

EXISTING FAMILY ON-LINE REGISTRATION HELP GUIDE

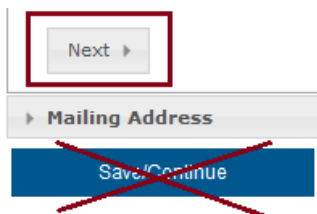
Online Registration is available for families who currently have students enrolled in a Davenport Community School. To participate in the On-line registration process you must first have a Portal Account. If you do not have a portal account you can contact any of the schools your students attend or Danielle Heller at the Achievement Service Center at 336-5018. Current parents/guardians can change or enter new information about members of the household, contact information and student data right in their Portal account. *You do not have to use New Student Online Registration for basic changes to your family's records.*

Please note, online registration is meant to simplify the application process to attend school in the Davenport Community Schools. It is only an application and does not enroll your student at any specific school. Families using the online application will receive verification of enrollment and may still be required to attend school registration day to present proof of new address, any required health services documents for their student(s) or other needs, in order to be formally enrolled. For best results with this online registration product, please use the browsers IE10 or higher, Mozilla Firefox or Google Chrome.

NOTE: if none of your students have ever attended a Davenport Community School then you should be using the **New Family Online Registration process and tutorial.**

Things to Know:

- A parent/guardian must use the DCSD on-line registration link in their Parent Portal Inbox to receive the URL for registering online.
- The registration process could take 20-30 minutes based on the amount of prior preparation, family size, and number of non-household emergency contacts you enter for each student.
- Required fields display with a red asterisk (*) and will prevent applicants from being able to submit their information.
- After you either confirm or edit the information on each screen use the 'Next' button until you only have the option for Previous or Save/Continue. Do not click Save/Continue if you have a 'Next' button available.



Begin the On-line Registration Process:

Existing Student Registration

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.

Student Name	Grade
Doe, Jimmy	01

Registration Year. Note, your browser version may require that you double click the drop down arrow.

15-16 *
14-15
15-16

- You will get a Welcome screen.
- Select Registration Year – depending on your browser, you may need to double-click to get the drop down
- Click Begin Registration
- There will be a couple seconds needed to load all of the existing data we have for your household, parent/guardians, emergency contacts, and students
- Enter your first and last name in the box and click the **Submit** button.

NOTE: By typing your name in this box you are attesting to the fact that you are the legal parent/guardian and assume legal responsibility of the student(s) you are registering for Davenport Community Schools, that you are the authorized user of the account, and the data you are entering is accurate and true to the best of your knowledge. This will represent your electronic signature.

Infinite
Campus Online Registration

Welcome! Please type in your first and last name in the box below. Please read this page carefully. You will not be able to continue with registration until this page is complete and submitted. This will serve as the electronic signature for this application.
Matt Pulford

By typing your name into the box above you attest that you are the person authorized to use this account, and that the data you are entering/verifying is accurate and true to the best of your knowledge. The information contained on this form may be shared with school personnel for provisions of appropriate health services and/or educational services. Release of this information may be revoked at any time with a written request to the school. This signature commits you to notify the school of any changes in address or other provided information throughout the school year.

Submit

The next screen will give you a basic understanding of what happens during the online registration process and a number you can call if you need help. Once you read this screen click on Begin

HOUSEHOLD:



First you will be asked to verify existing Household Information. Household information includes primary phone number, home address, and a mailing address if it is different than the home address, i.e. use of a PO Box for receiving mail.

Primary Phone:

▼ Primary Phone

Please enter the number you want used for calls concerning attendance issues and school notices.

Primary Phone

(563) :555 - :5555 *

- We understand many families no longer have a home phone in the traditional sense or families prefer that their home phone not be used as a contact phone for reasons of time and urgency. If you wish to use a cell phone number as your primary phone **please do**. What is being asked for is a phone number you wish to be

contacted at, during school months, on school days, for attendance notifications, emergency situation notifications, and notifications of time sensitive behavior and or health events. This number would also be used by building staff for routine matters of contact as well.

- Verify / Edit the Primary Phone information and click 'Next'

Home Address:

NOTE: the school your student will go to is based on your address. Each school has boundaries set and any property address falling within those boundaries attend that school. Only our high schools allow transfers between schools. This can only be done with an approved transfer option in place. To find out what school(s) your students will attend please go the Davenport Community Schools web site and click "Find Your School" or call Danielle Heller in the Welcome Center at 336-5018.

