

# **Atlanta Public Schools**

## **Online Enrollment Guide for NEW Parents & Students**

# NEW STUDENT ONLINE ENROLLMENT SYSTEM

This guide is only for new parents/guardians enrolling a new student into Atlanta Public Schools.

The preferred Internet browsers are Google Chrome and Firefox.

## TECHNICAL ASSISTANCE

Please email [OLRsupport@atlantapublicschools.us](mailto:OLRsupport@atlantapublicschools.us) or call the APS Service Desk (**404-802-1000**) if you encounter any issues related to this process.

## BEFORE YOU BEGIN, PLEASE GATHER THE FOLLOWING:

- Household information -- address and phone numbers.
- Parent information -- work and cell phone numbers, email addresses.
- Student information -- demographic and health/medication information.
- Emergency contact -- phone numbers.
- Before you begin, please verify your school zone: [VERIFY MY ZONE SCHOOL](#).
- 

**NOTE:** Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx. The student's name should be entered exactly as shown on the student's birth certificate.

For questions regarding documents required to complete enrollment or re-registration, click on the link below:

[WHAT DO I NEED TO ENROLL/RE-REGISTER IN APS](#)

## THINGS TO KNOW

- The enrollment process should take 15-30 minutes.
- Applications can be saved if more data entry is needed, and reopened at a later time. If data is not completed at the time of original entry, upon returning to the application, information displays in yellow.
- Required fields display with a **red asterisk\*\***.
- It is not possible to move to the next panel without using the Previous and Next buttons available on each panel. A warning message displays if this is done.
- You will still need to physically visit your school or the designated enrollment site to complete verification and other required/optional tasks.
- It is highly recommended that you complete the online enrollment portion before visiting your school or the designated enrollment site.
- Don't forget to submit your online enrollment application (big red submit button) once all student information has been entered & verified.

## EMAIL ACCOUNTS

Every parent will need a valid email address to add to the Infinite Campus Parent account. If you do not have an existing email address, you can create one for free. Some of the more prominent free email sites are:

- Google Gmail: <https://www.google.com>
- Yahoo: <https://www.yahoo.com>

## DOCUMENT UPLOAD

- You will have the option to upload documents in the application.

## Frequently Asked Questions—Online Enrollment & Registration Online Enrollment – NEW STUDENTS

### What is the purpose of online enrollment?

An online enrollment system allows parents to enroll new students, when and where it is most convenient for them, and in just a few minutes. Parents will have the ability to enter the student's information and securely upload documents.

**Who can use the online enrollment system?**

Only parents and guardians designated with legal rights to student records may use the online enrollment.

**What Can Parents/Legal Guardians Do Online?**

The online enrollment process allows a parent/guardian the ability to complete the following forms, update information and tasks prior to visiting the school:

- Parent Contact/Demographic Info
- Student Contact/Demographic Info
- View/Approve APS student notices
- Emergency Contact information
- Health Services & Physician information
- Medical & Mental conditions information

**What kind of software or computer is needed for online enrollment?**

To effectively access the online enrollment systems, parents and guardians need:

1. Internet Access
2. Valid email address
3. Computer with a processor speed of 500Mhz or better (MAC or PC)
4. Web Browser — we suggest Microsoft Internet Explorer 8.0 or better, Firefox 19, or Google Chrome 24
5. Adobe Reader™ — This is a free document reader available for download on the web at <http://www.adobe.com/products/acrobat/readstep2.html>.

There are some Infinite Campus reports that require the Adobe Reader.

**Can I access the online enrollment from my smartphone or tablet?**

Yes you can access the online enrollment system from Android and iOS devices.

Device	Minimum OS
Apple Mobile Devices (iPod Touch, iPhone)	iOS 6.0+
Apple Tablet Devices (iPad, iPad Mini)	iOS 6.0+
Android Mobile Devices (Phones)	Android 2.2+
Android Tablet Devices	Android 2.2+

**How secure is online enrollment?**

Infinite Campus uses a 32-bit, secure socket layer (SSL) encryption technology to protect information. The technology is similar to that used in other industries such as health care and banking.

**Do I use the online enrollment system if my student attended the same school last year?**

No. Only new students should be enrolled using the online enrollment system.

**Can I upload documents? What happens if I can't upload my documents?**

Yes, parents have the option to upload documents into the enrollment system. If you are unable to upload documents, you will need to bring the documents to the school.

