# Infinite Campus On-Line Registration

Screenshots and Notes

# Overview

Shakopee Public School District now offers the option to complete a new student registration on-line.

This system can be accessed here:

https://shakopeemn.infinitecampus.org/campus/OLRLoginKiosk/shakopee

The purpose of this document is to provide a screen-by-screen preview of the application, hopefully making it easier to gather information ahead of time or to think about what additional information may need to be sent in to the district to complete the registration.



Please complete the information below to begin	the registration process.	
Parent/Guardian First Name	*	
Parent/Guardian Last Name	*	
Parent/Guardian Date of Birth (MM/DD/YYYY)	*	
Registration Year	*	
Email Address		
Previously Attended this District		
Confirmation Number	*	
Please click the box below.		
I'm not a robot  reCAPTCHA Privacy - Terms	lease select whether	ct's Online Registration Kiosk! r you are starting a new application
Begin Registration	r if you are returning	g to finish an existing application.
	Sta	art New Registration Return to Saved Registration



Welcome to the Infinite Campus Online Registration. 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 addresses and phone numbers.

You will also need the following information to complete a <u>new</u> enrollment. These items can be sent or dropped off at:

Shakopee Public Schools District Office

Welcome Center

1200 Town Square

Shakopee, MN 55379

- Proof of child's age birth certificate or passport
- · Immunization records
- · Name of previous school
- Special education information (if applicable)

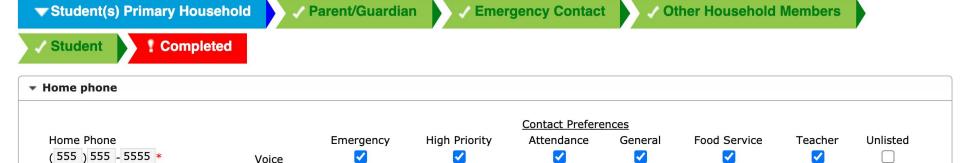
Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call (952) 496-5029 during business hours or leave a message and a representative will be back in touch with you the next business day.

Copies of our enrollment forms can be found on the district's Enrollment Forms page.



\*Indicates a required field



### Description of Contact Preferences

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

Text(SMS)

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.

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

Food Service - Marking this checkbox will use this method of contact for food service messages

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

Unlisted - Mark if number should be noted as unlisted

### ▼ Home Address

\*Please verify or add the information below. Please update any information that is incorrect. Please do not enter the entire address into the street name field.

**Example:** If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Blvd,etc. field.



You must select an address from the list above.

Your address as entered above 1245 Shakopee Ave E Apt. 230 Shakopee, MN 55379

Please upload documentation such as a utility bill to prove residence in the district.

This item can also be sent or dropped off at: Shakopee Public Schools District Office Welcome Center 1200 Town Square Shakopee, MN 55379

Upload Proof of Residence

Note that this screen is shown as the expanded version - only appears this way if the "household has no separate Mailing Address" checkbox is unchecked.





**▼Parent/Guardian** ✓ Emergency Contact

Other Ho

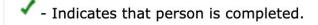
✓ Student ! Completed

# Parent/Guardian\_

First Name	Last Name	Gender	Completed	
Teddy	Roosevelt	М	1	Edit/Review

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

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



# Parent/Guardian Name: Teddy Roosevelt

## **▼** Demographics

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

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

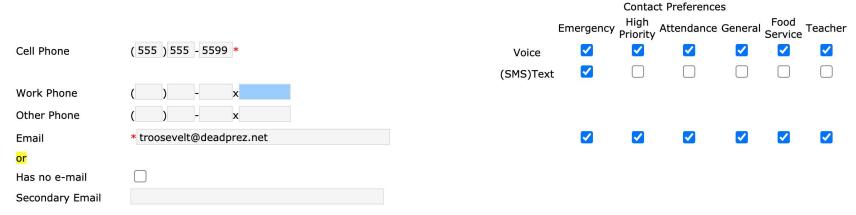
1245 Shakopee Ave E 230 Shakopee, MN 55379