▼ Home Address

The Home Address should be the student's primary residence at [option](#) is in place. To verify your [home school attendance](#) ple should not be used on this screen and will be requested on nex

Your address as listed in the portal

1234 Tailwags Rd

Davenport, IA 52801



The home address listed is no longer valid or is incorrect.

- The home address is considered the location the student(s) which you are registering resides.
- If the address you are shown is no longer your current address check the box to the left of "The home address listed is no longer current."
- Once you check the box you will be asked when the old address became inactive and you will also be given the fields you need to change the household address.
- There is a field for Lot #. Lot #'s are typically only used in Mobile Home / RV parks. If you live on a Lot please include the word "Lot" and then the lot number. Do Not include the '#' sign.
- There is also a field for Apartment. This field can be used to indicate any portion of your address that indicates separate mailing. This could be an apartment, condominium, duplex or converted home or a separate subdivision that has unique mailing address. Please only type the letter, number, or letter/number combination. Do Not include the '#' sign.
- Once you have filled in all fields of the address click on 'Next'

Mailing Address:

- The mailing address can be separate from the residential property address, such as when you use a PO Box or have a preference of receiving your mail at your place of business.
- If your mailing address and your property address are the same, click in the box to the left of - "The household has no separate Mailing Address" and Save/Continue.

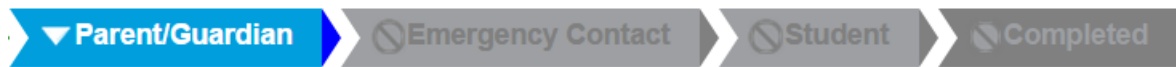
The household has no separate Mailing Address

- If you are using a PO box click in the Post Office Box and only fill in Number, City, State, Zip, and County.

- Once you have finished the mailing address entry click Save/Continue

Save/Continue

PARENT / GUARDIAN:



NOTE: If you watch along the top of the application, each time you click Save/Continue you will notice the tabbing feature will change automatically. What information you are currently working on will be highlighted in blue.

- This list of Parents / Guardian should ONLY include responsible adults in the household who assume 'legal responsibility' of the student, including those with court ordered custody.
- Do not look for or enter emergency contacts here.* You will be given an opportunity to do that in the next section.
- If the parent/guardians are highlighted in Yellow then required information is missing and needs to be added.
- Click on one of the names to begin completing their record.

First Name	Last Name	Gender	Completed	Record Type
Fluffa	Feline	F		Existing
Oscar	Feline	M		Existing

This list of Parents/Guardians should ONLY include responsible adults in the household who assume Emergency contacts will be entered on later screens. Please include all parents/guardians of all students later screen.

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

Parent Demographics

NOTE: the only thing you could change here is any field which is blank. Any field which is already populated from the student information system cannot be changed. You can contact the school with the changes needed or you can change the information using your Portal access.

- The first name should not be a nickname, your middle name, or a shortened version of your legal name. First name should be your legal first name.
- If you prefer to use your middle name or a shortened version of your legal first name, you can change that through the Portal. That will allow the system to hold two identities for you, one with your legal first name and one with the preferential first name.

Demographics

Enter the parent/guardian. Please review and complete the following:

First Name Oscar *

Middle Name P *

If no middle name, please enter "None"

Last Name Feline *

Suffix Sr

Birth Date [] *

Gender Male *

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

- If there has been a separation or divorce and one of the parents no longer live at the current address please uncheck the box stating *Please check this box if this person lives at the address listed below.*
- If you unchecked the box indicating the additional parent does not reside at your address, you will be given fields to enter the non-household parent’s address and primary phone number
- You will need the address of the non-household parent to complete this section. Once this is completed a household for the other parent can be created and that parent will be associated to the student(s) you designate on the Student section of this application.

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

9100 S Bacon Strip Rd
Davenport, IA 52802

Number * Prefix Street * Tag Direction Apartment

City * State * Zip * Ext. County

Click on your address if it appears in box

Phone Number () -

- Click Next

Next ▶

Parent Contact Information

▼ Contact Information

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	
Cell Phone	(563) 555 - 4444	Voice <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<hr/>								
Employer	Alcoa							
Can you be contacted at work?	<input type="checkbox"/>							
Work Phone	(563) 555 - 8888 x	Voice <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<hr/>								
Email	* ffeline@coldmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
OR								
Has no e-mail	<input type="checkbox"/>							
Secondary Email	fluffa.feline@ALCOA.fake							

CAUTION: Any phone / email marked private will not be included in any school auto-dialer messages or district auto-dialer messages.

