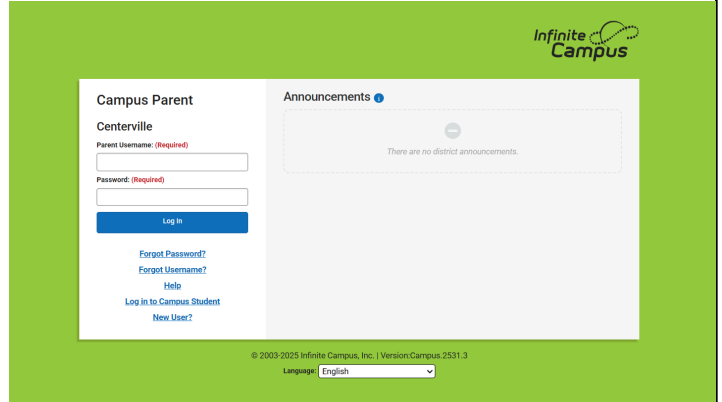
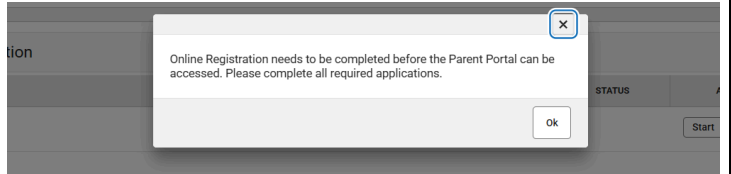

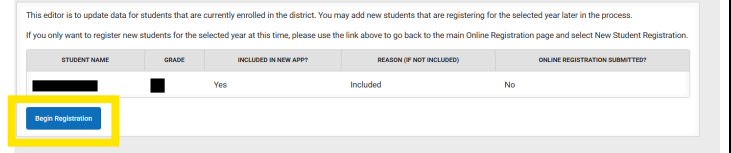
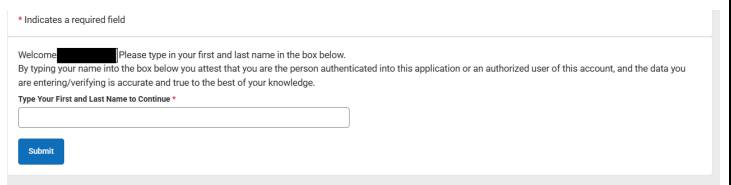


Online Registration Detailed Instructions

For Infinite Campus

STEP	DESCRIPTION	
1	<p>Login to Infinite Campus Portal</p> <ul style="list-style-type: none"> Visit https://centervillecommunityia.infinitecampus.org/campus/portal/parents/centerville.jsp If you have a portal account, enter your username and password and click Sign In If you are logging in for the first time, click New User? If you have a portal account but forgot your password click forgot password 	
2	<p>Once logged into your account, you will be prompted to complete registration.</p>	
	<p>Students returning to Centerville Schools should use the <i>Existing Student Registration</i>. If you are adding a Preschool or Kindergarten student to your parent account, please use the <i>New Student Registration</i> link located below the Existing Student Registration.</p>	
3	<p>Begin Registration</p> <ul style="list-style-type: none"> The registration process will ask you to update/confirm information for the students listed here Click Begin Registration 	
4	<p>Confirm your identity by typing your first and last name.</p> <p>Click Submit to continue</p>	

5	<div>HOUSEHOLD</div> <div>Household-Primary Household Phone and Home Address: Verify your household information.</div> <div><div>• Home phone, house/apt number, street, city, state, zip code are all required.</div><div>• Click Next to advance to the next page.</div></div> <div><div>Next ></div></div> <div>Household-Mailing Address:</div> <div><div>• Families can enter an alternative mailing address, different than the primary household street address.</div><div>• Click Next to advance to the next page.</div></div> <div><div>• Once the mailing address is confirmed or entered, click Save/Continue to advance to the next section.</div></div>	<div>English</div> <div><div>✓</div></div> <div>Student(s) Primary Household</div> <div>* Indicates a required field</div> <div><div>✓ Primary Phone</div></div> <div><div>Primary Phone *</div><div></div></div> <div><div>Next ></div></div> <div><div>✓ Home Address</div></div> <div><div>✓ Mailing Address</div></div> <div>Does this household receive mail at a different address? *</div> <div><div>No</div></div> <div><div>< Previous</div></div> <div>Does the primary home have a P.O. box or a second address for mail?</div>												
6	<div>PARENT/GUARDIAN</div> <div>Use the arrows to the right to update the parent/guardian information</div> <div>Verify/enter all Parents/guardians and indicate whether they are attached to the primary household. If the parents live apart, a secondary household can be created for one of the parents.</div> <div><div>• Click Next to advance to the next page.</div></div> <div>***Demographics: First and last name, as well as gender and date of birth, are required.</div>	<div><div><div>✓</div><div>Student(s) Primary Household</div><div>* Indicates a required field</div></div><div><div>1</div><div>Parent/Guardian</div></div><div><div>3</div><div>Emergency Contact</div></div><div><div>4</div><div>Student</div></div><div><div>5</div><div>Completed</div></div></div> <div><div>Parent/Guardian</div><table><tr><th>FULL NAME</th><th>RECORD TYPE</th><th>COMPLETED</th><th></th></tr><tr><td><div></div></td><td>Existing</td><td>INCOMPLETE</td><td>></td></tr><tr><td><div></div></td><td>Existing</td><td>INCOMPLETE</td><td>></td></tr></table><div><div>Enter the Parent/Guardian you wish to enter. Please review and complete the following:</div><div><div>First Name *</div><div></div><div>Middle Name</div><div></div><div>Last Name *</div><div></div><div>Suffix</div><div></div><div>Birth Date *</div><div>MM/DD/YYYY</div><div><div>📅</div></div><div><div>• This field is required</div></div><div>Does this person live at the address listed below? *</div><div><div></div></div><div><div>• This field is required</div></div><div><div></div></div><div><div>Next ></div></div></div></div></div>	FULL NAME	RECORD TYPE	COMPLETED		<div></div>	Existing	INCOMPLETE	>	<div></div>	Existing	INCOMPLETE	>
FULL NAME	RECORD TYPE	COMPLETED												
<div></div>	Existing	INCOMPLETE	>											
<div></div>	Existing	INCOMPLETE	>											