**Can I enroll more than one student?**

Yes. Parents can enroll multiple students in a household at one time.

**How long does it take to complete online enrollment?**

The new student online enrollment process takes approximately 20-30 minutes. You will still need to visit your local school to complete enrollment and other required tasks. You are also required to bring your documents so the staff can review and verify authenticity.

**Can I start my enrollment now and finish it later?**

Applications can be saved if more data entry is needed and reopened at a later time.

**Who do I contact if I have questions about online enrollment?**

If you are experiencing technical difficulties or need help logging in, please contact the service desk (404) 802-2233 or email [OLRsupport@atlanta.k12.ga.us](mailto:OLRsupport@atlanta.k12.ga.us).

**How will I know that my enrollment was received?**

Once the online enrollment process is completed, parents will receive a receipt confirming their enrollment application has been submitted. Parents should print the completed application for their records.

**Once my application is submitted can I go back and make changes?**

No. In order to make any changes to a submitted application you will have to notify the school when you visit to complete enrollment. The enrollment staff can make the changes for you.

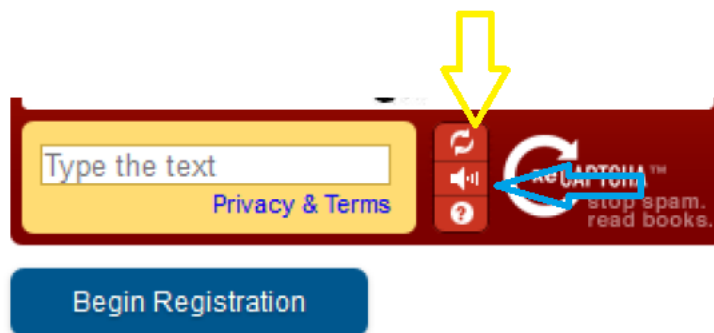
# GETTING STARTED - New Student Online Enrollment

- Click the link on the district website or click here:
- Select your desired language – English or Spanish
- Enter the First Name, Last Name, Email Address and Verify Email Address of the person who will be entering the enrollment data. This should be the parent or legal guardian of student.
- Please select the enrollment year. This should be the year the student is enrolling in APS (the upcoming school year).
- Enter the words that appear in the CAPTCHA box in the provided text field. This field is case sensitive and must be entered exactly.
- Click the **Blue Begin Registration** button when ready.
- ***An email will be sent to the entered email address.***

The screenshot shows the 'Infinite Campus Online Registration' page. At the top, there are links for 'Arabic | English | Española'. Below this is a section titled 'Please complete the information below to begin the registration process.' containing several input fields: 'Parent/Guardian First Name', 'Parent/Guardian Last Name', 'Registration Year' (a dropdown menu), 'Parent/Guardian Email Address', and 'Verify Email Address'. Each field has a red asterisk indicating it is required. Below the email fields is a CAPTCHA section with the word 'cosh' and a distorted image. To the right of the CAPTCHA is a 'reCAPTCHA' logo with the text 'stop spam. read books.' Below the CAPTCHA is a text input field with the placeholder 'Type the text' and a 'Privacy & Terms' link. At the bottom of the form is a blue button labeled 'Begin Registration'.

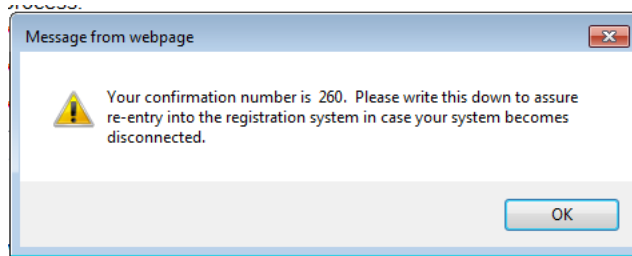
Select the “Begin Registration ” button to start the new enrollment process.

For assistance with Captcha, you can select the reset button (yellow arrow) for a new word or the speaker button



(blue arrow) to hear the words spoken.

You will also receive a confirmation number. Please write this number down in case you become disconnected.



Once you receive your email, click the link in the email to start the enrollment process.

## ENROLLMENT APPLICATION

When you open the enrollment application you will notice a progress row with sections for student household, parents, emergency contacts, other household members, and student information. Each section has multiple tabs to enter information. As you progress through the application, the section that is in progress is **BLUE**. Each section of the progress bar turns **GREEN** as you complete it.