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

- **Cell Phone** – if you have entered a parent/guardian cell phone as primary or home phone on the Household screen, please enter it again here
- **Employer** - this information is solely for the purpose of reaching a parent/guardian in case of emergency
- **Can you be contacted at work?** – this will allow the school to know if they can contact the parent/guardian at work in case of emergency and only AFTER other provided numbers are tried.
- **Work Phone** – the work phone is typically only contacted if all parent/guardians within the house cannot be reached using the provided cell and home phone numbers OR if you have contacted the school and have indicated that you prefer the work number be called first
- **Email address or Has no e-mail** – Email is a required field. If you have no e-mail please mark the box **Has no e-mail** or you will not be allowed to continue
- **Secondary Email** – This is not a required field but does allow you to include more than one email, for instance a home and a work email.
- Click Next



Parent Additional Information

- **Migrant Worker** (required) - check the box if this parent is a Migrant Worker
- **Military Service** (required) - please check the box Parent in Military if this parent is currently a member of the Armed Forces. *If this parent has left the service or has retired from the service mark 'No'*. This is designed to alert staff to the unique needs a student may have when a parent is in an active military role. Please choose the appropriate branch of service and type in the current duty station in the box 'Where Stationed'. You will not see Branch of Service or Where Stationed unless you select 'Yes' to the military question.
- In both cases this information is gathered as a means of providing additional support to students enrolled in our district. This is helpful information in better understanding the family dynamic of our students who are children of Migrant Workers and active Military Members as their lives can be very much affected by global events and seasonal trends.
- Click Save/Continue

Additional Information

Migrant Worker*
 Yes
 No

Is this person serving in an active military role?*
 Yes
 No

Branch of Service

Where Stationed



Adding Additional Parent / Guardian

First Name	Last Name	Gender	Completed	Record Type
Fluffa	Feline	F	✓	Existing
Oscar	Feline	M		Existing

This list of Parents/Guardians should ONLY include responsible adults in the household who assist with the student's education. Emergency contacts will be entered on later screens. Please include all parents/guardians of all students on this later screen.

Description of Add Parent/Guardian

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

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue

- You would probably not be entering new parent/guardians unless one has been living with the student and is newly designated as a parent/guardian or you have recently married or re-married and are entering a step-parent. Adding a parent/guardian indicates that individual has legal status for custody.
- For families with joint custody, who do not reside together but both parents share in the student's education and want to receive correspondence from the school, **only one parent needs to submit an online registration**. The other parent can be added as the mother/father who is a guardian but does not reside at the listed address.
- Notice how Fluffa is no longer yellow but Oscar still has issues that need to be resolved. Click on the second parent if needed and resolve all issues that are causing the yellow highlight.

EMERGENCY CONTACTS:



- Emergency contacts are adult persons who can be available to or can arrange for pickup of a student in the event of an emergency when the parent/guardian cannot be reached.
- Emergency contacts must be from the local area and can reach the student's school within 30 minutes or less or have the ability to reach the parent in case of an emergency.
- Each student you are registering can have different emergency contacts. *Enter all emergency contacts for all students now*. You will be given an opportunity to designate which emergency contact is for which student later on in the registration process.
- Each student is required to have at least one emergency contact.*
- A single emergency contact can be assigned to multiple students* and does not need to be entered more than one time, i.e. grandmother can be entered once, but assigned to all of your students being registered.

Emergency Contact Demographics

- First Name** – Required
- Middle Name** – You can use a middle initial and if you have no middle name please type 'None'.
- Last Name** – Required

Demographics

Please complete the following information for each emergency contact who can be available to or can arrange for pick-up of your student in case a parent or guardian is not available.

