

Parent/Guardian Information

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This documentation applies to both versions of Online Registration, with limited functionality for the non-Prime version (see below).

Classic View: Portal > Online Registration

Search Terms: Online Registration

[Parent/Guardian Information](#) | [Demographics](#) | [Contact Information](#) | [Migrant Worker \(Prime Only\)](#) | [Impact Aid \(Prime Only\)](#)

Parents and guardians are those individuals that have legal authority and make decisions on behalf of the student(s). Click the **Add New Parent** button to begin.

Parent/Guardian Information

For returning students, the parent/guardian on file displays. If there is information that is missing, the name is highlighted. To make changes and complete the missing fields, click the **Edit** button. To add a new parent/guardian, click the **Add New Parent/Guardian** button.

Existing Parents/Guardians cannot be removed from an annual update application. Contact the school for guardian changes.

Infinite Campus Online
Registration

Application Num

* Indicates a required field

✓ Household

▼ Parent/Guardian

⊘ Emergency Contact

⊘ Other Household(non-enrolled children)

⊘ Student

⊘ Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
Chris	Parent	M		Existing	Edit

Description of Add Parent/Guardian

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back

Save/Continue

Existing Parent/Guardian

Demographics

1. Enter the following information for the parent:
 - **First Name**
 - **Middle Name**
 - **Last Name**
 - **Birth Date**
 - **Gender**
2. By default, we leave the **Please check this box if this person lives at the same address as the student** checkbox marked for the people that live at the address listed below. If this is not true (such as divorced/separated parents), the parent would remove the check mark and either add the new address or check the box, **I will not provide an address for this parent.**
3. Click the **Next** button.

Infinite Campus Online Registration

* Indicates a required field

Household
 Parent/Guardian
 Emergency Contact
 Other Household(not

Parent/Guardian Name: Ann Parent

▼ Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name *
 Middle Name
 Last Name *
 Birth Date [Q] *
 Gender *

Please check this box if this person lives at the address listed below.

345 Main St
Anytown, CA 96532

[For more information click on this link.](#)

Next ▶

▶ Contact Information
 ▶ Migrant Worker
 ▶ Impact Aid

Save/Continue Cancel

Adding Parents/Guardians

Contact Information

1. Enter the following about the parent's contact information:
 1. **Cell Phone**
 2. **Work Phone**
 3. **Other Phone**
 4. **Email** (if no email, mark the **Has No Email** checkbox). This field populates from the very first application screen.
2. Determine the **Contact Preferences** for each entered contact. Definitions are provided for each type of preference.
3. Click the **Next** button.

* Indicates a required field

Student(s) Primary Household
 Parent/Guardian
 Non School-Aged Children
 Student
 Review
 Staff Approval

Parent/Guardian Name: Jody Wilson

Demographics

Contact Information

At least one Phone Number is required.*

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

		Contact Preferences					
		Emergency	High Priority	Attendance	Behavior	General Teacher	Private
Home/Cell Phone	(525) 555 - 1515	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone	() - x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone	() - x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	*michael.anderson@infinitecampus.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has no e-mail	<input type="checkbox"/>						
Secondary Email							

Description of Contact Preferences

Emergency - Marking this checkbox will use this method of contact for emergency messages

High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.

Attendance - Marking this checkbox will use this method of contact for attendance messages.

Behavior - Marking this checkbox will use this method of contact for behavior messages.

General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district including food service.

Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding falling grades and missing assignments.

Private - Mark if number or email should be listed as private

Parent/Guardian Contact Information Pleat

Migrant Worker (Prime Only)

1. If the parent is a migrant worker, mark the **Migrant Worker** checkbox.
2. Click the **Next** button.

The screenshot shows the 'Infinite Campus Online Registration' interface. At the top, there is a legend: '* Indicates a required field'. Below this is a progress bar with four steps: 'Household' (checked), 'Parent/Guardian' (active), 'Emergency Contact', and 'Other'. The main content area is titled 'Parent/Guardian Name: Ann Parent'. It contains three expandable sections: 'Demographics', 'Contact Information', and 'Migrant Worker'. The 'Migrant Worker' section is expanded and contains the question: 'Does this person currently work as a migrant worker?'. There are two radio button options: 'Yes, this individual is a migrant worker' and 'No, this individual is not a migrant worker'. Below the options is a blue hyperlink: 'For more information click on this link.'. At the bottom of the form are 'Previous' and 'Next' navigation buttons, and a 'Save/Continue' button next to a 'Cancel' button. Below the form, the text 'Parent/Guardian Migrant Worker Pleat' is displayed.

Impact Aid (Prime Only)

This is a core pleat. The image below displays an example of how the Impact Aid pleat can be set up.

1. Mark whether the parent/guardian is a member of the military.
2. Click the **Save** button.

▶ **Migrant Worker**

▼ **Impact Aid**

Federal Impact Aid (FIA) Section 8003 Grant Information.
Parent/Guardian in Military

Yes, this individual is a member of the military
 No, this individual is not a member of the military

Military Branch *
 Military Status *
 Military Start Date *

Parent/Guardian Impact Aid Pleat

Data entry for the parent/guardian is complete. The screen will return to the first page of the Parent entry screens where additional parents/guardians can be entered.

To enter additional parents/guardians, click the **Add New Parent** button. Repeat the instructions noted above If no further parents/guardians need to be entered, click the **Save/Continue** button.