, click Next.

**NVLA Part-Time Enrollment Pleat**

This pleat will only appear if you chose ‘Yes’ on the Programs pleat. Complete the required fields then click Next.
**Relationships – Parent/Guardians Pleat**

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. One emergency contact, and not more than four, is required for each child.

1. **Relationship should be Emergency Contact.**
2. **Select a Contact Sequence.** The contact sequence should reflect the order in which this person should be contacted. Parents/guardians are contacted first.
3. **Click Next.**

**Relationships – Other Family Members Pleat**

1. **Verify or modify the appropriate Relationship status.**
2. **Click Next.**

**Release Agreement-Directory Information Pleat**

1. **Read the Directory Information statement.**
2. **Check the appropriate box(es) only if you wish to restrict information.**  **IF YOU DO NOT WANT TO RESTRICT INFORMATION, LEAVE THIS PLEAT BLANK.**
3. **Click Next.**

Military information will only appear for 11th & 12th grade students.
Released Agreement: Media and Public Release Pleat

1. Read the Media and Public Release statement.
2. Check the appropriate box.
3. Click Next.

Released Agreement: Computer Network Access Pleat

1. Read the Computer Network Access statement.
2. Check the appropriate box.
3. Click Next.

Released Agreement: Code of Honor Pleat

1. You MUST click the link to read the Nevada Department of Education Code of Honor agreement before moving forward.
2. Check the box indicating you have read the agreement.
3. Click Next.
**Release Agreement-Educational Accord Pleat**

1. You **MUST** click the link to read the **Nevada Department of Education Educational Involvement Accord** agreement before moving forward and check the **box** indicating you have read the agreement.
2. Click **Next**.

**Release Agreement-Electronic Transfer of Student Records Pleat**

1. Read the **Electronic Transfer of Student Records** statement.
2. Choose your selection.
3. Click **Next**.

**Transportation Pleat**

Applications for transportation are submitted separately through the Transportation Department website, [CCSD.net/departments/transportation](http://CCSD.net/departments/transportation).

1. Select **Yes** or **No** to indicate if you have requested transportation. Click on the link for information regarding transportation eligibility.
2. Click **Save/Continue**.
VERIFICATION

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

1. To add another child click **Add New Student**. Continue to add all children attending a CCSD school.
2. Click **Save/Continue** after all CCSD students have been added and completed.

RETURN TO COMPLETE AN UN-SUBMITTED APPLICATION

You can exit online registration (OLR) at any time during the process and return later to complete the registration process.

PRINT AND SUBMIT APPLICATION OPTIONS

Click on the link for **Application Summary PDF** to review all information. You will need Adobe Acrobat Reader to access the document.

**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**.
IMPORTANT: Registration for your children will not be finalized until you present your child’s school with current proof of address. For new students and students entering 7th grade you will also need to present up to date immunizations.