Indicates a required field

▼ Student(s) Primary Household   ▼ Parent/Guardian   ▼ Emergency Contact   ▼ Other Household   ▼ Student   ▼ Completed

▼ Home Phone

Home Phone  \*

	Emergency	High Priority	Attendance	Behavior	General	Private
Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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, such as those sent by the Attendance Dialer Wizard.

**Behavior** - Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.

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

**Private** - Mark if number should be listed as private

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

Next >

► Home Address

► Mailing Address

Save/Continue

## HOME PHONE

Begin by entering the primary home phone number and notification preferences and hit the “Next” button.

## PRIMARY HOUSEHOLD

Enter the home address of the student and select “Next”. Click here for [Residency FAQs](#)

▼ Student(s) Primary Household
▼ Shared Household
▼ Emergency Contact
▼ Other Household

Home Phone

Home Address

\*Please verify or add the information below. Please update any information that is incorrect.

As you enter your address you may see your address appear in a drop down list. If your complete correct address does appear you may choose it and all information will be filled in for you.

Number 3600	Prefix ▼	Street 52nd	Tag St	Direction ▼	Apartment
City Kenosha		State WI	Zip 53144	Ext.	County

Click on your address if it appears in box

Your address as entered above  
3600 52nd St  
Kenosha, WI 53144

For more information click on this link.

Previous
Next

Mailing Address

Saw/Curtains

Confirm or update the mailing address of the household. Then select the blue “Save/Continue” button to go to the next section.

\* Indicates a required field

▼ Student(s) Primary Household

Parent/Guardian

Emergency Contact

Home Phone

Home Address

▼ Mailing Address

Please use the address editor below to enter your address. You will see the for your address appears as it should on U.S. Postal Mail, please click "Save".

☒ The household has no separate Mailing Address

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

Previous

Save/Continue

PARENT/GUARDIAN

Please add any Parent/Guardian, including yourself, whether or not the Parent/Guardian is in the household with the student(s). Select “Next” when ready.

✓ Student(s) Primary Household

▼ Parent/Guardian

Emergency Contact

Other Household

Parent/Guardian Name:

Demographics

Enter the parent/guardian's name. Please add and verify the following:

Add Parent/Guardian

Please add any legal Parent/Guardian, including yourself, whether or not the Parent/Guardian is in the household with the student(s).

Ok

First Name

Middle Name

Last Name

Suffix

Birth Date

Gender

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

Next

Contact Information

Migrant Worker

Save/Continue

Cancel

Please add required and optional Parent/Guardian demographics. Select “Next” when ready.

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Other Household

**Parent/Guardian Name:**

Demographics

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

First Name John  
Middle Name  
Last Name Adams  
Suffix  
Birth Date 02/03/1982  
Gender Male

☒ Please check this box if this person lives at the address listed below.  
3600 52nd St  
Kenosha, WI 53144

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

Next ▶

▶ Contact Information

▶ Migrant Worker

Enter the parent/guardian contact information and preferences. Select “Next” when ready.

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact ▶ Other Household ▶ Student ▶ Completed

**Parent/Guardian Name:**

Demographics

Contact Information

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

	Emergency	High Priority	Attendance	Behavior	General Teacher	Private
Cell Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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, such as those sent by the Attendance Dialer Wizard.  
**Behavior** - Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.  
**General** - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.  
**Teacher** - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.  
**Private** - Mark if number or email should be listed as private.

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

◀ Previous Next ▶

▶ Migrant Worker

Save/Continue Cancel

Please make the appropriate selection regarding migrant worker status (state requirement). Select the blue “Save/Continue” button when ready.

\* Indicates a required field

✓ Student(s) Primary Household ▶ Parent/Guardian ▶ Emergency Contact

**Parent/Guardian Name:**

Demographics

Contact Information

Migrant Worker

Does this person currently work as a migrant worker?

☐ Yes, this individual is a migrant worker  
☒ No, this individual is not a migrant worker

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

◀ Previous

Save/Continue Cancel

Repeat this section for any new parent/guardian as needed, including basic demographic and contact information. You will need to enter in the new parent/guardian’s birthday as a security feature. Select the blue “Save/Continue” button when ready.

✓ Student(s) Primary Household

▼ Parent/Guardian

Emergency Contact

Other Household

Parent/Guardian

First Name	Last Name	Gender	Completed	
John	Adams	M	✓	<div>Edit</div>

Please list all primary Parent/Guardian's in this area.