nographics								
Enter the <b>legal pare</b>	<b>nt/guardian</b> you wish	to enter. Please	review	and co	omplete the following:			
First Name		Teddy		*				
Middle Name								
Last Name		Roosevelt		*				
Suffix		~						
Birth Date		01/01/1980		(a)	*			
Gender		Male <b>∨</b> *						
	Please check th	The second second second second			ne address listed below	v.		
			s Snako kopee, N	•	ve E 230 379			
		Sila	корее, і	·114 33.	379			
	☐ I will not provide	an address for	this pare	ent.				
			anno pana					
				1000				
Please use the address address appears as it s	editor below to enter y should on U.S. Postal Ma	our address. Yo ail. please click "	u will se Save".	e the f	formatted postal addre	ess below in	the viewer. Once y	our
Please do not enter the	e entire address into the	e street name fie	eld.					
	t 1234 East Sesame St should be entered into							the first
Street Number	Street Name Only		*		St, Ave, Blvd, etc.	N,S,E,W	Apartment	
C.L.		Challa			<b>~</b>	<b>~</b>		
City	*	State *	Zip	*	Ext.	County		
Clear Address Fields		•						
Clear Address Fields								
Click on your addres	s if it appears in box—							

### **▼** 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. Please note: If the box is unchecked, you will not receive messages for that type of item. These settings can always be changed using the parent portal.



### **Description of Contact Preferences**

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

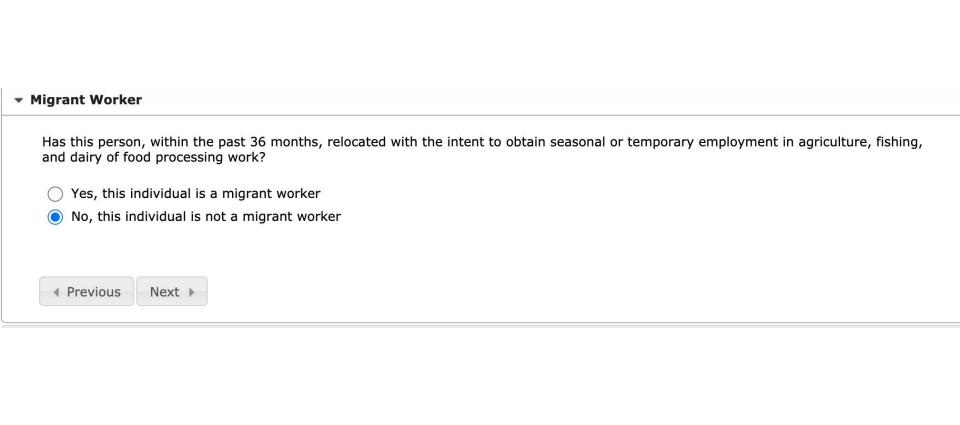
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.

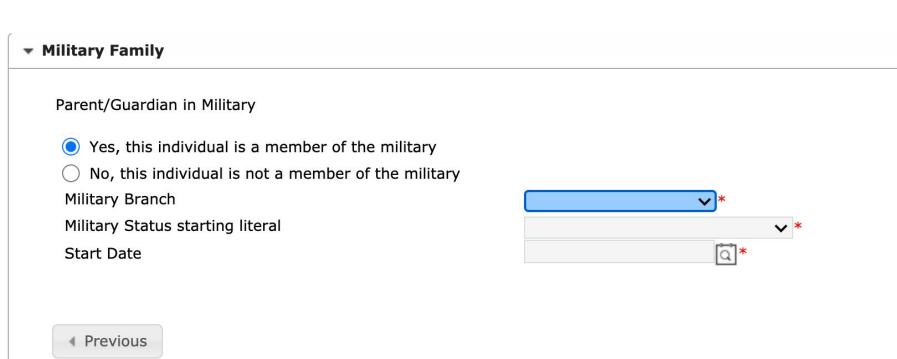
Attendance - Marking this checkbox will use this method of contact for attendance messages.

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

Food Service - Marking this checkbox will use this method of contact for food service messages