	<p>Contact Info: Verify/enter as many contact phone numbers as apply.</p> <p>An email address facilitates regular, non-emergency communication between the schools and families.</p> <ul style="list-style-type: none">• Click Next to advance to the next page. <p>Complete the Impact Aid Question</p> <p>Click Save/Continue to advance to the next section.</p> <p>Completed Parents/Guardians will be displayed. All other parents/guardians still showing in yellow will need to be completed. If a parent/guardian is missing, they should be added by clicking on the Add New Parent/Guardian button.</p> <p>Once all have been entered, click Save/Continue.</p>	<div><div>Cell Phone</div><div>() - -</div></div> <div><div>Work Phone</div><div>() - - X</div></div> <div><div>Other Phone</div><div>() - - X</div></div>
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If you are a Centerville School District staff member, your school email will need to be your primary email, and your personal email will be listed as your secondary email.

Email

Secondary Email

Contact Preferences

EMERGENCY	HIGH PRIORITY	ATTENDANCE	BEHAVIOR	GENERAL	FOOD SERVICE	TEACHER	PRIVATE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Preferences

EMERGENCY	HIGH PRIORITY	ATTENDANCE	BEHAVIOR	GENERAL	FOOD SERVICE	TEACHER	PRIVATE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notification of Parental Involvement

	<p>If you would like, you can enter the emergency contact’s address information. You must select yes or no in the box to indicate that the contact lives at the primary household address.</p> <p>Click Save/Continue to confirm emergency contact</p> <p>After selecting save and continue you will be taken back to the emergency contact to add your second emergency contact.</p> <p>Follow the above steps to add your second contact, and once your second contact is added, you can either continue adding or click save and continue.</p>	<div>Add New Emergency Contact</div> <p><u>In AN EMERGENCY, if parent/guardian cannot be contacted, please released to emergency contacts.</u></p> <p>The maximum number of Emergency Contacts is 4</p> <div><div>< Back</div><div>Save/Continue</div></div>								
8	<p>STUDENT</p> <p>A list of currently enrolled students is presented. Information is presented to one student at a time.</p> <p>Follow the prompts to confirm/add the student information.</p> <p>Required fields are marked (*).</p> <p>Complete, click Next to advance to the next page.</p> <p>You will have to complete items in all sections displayed to the right.</p> <p>You will use the next button to move through each section. Once all sections are complete, you will click save and continue.</p>	<div>Student</div> <table><tr><th>FULL NAME</th><th>SCHOOL</th><th>RECORD TYPE</th><th>COMPLETED</th></tr><tr><td></td><td>Lakeview Elementary</td><td>Existing</td><td>INCOMPLETE ></td></tr></table> <div><div>Student Name: </div><div>Demographics</div><div>Race Ethnicity</div><div>Housing</div><div>Language Information</div><div>Relationships - Parent/Guardians</div><div>Relationships - Emergency Contacts</div><div>Health Services - Emergency Information</div><div>Over the Counter Medicine</div><div>Health Services - Medical or Mental Health Conditions</div><div>Health Services - Medications</div><div>Health Reminders</div><div>Busing Transportation</div><div>Book Fee Waiver</div><div>Release Agreements</div></div> <div><div>Cancel</div><div>Save/Continue</div></div>	FULL NAME	SCHOOL	RECORD TYPE	COMPLETED		Lakeview Elementary	Existing	INCOMPLETE >
FULL NAME	SCHOOL	RECORD TYPE	COMPLETED							
	Lakeview Elementary	Existing	INCOMPLETE >							

New this year: Under the Release Agreement section, you will be required to digitally sign the Technology Agreement and review your student's building handbook.

To complete your student's registrations, please be sure to sign and submit the final page

I agree to the Technology Acceptable Use Policy. *

☐

Click Here To Sign

Please use the link below to review your student's school handbook. A digital signature is required for all students.

<https://www.centervilleschools.org/handbooks/> *



Click Here To Sign

< Previous