Getting Started in DeKalb Public School

Supplement: **Confirming Registration Online** – Using the **Annual Verification** System



Version 8/20/2020

We will show you the steps to find and complete the system used for annual verification – confirming registration – online.

We include many screen shots, but not every section of the system is shown.



Online Annual Verification – What is it?

- For children who are already attending DeKalb public school (who were registered before)
- At the start of each year, you confirm your child's registration
- You confirm information like emergency contacts
- You submit a proof of residence



Online Annual Verification – Getting Ready

You need:

- 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.



Annual Verification – Getting Ready

You need an electronic copy of your proof of residence

- Water, gas, or electric bill (no phone bill)
- Lease/Mortgage/Deed
- Affidavit of residence if you live with someone and do not have your name on these documents. Learn more here <u>https://www.dekalbschoolsga.org/online-registration/forms/</u>

You can download a bill from your provider as a file, or take a picture of a paper copy, etc.

Infinite Campus – Login

Start by going to this page:

https://campus.dekalb.k12.ga.us/campus/portal/parents/dekalb.jsp

Or access the Campus Parent Portal App

> Username and password

If you do not have an Infinite Campus Account, find more information here:

https://lakesidecluster.weebly.com/

	Campus Pa
eKalb County	Announcements
ent Username	Monday 08/10/2020 District Chromebook Check-In! STUDENTS: If you have a district Chromebook, go to the following website and click on "Chromebook Device Wellness Check" to perform a wellness check on your device:
Log In	https://www.dekalbschoolsgs.org/virtual-learning-support
orgot Password? Forgot Username? Help Log in to Campus Student Of	Wednesday 07/15/2020 Infinite Campus Parent/Student Portal 2020-2021 year student schedules and related data will be viewable to parents and students on August 10, 2020.
New User?	Sunday 08/02/2020 REMINDER: Clear your browser history, cookles, and cache! If you're experiencing infinite Campus issues or errors, try clearing your browser history, cookles, and cache by following these steps:
	 Log off of Infinite Campus, and then press and hold down the Ctrl-Shift-Delete keys while in Chrome or Firefox. Select Browsing History, Cookles, and Cache. For Time Range, select "All Time" or "Everything," and click Clear. After clearing your browser history, cookles, and cache, log back into infinite Campus.
	Monday 07/01/2019
	Portal Account Activation to get your new account activation code. You can use the same link
	to look up your user name. If you would like to install the Portal App, please click on Campus
	Portal App setup. If you need assistance, contact your local school and ask for the Portal
	Security Officer.

Click on the down arrow to the right for more info



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≡	Infinite Campus		ŵ	-
Mess	age Center	Message Center		
Today Calen Assig Grade Grade Attend	/ dar nments es e Book Updates dance	Announcements (1 new) Inbox Surveys District Announcement NEW Monday 08/10/2020 NEW District Chromebook Check-In! STUDENTS: If you have a district Chromebook, go to the following website and click on "Chromebook Device Wellness Check" to perform a wellness check on your device: https://www.dekalbschoolsga.org/virtual-learning-support	Click on "More"	
Respo Docur	onsive Schedule ments	District Announcement Wednesday 07/15/2020 Infinite Campus Parent/Student Portal 2020-2021 year student schedules and related data will be viewable to parents and students on August 10, 2020.		
		District Announcement Sunday 08/02/2020 REMINDER: Clear your browser history, cookies, and cache! If you're experiencing Infinite Campus issues or errors, try clearing your browser history, cookies, and cache by following these steps:		Tuster C

Message Center	More			
Today	Address Information		Quick Links	
Calendar	Address Information		QUICK LINKS	
Assignments	Important Dates	>	DeKalb County	
Grades	Lockers	>	Mobile Portal Support	
Grade Book Updates	Transportation	>	SLDS Portal	Click on
Attendance	GTID	>		"Annual
Schedule				Verification"
Responsive Schedule	Annual Verification	>		

More



Infinite Campus I Online Registration		
Please select from the following: Register student(s) who are currently enrolled in this district. OR Register Click here to go to Existing Student Registration	student(s) who have never been enrolled in this district. Click here to go to New Student Registration	Click on "Existing Student Registration"





Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue Note: Save you can modify application and update documents later – with application id. Submit is the FINAL application and know additional changes to application or documents.