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

EMERGENCY CONTACT INFORMATION

Please add any new Emergency Contact as needed, including basic demographic and contact verification. Parents are required to provide at least one emergency contact. Select the blue “Save/Continue” button when ready.

✓ Student(s) Primary Household

✓ Parent/Guardian

▼ Emergency Contact

Other

Contact Name:

Demographics

Please complete

First Name

Middle Name

Last Name

Suffix

Birth Date

Gender

For more info

Next

Emergency Contact Information

Please enter Emergency Contacts. Do not enter Parent/Guardian(s) here if already entered in Parent/Guardian Section

Ok

Contact Information

Verification

Save/Continue

Cancel

STUDENT SECTION

The student section is the last section to complete prior to submission. You will enter the following required and optional information regarding the new student.

- Demographics
- Race/Ethnicity
- Housing



- Language
- School Information
- Relationships to Contacts
- Health Information
- Review of District Policies

Please add required and optional student demographics information and select “Next” when ready.

The screenshot shows a web form for entering student demographics. At the top, a progress bar indicates the following steps: Household (checked), Parent/Guardian (checked), Emergency Contact (checked), Other Household(non-enrolled children) (checked), Student (active), and Completed (disabled). Below the progress bar, the student's name is listed as "Jason Dean Miller". The "Demographics" section contains a text box with instructions: "There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked 'last name'. Please enter both names without a dash in between." The form fields include: First Name (Jason), Middle Name (empty), Last Name (empty), Suffix (empty), Nickname (empty), Gender (Male), Birth Date (10/06/1972), Date Entered U.S. (empty), Enrollment Grade (empty), Foreign Exchange (No, this is not a foreign exchange student), and Is student homeless (No, this student is not homeless). A "Next" button is at the bottom of the form.

## Race Ethnicity

Required by Federal reporting, mark the following checkboxes related to the student's race/ethnicity.

1. Is the student Hispanic or Latino?
2. Mark all of the following that apply to the student's race ethnicity:  
 American Indian or Alaska Native      Asian  
 Black or African American      Native Hawaiian or Other Pacific Islander  
 White

The screenshot shows the "Race Ethnicity" section of the form. It includes a checkbox for "Is Hispanic/Latino" (No) and a text box with instructions: "Please check all that apply. If not Hispanic, at least one is required." Below this, there are checkboxes for the following race/ethnicity categories: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. The "White" checkbox is checked. A "Next" button is at the bottom of the form.

## Housing

Mark either Yes or No for the student's homeless status. Click here for [Homeless Information](#)

The screenshot shows a navigation bar at the top with five tabs: 'Student(s) Primary Household', 'Parent/Guardian', 'Emergency Contact', 'Other Household', and 'Student'. The 'Student' tab is currently selected. Below the navigation bar, the 'Student Name' is 'Penelope Jane Student'. There are three expandable sections: 'Demographics', 'Race Ethnicity', and 'Housing'. The 'Housing' section is expanded, showing the question 'Is student homeless' with two radio button options: 'Yes, this student is homeless' and 'No, this student is not homeless'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

## Language Information

This information determines the student's knowledge of English and helps the district personnel determine if the student may need additional guidance and services in English language programs.

- Select the **Student Language** from the dropdown list. This is the language the student most often speaks at home.
- Select the **Parent Language** from the dropdown list. This is the language the parent most often speaks at home.
- Click the **Next** button when finished.

The screenshot shows the 'Language Information' section. It contains a heading 'Please enter the basic immigration information for your student below.' followed by five dropdown menus: 'Student Language', 'Parent/Guardian Language', 'What was the first language spoken by the student?', 'What is the language most often spoken at home?', and 'What is the language most often spoken by the student with friends?'. Below these is a checkbox labeled 'Has your child ever received English as a Second Language (ESL/ELL) services?'. A red link 'For more information click on this link.' is present. At the bottom, there are 'Previous' and 'Next' buttons. Below the form, there is a link 'Open Enrollment'.

