



FORT DODGE COMMUNITY SCHOOLS

**ONLINE
REGISTRATION
GUIDE**

FOR RETURNING FAMILIES

On-line Registration Guide for Returning Families

This guide is for families who have students currently enrolled in the Fort Dodge Community School District. If you have questions during online registration, please contact our Central Office at 574-5454. If your student is not currently enrolled in the Fort Dodge Community School District, please come into the Central Office located at 104 S 17th St.

To begin online registration, you must log into your parent portal and use the inline registration link found in the lower left corner. If you cannot remember your username and password, please use the "Forgot your username?" or "Forgot your Password?" link found on the login page of the portal. If you still have issues you may contact the Central office at 574-5454.

Getting Started

Visit <https://www.fdschools.org/> and click the Infinite Campus Portal link to be directed to the parent portal login page. Log into your account and click on the Online Registration link.

Please take a moment to review that all of your students are listed and that you are selecting the appropriate registration year. Then click Begin Registration. You will then be prompted to review the authentication application agreement. Enter your first and last name and draw an electronic signature to indicate your authorization to enter the data regarding the student(s) in the application and then click submit.

The online registration application will pull your data from the school's database into your application. It should take Approximately 15-20 minutes to review and update any changes depending on the number of students in your household. You must review or complete every pleat in each section before clicking on Save/Continue to proceed to the next section.

If the name of a parent, emergency contact or other household member. Or student is highlighted, you will have to review the information. You should review each pleat in the section until you reach the end to make sure all required information is entered. The blue Save/Continue button will save your work from each section, but you will be unable to save until you have each completed each pleat in the section.

Student(s) Primary Household

1. Home/Primary phone
 - Review/ Edit the House/Primary Phone
 - This can be a home number or cell phone, whichever you prefer to be the main number for your household.
 - Set your contact preferences for this phone number. PLEASE NOTE: a text message will not always be sent for every call.
 - Click next to continue
2. Home Address
 - If the address is current, continue on to upload your verification document.
 - If the address is no longer current, check the box. Enter a date for the address change, and add your current address.

- You will be required to provide proof of residency. To upload this, click on the blue upload proof of residency button and follow the prompts to upload.
 - Click next to continue.
3. Mailing address
- You can choose to receive mail at your primary address, or at another location such as a P.O. Box or a place of business.
 - If you do not have a separate mailing address, leave the box checked and click Save/Continue.
 - If you do have a separate mailing address, uncheck the box, and enter the mailing address. If you are using a P.O. box, click the box next to Post Office Box and only fill in the number, city, state, zip code, and country.
 - Click the blue Save/Continue button.

Parent/Guardian

Parent/guardian(s) in this section should only those who are legally responsible for the student(s). Only the parent/guardian that live with PRIMARILY should complete an online registration application. Families who share custody, but do not live together, should only submit one application. Parent/Guardian(s) who do not reside in the household should also appear here in the online application. Parents who the child do not reside with for any length of time will appear as a non-household relationship later in the application.

If the parent/guardian is highlighted in yellow, information is missing or needs to be reviewed. Click on the names(s) to enter the missing information. When you are finished, click on the Save/Continue button to continue to the Emergency Contact section.

1. Demographics
 - Review then name, gender, and date of birth for this parent/guardian. If any information is incorrect, please contact the Central Administration office at 574-5454 to change.
 - If this parent/guardian no longer resides at the same address, uncheck the box that says please check this box if this person lives at the address listed below.
 - Either enter the new address and phone number, or check the box noting that they will not provide an address for this parent.
 - Click next to continue.
2. Contact Information
 - Existing contact information will be listed here. Review and edit as necessary. Enter a vail email address here or check the box if you do not have an e-mail address.
 - You may decide to uncheck any numbers that you do not want to receive automated calls at.
 - Click next to continue.
3. Impact Aid
 - Select the military status of the parent guardian from the dropdown list.
 - Click Save/Continue button
4. Click on any remaining parent/guardian if applicable to edit and review the data.

5. Add any new parent/guardian
 - You may click on the blue button to add a new parent/guardian
 - This step should not be necessary unless you are adding a new legal guardian. You may will be required to provide guardianship/custody paperwork when adding a new legal guardian.
 - Click the save/continue button.

Emergency Contact

The district requires at least ONE emergency contact, which cannot be a parent/guardian. If you wish to have a different emergency contact for each student, please enter all of them here. You can assign each emergency contact to a student in the student section of the online registration. You will be required to provide at least one phone number for each emergency contact, and you can provide their address. Their address will only be used to prevent duplicates from being created in the system. Click on the emergency contact's name to review existing information.

1. Demographics
 - Review the name, date of birth, and gender of the emergency contact.
 - Click next to continue.
2. Contact information
 - At least one phone number is required. If this emergency contact is a current parent/guardian of a current Fort Dodge Community School District student, their information will show in gray and you will not be allowed to change any existing contact numbers. That Parent/Guardian is responsible for updating their information in the database and should do so in their own online registration application. If you feel like this is a mistake and the person is not a parent or guardian of another student, please contact the registrar at 574-5454
 - Click next to continue
3. Verification
 - Entering an address is optional.
 - Click on Save/continue.