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





√ Student

! Completed

# **Emergency Contact**

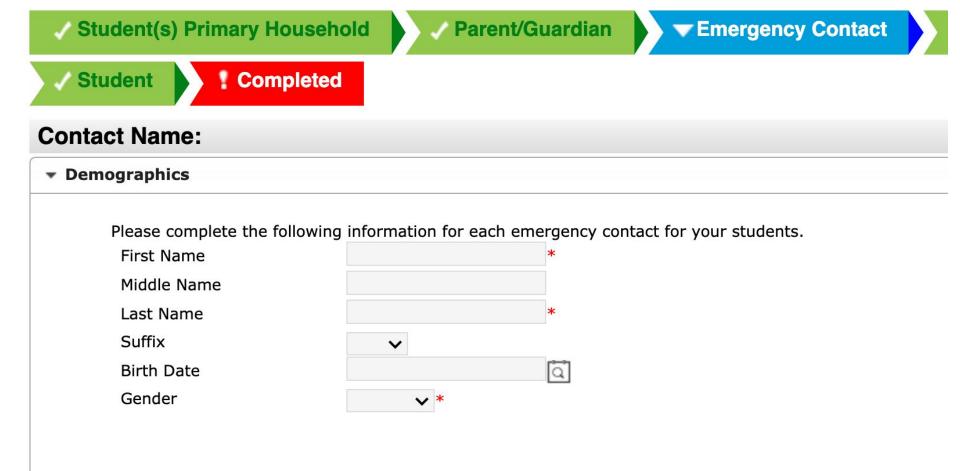
# First Name Last Name Gender Completed

In an emergency, significant illness or injury, if a parent/guardian cannot be reached school staff will call the Emergency Contacts listed below. Those listed must be able and willing to provide transportation and temporary care for the student. Proper identification will be required before a student is released to an emergency contact. Emergency contacts must be at least 18 years old.

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

Indicates that person is completed.

The maximum number of Emergency Contacts is 3



Next ▶

# Contact Information

Enter the contact information for this emergency contact.

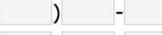
At least one Phone Number is required.\*

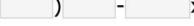
Home Phone

Cell Phone

Work Phone















# Name:: Demographics First Name Middle Name Last Name Suffix Birth Date

Gender

**\*** 



# \_Student

First Name	Last Name	Gender	School	Completed	
Tiger	Roosevelt	М	Eagle Creek Elementary	1	Edit/Review

**Emergency Contact** 

✓ Other Household Me

Parent/Guardian

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.

### **▼** Demographics

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.



Please upload documentation for proof of child's age. This could be a birth certificate or passport.

This item can also be sent or dropped off at: Shakopee Public Schools District Office Welcome Center 1200 Town Square Shakopee, MN 55379

Upload Proof of Age

▼ Race Ethnicity		
Is Hispanic/Latino No ✓*		
*Please check all that apply. If not Hispanic, at least one is required.		
American Indian or Alaska Native		
✓ Asian		
✓ Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
State Race White, not Hispanic **		
The state of Minnesota is collecting Sub-Race information, for the following race:	s: American Indian or Alaska Native, Asian, Black or African American.	
Asian Sub-Race	Asian - Decline to indicate X	*
Black Sub-Race	Black - Somali X	*
◆ Previous Next ▶		

<ul><li>Yes, this student is homeless</li></ul>
<ul> <li>No, this student is not homeless</li> </ul>
*If yes, please select the option that best represents the student's current housing situation.
○ Shared Housing
<ul> <li>Motel, hotel, trailer park, or camp ground due to lack of alternative accommodation</li> </ul>
In emergency or transitional shelter
Awaiting foster care placement
<ul> <li>Primary nighttime residence is not ordinarily used as a regular sleeping accommodation</li> </ul>
<ul> <li>Living in car, park, public space, abandoned building, substandard housing, bus or train station</li> </ul>
Is this child in foster care?
○ Yes
No

**▼** Housing

◆ Previous

Next ▶

# **▼ Student Services**

Does your student have a current IEP? Yes ✓ \*

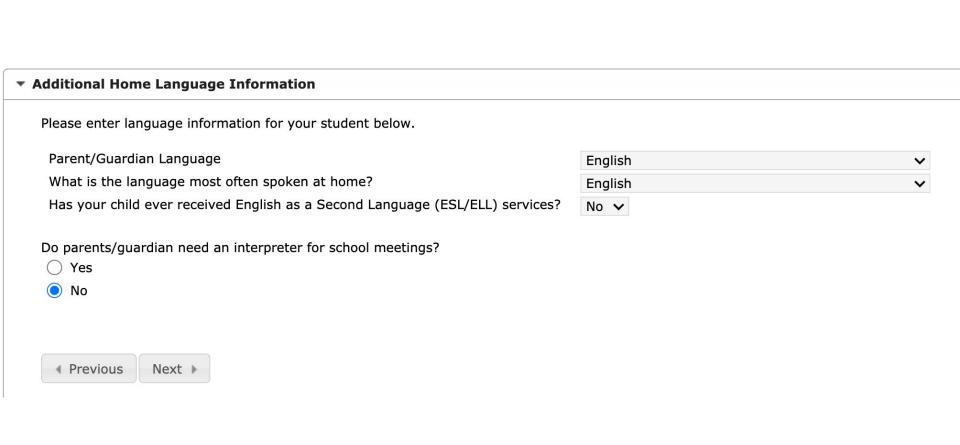
Does your student have a current 504 plan? No ✓ \*