## SCHOOL ENROLLMENT

Note: This tab may not be visible during the registration process, which is ok. The boundary assigned school is based on the student address. If you are attending a school other than your boundary (choice/charter), or if the school listed is incorrect, then just select the "Next" button. To verify your school zone, click here: [MYZONESCHOOLLOCATOR](#)

The screenshot shows the 'Enrollment and Transportation Information' section. It contains a heading 'Based on our records, your zoned school will be:' followed by the text 'Maynard Jackson High School'. Below this is a section titled 'Transportation Information' with a link 'Click here to see if your child is eligible for transportation and view current bus stops.' and the text 'If your child is eligible, students should go to the nearest bus stop.' Below this is the text 'Transportation Department 404-802-5500'. There are two more links: 'Student Transportation Regulation' and 'Student Placement Information'. Below these is a link 'Click here for more information about Student Transfer Options.' At the bottom, there are 'Previous' and 'Next' buttons.

Previous Schools

Enter the student's school of enrollment for the last school year and previous years.

Previous Schools

Please enter information regarding this student's prior schools, if applicable.

Last Year

School

City

State

Country

2 Years Ago

School

City

State

Country

3 Years Ago

School

City

State

Country

Is your student currently suspended or expelled from another school?  
If expelled, contact [Student Relations](#).\*

\* This field is required

You have the option upload your student's transcript/report card and/or provide the original.

Upload Transcript

Previous

Next

Pre-K Experience

If the student attended a Pre-K program, mark the checkbox. Click the **Next** button to continue.

Pre-K Experience

Yes, this student previously attended a Pre-K Program

No, this student did not previously attend a Pre-K Program

Previous

Next

Relationships/ Parent/Guardians

Select the **Relationship** option for the parent/guardian from the dropdown list. Select the **Contact Preferences** for this person. A **Description** of each type is provided on the panel. Enter the **Contact Sequence** for this person.

If this person should not have a relationship with the student, mark the **No Relationship** checkbox. Click the **Next** button when finished.

Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.\*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	OR	No Relationship
Ann Parent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Sarah		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>

Description of Contact Preferences

Guardian

Marking this checkbox will flag this person as legal guardian to the student.

Mailing

Marking this checkbox will flag this person to receive mailings for the student.

Portal

Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.

Messenger

Marking this checkbox will flag this person to receive messages from the District's messenger system.

Secondary Household

Marking this checkbox will indicate that the student has a secondary household membership with this person

Contact Sequence

Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1 and Emergency Contacts should also start at a sequence of 1.

No Relationship

Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

For more information click on this link.

Previous

Next

## Emergency Contacts

Select the **Relationship** option for the emergency contact from the dropdown list. Enter the **Contact Sequence** for this person. If this person should not have a relationship with the student, mark the **No Relationship** checkbox. Click the **Next** button when finished.

Name	Relationship*	Contact Sequence*	OR	No Relationship
Sam	Emergency Contact	4		<input type="checkbox"/>
Tony	Emergency Contact	2		<input type="checkbox"/>

Description of Contact Preferences

**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1 and Emergency Contacts should also start at a sequence of 1.

**No Relationship** - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

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

◀ Previous   Next ▶

## Other Household

Select the **Relationship** option for the emergency contact from the dropdown list. If this person should not have a relationship with the student, mark the **No Relationship** checkbox. Click the **Next** button when finished.

Name	Relationship*	OR	No Relationship
Test Name	Non-Custodial Parent		<input type="checkbox"/>
Update Miller	Sibling		<input type="checkbox"/>
test test333333	Sibling		<input type="checkbox"/>
Baby Miller	Sibling		<input type="checkbox"/>

Description of Contact Preferences

**No Relationship** - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

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

◀ Previous   Next ▶

## Health Services

The Health Services entry is entered on several panels that include information on medications, medication conditions and doctor information. You will also be able to upload the student's immunization records during this section.

## Emergency Information

Enter the student's Primary Care Provider name (clinic name or doctor's name). Enter the Phone Number for the Primary Care Provider. Click the Next button.

## Medical or Mental Health Conditions

If the student does not have medical or mental health conditions, mark the **No medical or mental health conditions** checkbox and click the **Next** button. Doing this will remove the entry fields from panel.

- Select the **Health Condition** for the student from the dropdown list.
- Enter any **Comments** related to the health condition.
- If a second condition exists, select that **Health Condition** from the dropdown list.
- Enter any **Comments** related to the second health condition.
- Click the **Next** button.

## Medications

Medications can be listed for Daily Medications, Emergency Medication or Medication as Needed.

If the student does not have any medications to list, mark the **No Medication** checkbox.