First Name *

Middle Name

Last Name *

Suffix

Birth Date

Gender *

- **Suffix** – Not required – this is for persons who are going to be listed as Sr, Jr, I, II, III, etc.
- **Birth Date** – Not required
- **Gender** – Required. Select from the available drop down list
- Click Next

Emergency Contact - Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Primary Phone (444) 333 - 6767
 Cell Phone (555) 222 - 7676
 Work Phone () - x
 Email

- It is required that at least one phone number be entered for each emergency contact
- Click Next

Emergency Contact Verification

▼ Verification

Please enter the address for this emergency contact. This information will only be used to verify the conta

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

2529 Cat Scratch Pl
Davenport, IA 52802

OR

Address Line 1 2525 Catsmeow, Bv *
 Address Line 2 Davenport, IA 52802 *

Example
 Address Line 1 - 123 S Main St Apt 4
 Address Line 2 - Schenectady, NY 12345

← Previous

Save/Continue Cancel

- This information concerning your student’s emergency contact is only being used as a verification tool. A combination of First Name, Middle Name, Last Name, Home Phone, Cell Phone and the entered address will be used as search criteria so duplicates are not being created in the database.
- Address Line 1 – the house number and street name
- Address Line 2 – the city and the two letter abbreviation for the state separated by a comma and zip code
- If you do not know the mailing address of your emergency contact you can just type the city in Address line 1 and the state in Address line 2 or the word *Unknown* in both.
- Click Save/Continue

Adding Additional Emergency Contacts

First Name	Last Name	Gender	Completed	Record Type
Bruno	Canine	M	✓	Existing
Connie	Canine	F	✓	Existing

This list of Emergency Contacts should only include individuals who are available to or can arrange for pick-up for all students in the household. Identifying the different Emergency Contacts for each student will be done by you [Description of Add Emergency Contact](#)

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

✓ - Indicates that person is completed.

Add New Emergency Contact

Back Save/Continue

- REMINDER: add all emergency contacts for all students now
- When all emergency contacts have been entered click Save/Continue

STUDENT:



“Students” are those persons residing in your household who are of an age that they would be eligible to attend a Davenport Community School, K-12. Please *do not* use this process for preschool aged children.

Once you are in the Student information section there are several sub-sections. Always use the ‘Next’ button to proceed. Do not click on the individual section tabs.

Nickname

Next ▶

Ethnicity/Race

Tribal Enrollment

Relationships - Parent/Guardians

Student Demographic Information

Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the t your student has two last names, please enter both in the box marked "last name". Please enter both names without :

First Name *

Middle Name *

If no middle name, please enter "None"

Last Name *

Suffix *

Nickname

Student Cell Number () -

Student Email Address

Gender *

Birth Date *

Enrollment Grade *

The only fields you will be allowed to add information to or edit are:

- **Middle Name** (if not already entered)- required If they have no middle name please type 'None'
- **Nickname** - if the student has a preference to being called by that name rather than their given first name. This also could be used if your student prefers to be called by their middle name, retype the middle name in this box.
- **Student Cell Number** – Not required. This is for a cell phone that belongs to the student. *Do not* repeat a parent cell phone number here. This information will only be used for high school students.
- **Student Email Address** – Not required. This is for an email address belonging to the student. *Do not* repeat a parent email address here. This information will only be used for high school students.
- **Enrollment Grade** – the next sequential grade for the student. If they left their previous school in 4th grade and you are enrolling for a new year, you would select 5th. If they left their previous school in 4th grade and you are registering mid-year you would select 4th. This is also required.

Note: When reporting student information to the State of Iowa there can be no non-text characters in the first, middle, or last name. If your student's name contains any non-text characters, please remove it/them and replace with a Space. This includes what would normally be a hyphenated last name.

~ ` ! @ # \$ % ^ & * () _ - + = { [}] \ | : " ; ' < > ? , . /

- Along with student demographic information you will be asked these 2 questions:

Does the student have a current IEP?*

Yes

No

Does the student have a current 504?*

Yes

No

If your student had an IEP or 504 plan last year please answer these questions 'Yes'.

- When you have completed the verification / edit click Next.

Student Ethnicity / Race

▼ Ethnicity / Race

This is a federal requirement that distinguishes between Ethnicity of Hispanic or Latino ethnicity and then your race. Race is

Is Hispanic/Latino *

*Please check all that apply. At least one is required.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

- This will populate based on what is already in Campus for your student. If you need to make changes please use your Portal account for updates.

Language and Country of Origin for English as a Second Language Students

THIS IS ONLY FILLED IN FOR STUDENTS WHO DO NOT SPEAK ENGLISH AS THEIR FIRST LANGUAGE

▼ Language and Country of Origin for English as a Second Language Students.

Families who speak English as their first language should continue to the next screen. These questions are designed for our many students who do not speak English as a first language.