_anguage Survey is greatly appreciated.  My student first learned:	
my student mist learned:	
Select the phrase that best describes your student:	Language(s) other than English
Indicate the language(s) other than English in space provided.	
My student speaks:	
Select the phrase that best describes your student:	English and language(s) other than English >
Indicate the language(s) other than English in space provided.	
My student understands:	
Select the phrase that best describes your student:	~
Indicate the language(s) other than English in space provided.	
My student has consistent interaction in:	
Select the phrase that best describes your student:	~
Indicate the language(s) other than English in space provided.	

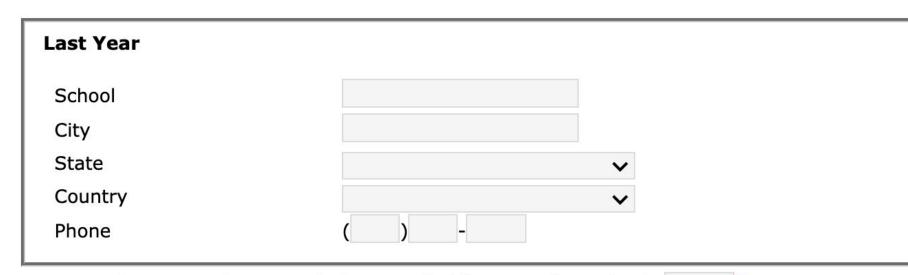
▼ Minnesota Home Language Survey

Minnesota Language Survey



# **▼ Previous School**

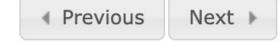
Please enter information regarding this student's prior schools.



Is your student currently suspended or expelled from another school? No 🗸 \*

# **▼ Tribal Enrollment**

- Yes, this student has an active enrollment in a United States Tribe
- No, this student does not have an active enrollment in a United States Tribe



## ▼ Relationships - Parent/Guardians

At least one person but no more than two people must be marked as 'Guardian'.

Please check the Guardian box ONLY for the child's parent or legal guardian(s) as listed on the child's birth certificate or other court document.\*



### **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.

**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.

### **▼** Contact Restrictions

Items on this screen are used to note certain restrictions to student contact or access to information.

**STEP-PARENTS:** A signed authorization from a legal parent is required to release school information to a Step-parent. If the Step-parent in this household has the legal parent's authorization to attend Parent Conferences, meet with the student's teachers/staff, have access to the student's information via Parent Portal, make calls regarding attendance, or remove the student from school due to illness or injury, etc. - Please add the name and check the box below.

Step-Parent Name

Franklin Roosevelt

Check this box ONLY if you approve the release of information to the step-parent identified above.

**LEGAL NOTE:** If there are legal Custodial issues, Orders of Protection and/or Restraining Orders that affect your student, the legal document(s) must be supplied in order to be enforced (please attach if possible).

This item can also be sent or dropped off at: Shakopee Public Schools District Office Welcome Center 1200 Town Square Shakopee, MN 55379

Upload

Health Services - Annual Health Update	
Please review the questions carefully. Choose the appropriate additional details.	Health information access is limited
Has your child received immunizations in the last year?    Yes  No  Type of immunization	to district health staff, who will review and follow up on a case by case basis.
Date received	
Name of clinic	Park-Nic
Has your child been seriously ill or hospitalized since the last s	school year?
<ul><li>Yes</li><li>No</li></ul>	
Please name the illness or reason for hospitalization (be specific):	
If he/she is still under the care of a physician, please provide the ph name:	ysician's
Are there health services needed in school?	
Yes	
○ No	
Please list the services needed:	
Does your child have allergies?	
Yes	
○ No	
What is your child allergic to?	