- Mark the **Daily Medication** if the student takes a medication on a daily basis.
- Select where the **Medication is Dispensed** - Home, School or Both.
- Enter **Daily Medication Instructions**.
- Mark the **Emergency Medication** if the student takes a medication for emergency situations only.
- Select where the **Medication is Dispensed** - Home, School or Both.
- Enter **Emergency Medication Instructions**.
- Mark the **Medication as Needed** checkbox to indicate the student takes medication only when needed (not for emergency, not daily).
- Select where the **Medication is Dispensed** - Home, School or Both.
- Enter **Medication as Needed Instructions**.
- Click the **Next** button.

## Media

Determine if the district can use the student's photograph, voice or name in the media. This includes newspaper articles, district websites, videos promoting school projects, etc. Select the **Yes** or **No** radio buttons accordingly.

Click the **Next** button.

## Submitting the Application

The student entry is now complete. Upon clicking the **Save** button, the **Student Entry** screen will display. If additional students need to be entered, repeat the previous steps. If the entered student's name appears in yellow, a required field is missing data. Clicking on the student's name will open the panel where the information is needed. If student entry is complete, click the **Save/Continue** button. Repeat this section TO ADD MORE NEW STUDENTS. Select the blue "Save/Continue" button.

✓ Student(s) Primary Household

✓ Parent/Guardian

✓ Emergency Contact

✓ Other Household

Student

First Name	Last Name	Gender	Completed	
john	john	M	✓	Edit

Please include all students that need to be enrolled.

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

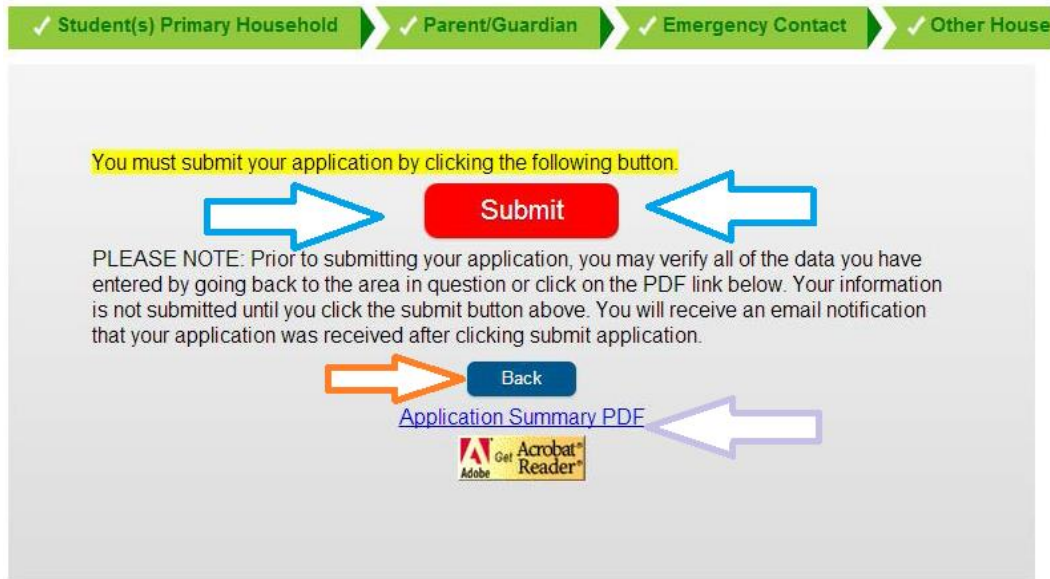
✓ - Indicates that person is completed.

Add New Student

Back

Save/Continue

You can review any enrollment material by either selecting the back button (orange arrow), any top menu link (green) or selecting a PDF summary (lavender arrow). Once you verify that all of the information is correct, click the large red “Submit” button on the page (see blue arrows) . You will receive an email verification. You should also close your browser if you are on a public computer.



You have now completed the online enrollment expectation for new parents and students. You will still need to physically attend your on-site building registration to complete the entire registration process. There are some portions that cannot be completed online (schedule change requests, counselor meeting requests, obtaining a photo id, joining clubs, etc.).

Click here to visit the [STUDENT ENROLLMENT AND REGISTRATION](#) section of the APS webpage page: for Enrollment and Registration dates and times and related online enrollment and registration information.

*Adapted from the Infinite Campus Online Registration Manual*