Student Language
Parent/Guardian Language
Country of Origin:
Date enrolled in U.S. School:

- **Student Language** – language the student is most comfortable speaking
- **Parent Language** – language the parent is most comfortable speaking
- **What was the first language spoken by student** – language the student was taught to speak from birth
- **Has your child ever received English as a Second Language (ESL / ELL) services** – at any previous school has your student been enrolled to receive English Learning services?
- **Country of Origin** – Country where the student was born
- **Date enrolled in a US School** – the date this student enrolled in school in the United States the very first time whether in Iowa or in another state

Student Previous Schools (Add-a-Student Only)

If you are a current family adding a New Student you will see a new screen for Previous Schools attended. If you are reenrolling current students this information will not appear. Please only complete this screen for your new student.

Student Tribal Enrollment

▼ 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

- This is only for students who are enrolled in a **United States Tribe**. If this box is marked you may be asked for tribal enrollment information pertaining to this student.
- Click Next

Student Relationships Parent / Guardians

▼ Relationships - Parent/Guardians

* This field is required

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

Name	Relationship*	Guardian	Mailing	Portal	Email	Secondary Household	Contact Sequence*	OR	No Relationship
Kerensa Russel	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>
Craig Russel	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		2		<input type="checkbox"/>

Description of Contact Preferences

Guardian - Marking this check box will flag this person as legal guardian to the student. Non-parent guardians are only those considered "legally responsible" for the student. Court orders will be needed by the district to add "guardians" other than parents.

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

Portal - Marking this check box will flag this person as an active portal account holder. This person will be able to view student information within the portal for this student once a portal account has been established.

Email - 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. The relationship will be ended if one existed in our records.

Relationship options:

- **Mother/Father** - biological or adopted parent whose name either appears on a birth certificate or could appear on a birth certificate
- **Step-parent** - typically is not a legal guardian to a student unless parental rights of a biological parent have been terminated or released and that step-parent has legally adopted the student or has been appointed by a court as a guardian.

There are several different types and definitions of "Guardianship", however pertaining to Iowa Law and Statute all types of "Guardianship" requires a legal proceeding and all 'guardians' are appointed at such proceedings. An individual who is an adult that resides with a minor child may not meet the Iowa definition of "Guardian". The Iowa State Website (www.state.ia.us) offers a link to Guardianship & Conservatorship in Iowa where the definition of Guardian is quoted as: "**Guardian** (also called Guardian of the Person) A person appointed by the court to make decisions for the person of the ward about nonfinancial matters such as medical treatment, education, living arrangements, etc."

- **Guardian/Court Custodian/Foster Parent** - a person in the foster care system, or a family member who is granted legal guardianship through a court or who has been given temporary power of attorney to care for a student when a parent is unable to do so.
- **Aunt/Uncle/Grandparent** - has been granted legal guardianship or temporary power of attorney and has taken legal responsibility for a student
- **Other Female/Other Male** - are not to be entered as a "Parent." Other Female/Other Male are used for other shared-residence relationships not otherwise defined in the drop down menu. These persons should be associated with the student as an Emergency Contact living in the household.

Contact Preferences / Sequencing:

- **Guardian** – Marking this checkbox indicates that this person as one who is *legally* responsible for the student.
- **Mailing** – Marking this checkbox will allow this person to receive mailings for the student.
- **Portal** – Marking this checkbox will allow this person to be able to view student information within the portal for this student *once a portal account has been established*.

- **Secondary Household** – if you check this box the information you entered in the parent guardian screen will be used to create a secondary household for the non-household parent and place the selected student in that household. This will be in the system as a secondary household for that student.
- **Contact Sequence** – Adding a sequence number on contacts will prompt district staff to contact persons in the order that you specify.
- **No Relationship** – Marking this checkbox will indicate that this person does not share a relationship to the student. *If a guardian parent has left the residence this is how you would address that issue.*

Student Relationships – Emergency Contacts

▼ Relationships - Emergency Contacts

Name	Relationship*	Contact Sequence*	OR	No Relationship
Bruno Canine	Emergency Contact			<input checked="" type="checkbox"/>
Connie Canine	Emergency Contact	2		<input type="checkbox"/>
Prissy Feline	Grandparent	1		<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.