What is the typical reaction?	
What medications are used?	<i>h</i>
	//
What restrictions are required for school?	,
<b>NOTES</b> If your child has a food allergy, please contact the Shakopee Food Service office	at (952) 496-5140.
If the allergy is SEVERE, please complete an <u>Allergy Action Plan Form</u> , linked her medications to your child's school health office.  If your child is in Elementary school, do you want your child to sit at the Allergy in	
<ul><li>Yes</li><li>No</li></ul>	
Does your child have any dietary restrictions or needs?	
<ul><li>Yes</li><li>No</li></ul>	
Please explain:	,,
Also, please contact the Shakopee Food Service office at (952) 496-5140.	
Does your child have asthma?	
<ul><li>Yes</li><li>No</li></ul>	
List the medications used:	li di
Where will the medications be kept?	Home X Self Carry X School Health Office X
Ask your doctor to complete an <u>Asthma Action Plan</u> form linked here or available Supply medications to your child's school health office.	in the health office of your child's school.

has your child had any vision problems?		
<ul><li>Yes</li><li>No</li></ul>		
Please explain:		
Does your child wear glasses or contacts?		
<ul><li>Yes</li><li>No</li></ul>		
Has your child had any hearing problems?		
<ul><li>Yes</li><li>No</li></ul>		
Please explain:	//	
Does your child have any restriction on physical activity?		
<ul><li>Yes</li><li>No</li></ul>		
Please explain:		

Please be prepared to provide documentation directly to the school nurse regarding any and all health conditions/concerns and medications. You will be required to provide immunization documentation at your registration appointment.

If you would like an individual meeting with the School Nurse to discuss health concerns or have other questions, please call the health office at your child's school.

▼ Health Services - Medical or Mental Health Conditions		
No medical or mental health conditions or		
Condition* Attention Deficit Disorder/Hyper Activity (ADD/ADHD) ✓	Comments and Instructions	Remove Condition
Add Condition		

# **▼** Health Services - Medications No medications or Medication Type\* Comments and Instructions Medication\* Where Taken\* Remove Medication Add Medication

### **▼ Multi-Media Release Form**

### **MultiMedia Release Form**

Throughout the school year, Shakopee students may have the opportunity to be photographed, videotaped and/or interviewed by school, district, local and/or national media.

The coverage of Shakopee Schools can include:

**School Building/School District**-school and district Websites, publications such as yearbooks, newsletters, school calendars, flyers, brochures, presentations and social media.

Public Media-such as radio, television, newspapers, magazines and online news sources.

If you do not want to grant permission for the release of your child's image (i.e.photograph, videotape) and interviews at school-related activities or events, please check the box below.

If you do not grant permission, the school district will not allow the release of your child's image (i.e.photograph, videotape) or the content of interviews, to the extent such activities and the release of such data is within the school district's control.

If at any time during the school year, you would like to change your decision, please contact your child's school.

Thank you for your cooperation.

**I do not give consent** for the release of images (i.e.photographs, videotape) and interviews of my child by the school district or public media during school-related activities or events.

◆ Previous Next ▶

# Additional Info about the <u>Virtual</u> Student Library Card.

### ▼ Virtual Student Library Card

### **Virtual Student Library Card**

We are pleased to have a partnership between the Shakopee Public Schools and the Scott County Library that will provide our students with a fine-free virtual library card.

This collaboration, called the Virtual Student Library Card, ensures that public library resources can be a part of every student's learning experience. Students can benefit from access to the vast resources available through the public library, including online tutoring and homework help, research tools, eBooks, audiobooks, electronic magazines, language learning tools, and print books. This virtual card will also allow for the checkout of two physical library items.

This partnership creates a bridge between school and community resources that may help broaden students' understanding of the world, increase literacy, and provide additional structures of learning. The school district provides devices each student uses as a personal learning device, offering the ability to maximize use of the public library's resources.

The Virtual Student Library Card can be used both online and in library buildings, and will expire July 1st immediately following a student's graduation.

Students are not assessed late fines with this card, but are responsible for costs that occur from lost or damaged physical items. Students who already have library cards may use either card to checkout materials from the library.

Please note that the Virtual Student Library Card card will provide students with the same access to the full Scott County Library as does a standard-issue library card.

This opportunity is voluntary. If students or families would like to opt-out of the Virtual StudentLibrary Card Partnership between Shakopee Public Schools and Scott County Public Library, they can simply choose not to activate their accounts. They can also fill out the digital opt-out by checking the box below. <u>Additional details and current information about the program are available here.</u>

■ I do not want my child to participate in the Virtual Student Librar	Card Partnership between Shakopee	Public Schools and Scott County Library
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### Academy Choice

The Academies of Shakopee are small learning communities organized around areas of inte and with teachers who can make meaningful connections to their plans for the future. For more information on The Academies of Shakopee, visit <a href="https://www.shakopee.k12.mn.">https://www.shakopee.k12.mn.</a>

Students should rank order which academy they would like to be a part of from 1-decision on Academy placement will be made prior to the enrollment meeting.