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.

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.









Application Number

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يرجى تحديد لغتك المفضلة

অনুগ্রহ করে আপনার পছন্দের ভাষা নির্বাচন করুন।

Please pick your preferred language.

Veuillez choisir votre langue préférée.

कृपया अपनी पसंदीदा भाषा चुनें ।

आफ्नो भाषा चयन गर्नुहोस्

Fadlan dooro luuqadaada aad doorbiday

Por favor, elija su idioma preferido.

Vui lòng lựa chọn ngôn ngữ ưa thích của quý vi.

Select your preferred language

Please note: Some pages may only be partially translated if you select a different language



	Warning		
	Please enter an electronic signature		
Infinite Campus Online Registration		cation Nur	
التربية वाश्ला English Français हिन्दी नेपाली Sooma	Confirm		Type your
Welc Velc Please type in your below.			name
By typing your name into the box above you attest the authenticated into this application or an authorized up you are entering/verifying is accurate and true to the	at you are the person ser of this according the data		
A CONTRACTOR *			
Please sign on the line below.			
			Write your name
			by drawing with
Clear			cursor or using touch screen





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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.

Note: Required fields are marked with a red asterisk, and the district with 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+xxxxx.

If you need assistance, please call 678-676-0998 during business hours.





Application Number

number

Helpline

Click "Next" to go to the next part on the same page. Here it opens "Home Address"



▼ Home Address	
Your address as listed in the portal	
Cas. Electric. Water only a no phone bill	ew re
Please provide one of the following as proof of residency:	Click on one of
Affidavit (including affidavit, homeowner ID, lease/mortgage statement, utility bill, parent mail)	these buttons to upload your proof
	of residence
Previous Next	
→ Mailing Address	
Save/Continue	

Here you will look for and upload the file (or image) with your proof of residency from your computer or device.



tes a require <mark>udent(s) Pri</mark> ent/Gua	ed field imary Household rdian	▼ Parent/Gu	ardian OEme	rgency Contact	Student	"Edit/Review" when yellow
t Name	Last Name	Gender	Completed	Record Type		
	Contraction of the	F		Existing	Edit/Review	
1.4.4		м		Existing	Edit/Review	
se list all prim	ary Parent/Guardian's in	this area.				
<mark>ow</mark> - Indicates	s that person is missing re	equired information	. Select the highlighted	row to continue.		
Indicates that	person is completed.					





ampus Online Registration				Applicatio	n Number
dicates a required field					
Student(s) Primary Household	▼Parent/Guardian	Emergency Contact	Student	! Completed	
rent/Guardian Name:					
Demographics					
Contact Information					
Have you moved in order to work in and Yes No No Next	ther city, county, or state in t	he last three (3) years?			means "moved for work"
Military					
Cancel Save/Continue					











Lakeside Cluster Summit

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. Enter the student's name exactly as it appears on the birth certificate. If your student has two last names, enter both in the box marked "last name". Please enter both names without a dash in between.



Note: When a child does not have a social security number, the system uses 000-00-000



again by 7th grade

Lakeside Cluster Summit

information

Health Services - Emergency Information

- Health Services Medical or Mental Health Conditions
- Health Services Medications
- Medical Forms
- Release Agreements

Media

- 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 projr

Technology

I agree to the Technology acceptable use policy.

Internet Acceptable Use

Technology Acceptable Use Agreement

Military

- O Yes I do wish to consent for Military personnel to obtain my child's information.
- No I do NOT wish to consent for Military personnel to obtain my child's information.

Higher Education

- Yes I do wish to consent Higher Education personnel to obtain my child's information.
- O No I do NOT wish to consent Higher Education personnel to obtain my child's information.

Previous

Cancel Save/Continue

Needed for using Chromebook, Internet access in the school, etc.











Application Number

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.
<u>Application Summary PDF</u>

Done! You can download a copy if you haven't



End of Supplement We hope this was helpful

To learn more about

- Setting up Infinite Campus
- Finding student information in Infinite Campus

Go to

https://lakesidecluster.weebly.com/

I his presentation was brought to you by the Lakeside Cluster Summit Communications Committee. We are a volunteer organization helping parents in the cluster of schools that belong to Henderson Middle and Lakeside High.