- **Relationship:** There are several ‘relationships’ you can choose for each contact you are associating to your student(s) please choose the appropriate relationship understanding that anybody listed in this screen and associated to this student *will be called if needed in the event of an emergency*. If the contact has no family association to the student nor are they a child care provider please use Emergency Contact rather than other female/other male.
- **Contact Sequence** - Allows district staff to contact these persons in the order that you specify.
- **No Relationship** – This is where you can end relationships of current contacts you no longer want associated to your student, i.e. they have moved away, passed away, or circumstances within relationships have changed. In the example above I have ended the relationship between the contact and Bruno by removing the Contact Sequence number and checking the box No Relationship.
- **REMINDER:** Emergency contacts are adult persons who can be available to or can arrange for pickup of a student in the event of an emergency when the parent/guardian cannot be reached and are from the local area and can reach the student’s school within 30 minutes or less **OR** have the ability to contact the parent in the event of an emergency. *At least one is required for each student.*

Student Health Services

Emergency Information

▼ Health Services - Emergency Information

Name of Doctor

Doctor's Phone () -

Name of Dentist

Dentist's Phone () -

Name of Therapist or Counselor, if any

Therapist's/Counselor's Phone () -

Date of last physical:

Date of last dental exam:

Date of last vision exam:

Please note that student athletes will require a [physical](#) be completed and returned to school prior to beginning play.

[Immunizations](#) and Lead Screening are required by the State of Iowa for students entering Kindergarten.

[Dental Screening](#) is required by the State of Iowa for students entering Kindergarten and 9th Grade.

◀ Previous ▶

- Immunizations, including the T-Dap Booster; lead screens, dental exams, and student physicals are required by the State of Iowa at certain times during your student's educational experience. Please click on any of the provided links for more information and forms needed to take to your doctor/dentist
- Click Next

Medical or Mental Health Conditions

Current Health Condition

- If your student had a health condition last year, that condition will show up on this screen. It is required that you indicate if the condition is Current or Not Current by clicking on the appropriate response.

No medical or mental health conditions

OR

Existing Condition* <input type="text" value="Asthma"/>	Condition Status* <input type="radio"/> This condition is current <input checked="" type="radio"/> This condition is NOT current
Existing Condition* <input type="text" value="Allergy other"/>	Condition Status* <input checked="" type="radio"/> This condition is current <input type="radio"/> This condition is NOT current

New Health Condition

- If your student had no health conditions from last year you MUST either choose "No medical or mental health conditions" **OR** select Add Condition.

No medical or mental health conditions

OR

- Once you click on Add Condition you will be given a Condition List drop down to select from. Include any comments and instructions for that specific condition – this is required. If there are no comments or instructions please type in the word ‘None’.
- If your student has more than one condition, continue to click on Add Condition until all appropriate conditions are listed for that student.
- If your student has a specific condition which is not listed please select ‘Other Health Concerns’ and in the field for Comments and Instructions type in the name of the condition and any other comments or instructions
- There is a box for entering any hospitalizations, surgeries, or serious illnesses or injuries current or past that you feel the nurse should know about. These are things beyond the condition(s) you have already listed.

Current Health Conditions

If your student had a health condition last year, that condition will show up on this screen. It is required that you indicate if the condition is Current or Not Current by clicking on the appropriate response.

Medications

- You MUST mark “No medications” **OR** click on Add Medication. Please include ALL medications your student is taking whether at home or at school. You will have the option under Where Taken to indicate those taken at school.

No medications

OR

Add Medication

- Once you click on Add Medication type in the name of the medication your student receives.
- Under Where Taken indicate whether the medication is administered At Home, At School or Both
- Select Medication Type as Daily, Emergency, or As Needed.
- Please add any additional Comments and Instructions for the school nurse.

Student Release Agreement – Media

▼ Release Agreement - Media

We ask for your permission to use your student's name, statement(s) and image to celebrate the accomplishments of your child and their school in various [media projects](#).

- Yes - I consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.
- No - I do not consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.

◀ Previous Next ▶

Please mark ‘Yes’ or ‘No’. There is a provided link for more information on ‘media projects’.

Student Release Agreement – Directory Information

▼ Release Agreement - Directory Information

The primary purpose of [Directory Information](#) is for school/district publications and website. This information may also be disclosed to outside organizations such as yearbook publishers and other educational partners. The law allows for release of student information to officials with a legitimate educational interest such as contractors, consultants, volunteers, or other parties the District has contracted with to provide institutional service(s) or function(s). The District may release student information for this reason or any other reason permitted by law.

I give permission for the District to release this information.*

Yes
 No

- You must select 'Yes' or 'No' for directory information. There is a provided link for more information on 'directory information'.