Our **Arts & Communication Academy** will foster creativity, innovation, and expression include the performing arts, visual art.

Students in the graduating class of 2022 and beyond who choose this academy will need t Management, Media Production and Recording, Publishing and Online Media, or Creative D

Academy Choice survey shows up for NEW 10th, 11th, and 12th grade registration.

spirations

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Our **Business & Entrepreneurship Academy** will offer students industry relevant experiences that will allow students creative platforms to produce ideas and products that propel the growth of local, state, national, and the global economy. Career fields include marketing, sales, finance, hospitality & tourism, management, and entrepreneurship, design, communications, and publishing.

Students in the graduating class of 2022 and beyond who choose this academy will need to complete a 3-course sequence in one of the following Programs of Study: Accounting and Finance, Entrepreneurship and Business Management, Hospitality and Restaurant Management, or Marketing and Sales.

Our **Engineering & Manufacturing Academy** is a high tech, high skill, high demand area that will help students generate their own jobs and opportunities. Career fields include manufacturing, robotics, transportation, design, electronics, architecture, construction, and engineering.

Students in the graduating class of 2022 and beyond who choose this academy will need to complete a 3-course sequence in one of the following Programs of Study: Architecture and Construction, Manufacturing and Fabrication Technologies, Engineering and Design, or Transportation Technologies.

Our **Health Science Academy** will provide students with the knowledge and skills to pursue this high demand industry. Health Science career fields include biomedical science, exercise science, health & wellness, nutrition, and healthcare fields.

Students in the graduating class of 2022 and beyond who choose this academy will need to complete a 3-course sequence in one of the following Programs of Study: Biomedical, Public Health, Exercise Science, or Healthcare.

Our **Human Services Academy** will give students the ability to apply their coursework across all academic disciplines. Human Services courses benefit both the community and students while encouraging students to look beyond themselves to serve others. Career fields include human development, psychology, education, legal fields, law enforcement, and public services. Students in the graduating class of 2022 and beyond who choose this academy will need to complete a 3-course sequence in one of the following Programs of Study: Teaching and Educational Services, Law and Legal Services, Government and Public Policy, or Social and Mental Health Services.

Our **Science & Technology Academy** will promote students to be leaders in the construction and development of dynamic and ever-changing industries. The education will reflect the modern needs of our global society and prepare our students to successfully utilize skills that will contribute to the betterment of our community. Career fields include investigative science, mathematics, applied science & technology, computer science, and human & natural management.

Students in the graduating class of 2022 and beyond who choose this academy will need to complete a 3-course sequence in one of the following Programs of Study: Renewable Energy and Electrical Systems. Information Technology Solutions, Computer Science, or Environmental Science.

About Your Cilia		
	Kindergarten - About Your Child - Survey	
	It would be very helpful for the Kindergarten teachers to know some things about your child needs, learning styles, past school experiences and medical concerns.	"About Your Child" Survey shows
	Does your child have any medical concerns?  Yes	up for Kindergarten registrations.
	○ No	
	Is your child on any regularly administered medication?  Yes	
	○ No	
	Did your child attend Head Start or a formal pre-school program?  Yes	
	○ No	
	If applicable, was your child's pre-school experience positive for your child?  Yes	
	○ No	
	Does your child work well in groups? (For example: sharing, cooperating, displaying appropriate behavior.)  • Yes	
	○ No	
	Does your child easily accept directions from adults?  • Yes	
	○ No	
	Has your child shown an interest in any pre-academic activities such as printing or learning the names of letters or numbers?  Yes	
	○ No	
	Do you have any concerns about your child beginning Kindergarten?  Yes	
	○ No	
	Is there anything you would like the school to know about your child such as: learning style, changes at home, etc?  Yes	
	○ No	

Thank you very much for your cooperation in completing this survey. It will help the school to better plan for your child's success in Kindergarten.

✓ Parent/Guardian

**Emergency C** 

√ Student

**▼**Completed

You must submit your application by clicking the following button.

# **Submit**

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

<u>Application Summary PDF</u>