Student Release Agreement – Military and College recruitment

I am aware the district must also provide access to military recruiters and colleges and universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups.

Military Recruiters (please check if you object to this information being shared):

Do not release my student's information to military recruiters at any time.

Colleges, Universities or Institutions of Higher Learning (please check if you object to this information being shared):

Do not release my student's information to colleges, universities or other institutions of higher learning at any time.

◀ Prev Next ▶

- Davenport schools will release student information to both military and college recruiters. These are persons who want to introduce your student to military careers, colleges, technical institutions, and universities.
- You can deny one and accept the other, you can accept both, or you can deny both.
- Check only if you *Do Not* want your student introduced to military careers, technical institutions, colleges, and Universities.
- Click Next

Student Release Agreement – Technology

▼ Release Agreement - Technology

* I agree to the [Technology Acceptable Use Policy](#).

You are now complete. Please click save to add a new student or click save then save again to finish.

◀ Previous

Save/Continue Cancel Delete

- In keeping with educational needs and curriculum advancements, Davenport Community Schools has integrated several layers of technology into the student learning environment.
- It will be imperative that your student use this technology (computers, software, internet, etc.) several times a week if not daily based on grade and courses taken.
- You must read and agree to the Technology Acceptable Use Policy. If you do not, you will not be allowed to continue.
- Click Save/Continue
- You have finished all required fields and sections for this student

Adding Additional Students

First Name	Last Name	Gender	Completed	Record Type
Topper	Feline	M	✓	Existing
Gunner	Feline	M	✓	Existing

This list should include all school- aged youth in your household in Kindergarten through 12th Grade Villages.

Description of Add Student

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 have been returned to the first Student screen where you can select other students to review and/or edit OR to add a new student.
- If /when you are done verifying and/or editing the student information click Save/Continue to finish the registration process.

NOTE: Though this may be a time consuming process for the first student, it becomes a much easier process for additional students.

Completed

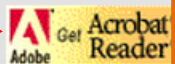
Completed

Once you have completed the registration process, and confirmed all information herein is accurate, please click the submit button below. Once the application has been submitted for staff verification and approval, you will not be able to modify this data.

Submit

Back

[Application Summary PDF](#)



- You are provided with a link to a PDF (must have Acrobat Reader on your computer; if you do not, a link to **download Acrobat Reader** has been provided)
- If you have opened this document on your computer you already have Acrobat Reader.
- Click Application Summary PDF** to preview the information you have entered for all parents, all emergency contacts, and all students. If all is accurate please click on Go to Submission Page
- If you find errors and wish to correct it, click **Back**

Editing your registration information



- Choose from the top guide bar the section where the missing or erroneous information is and correct it.
- If the incorrect information is concerning a parent, emergency contact, or student you will need to *click on their name* and progress through the sections using the 'Next' button until you find the erroneous or missing information and update it.
- You will need to then continue clicking the 'Next' buttons until you come to the Save/Continue at the end of that section.
- Your registration *will not submit* if any parent, student, or emergency contact is highlighted in Yellow
- When all missing, incomplete, or erroneous information has been fixed continue clicking on the Save/Continue at the bottom of each section page until you return to the Completed tab.

Finish the Registration Process

Once you have completed the registration process, and confirmed all information herein is accurate, please click the submit button below. Once the application has been submitted for staff verification and approval, you will not be able to modify this data.

Submit

Back

[Application Summary PDF](#)



- Be sure you have all persons and all information included prior to clicking on Submit. Like the screen states once the application has been submitted you *will not be able to modify* this data. When you click Submit it will give you yet another warning about not being able to go back into your registration to modify or add data.
- If you wish to add more information click Cancel
- If you are done click Submit and then OK
- Once again you will be given a link to a PDF summary of your household information. You should save or print this PDF for your records and to bring to Roundup or Registration. Close the web browser to exit.
- What you just created is now sitting in an information holding area where it will be reviewed to ensure your data will not duplicate data already in the system.

- Once all checks have been made, the data you provided will be written to the database and will be available for your boundary schools to see and manipulate.
- REMINDER: this only a first step in enrolling your student(s) into their boundary schools, designed to make the registration process much less time consuming. You will receive follow up emails with further instruction.
- Please note that any change in address would require verification through your school office by presenting a mortgage, lease or utility bill.
- If you have any additional questions this tutorial has not covered please feel free to call the district during regular business hours at (563) 336-5018.