If you would like to authorize another emergency contact for this family, click on the blue add new emergency contact button. In the event of an emergency, if a parent/guardian cannot be contacted, you are granting permission to the people listed here to be called by the school, and granting the school permission to release your child to these contacts. Once all emergency contacts have been reviewed and entered, click the save/continue button.

Other Household Members

Do not include students that you are registering for school in this section. Do not include FDCSD students who live with you part-time as a secondary household, as these students will be included in their primary household's registration. Other household members are dependents in the primary household including younger siblings not of school age or older siblings not attending school. If any other household members are listed, click on their name (or the edit review button) to begin, if you do not have any other household members, simply click on the save/continue button to continue to the next section.

1. Demographics
 - If you wish to enroll this other household member as a student, please stop here. You Must contact the Central office at 574-5454. Failure to do this may result in the need to re-do the entire online registration process.
 - Click the Save/Continue button to continue to the final section of online registration.

Student

This section is for all students entering grades PK-12 that will be attending FDCSD. Click on the student's name (or the edit review button) to begin.

1. Demographics
 - Any demographic data that is grey cannot be modified though the online registration process. If any of this information is incorrect, please contact the registrar at 574-5454. All of the items with a red asterisk are required. Some questions will appear based on the student's grade level.
 - Click next to Continue
2. Race Ethnicity
 - If this data is incorrect contact the registrar at 574-5454
 - Click next to continue.
3. Relationships-Parent/guardian
 - Select the relationship option for each parent/guardian from the dropdown list.
 - Mark the checkboxes for if the parent is guardian, and should have access to mailing, portal and messenger.
 - Make sure a contact sequence number is assigned for each parent/guardian. This tells the school in what order to contact parent/guardian in case of an emergency.
 - Marking the no relationship checkbox will remove the relationship to this student. This box should not be checked for anyone who has legal guardianship of the student.
 - Click next to continue
4. Relationships- Emergency Contacts
 - Each contact should have a relationship type and contact sequence number.
 - Check the No relationship box of the emergency contact should be removed from this particular student.
 - Click the next to continue.
5. Relationships-Other Household Members
 - Each member should have a relationship type.
 - Click next to continue.
6. Health Services
 - Please add the child's Primary care Doctor.
 - Please add the Provides Phone number
 - Add Dentist & Phone number
 - Add insurance Provider or None if Uninsured
 - Click next
7. Health Service- Medical or Mental Health Conditions

- In this section you will be asked to enter information about your student's health. Review the list of medical or mental health conditions, and mark any appropriate checkboxes for this student.
 - If there are no conditions, mark the no medical or mental health conditions checkbox.
 - Enter any illness, Operation or accidents your child has had in the last year.
 - Enter any emotional, social or other conditions that might affect your child's performance.
 - List any other health concerns you would like the nurse to know about your child.
 - Click next to continue
8. Health Services- Medications
- If no medications are taken at home or at school, mark the checkbox for no medications.
 - If your child takes medications, either at home or at school, click on the blue Add Medication button.
 - Enter the information about the medication.
 - Click next to continue
9. Over The Counter Medication
- Please select any of the Over the Counter medications that can be administered to your child at school.
 - A total of 10 doses of over the counter medications will be given per year unless there is an order from a physician.
 - Click next to continue
10. Health Services Dental- (grades Kindergarten & 9th only)
- You can download the dental form to take to the dentist office.
 - Upload the completed dental form
 - If you do not have the dental visit done at the time of registration you may turn the completed form into the Central Office located at 104 S 17th ST prior to the start of school.
11. Health Services Vision- (grades Kindergarten & 3rd only)
- You can download the Vision form to take to the doctor's office.
 - Upload the completed vision form
 - If you do not have the doctor's visit done at the time of registration you may turn the completed form into the Central Office located at 104 S 17th ST prior to the start of school.
12. Health Services Immunizations- (grades Kindergarten & 7th & 12th Only)
- Upload the updated immunization record.
 - For the 2017-2018 school year, and all future school years, all students entering, advancing or transferring into 7th grade and born after September 15, 2004, will need proof of one dose of meningococcal conjugate vaccine (MenACWY). All students entering, advancing, or transferring into 12th grade and born after September 15, 1999, will need proof of two doses of meningococcal (A, C W, Y) vaccine (1 dose received on or after 16 years of age); or 1 dose if received when the student was 16 years of age or older.

- If you do not have the doctor's visit done at the time of registration you may turn the completed form into the Central Office located at 104 S 17th ST prior to the start of school.
13. Emergency Release
- Please read the release statement and type your name as your electronic signature that you agree.
14. Release Agreements
- Check the box for the media release
 - Grades 7-12 will need to check the box that they have read the computer loan agreement
 - Parents will need to sign for the agreement
 - Click next
15. Computer Damage/loss (grades 7-12 only)
- Read the terms of the Computer Damage/ Loss program
 - Select if you wish to participate in the program. If you select yes please be sure to add the optional fee when paying fees or you will not be enrolled in the program.
 - If you want the \$5 discount for the program you will need to include the Tech Modules ID you receive when you complete the videos. You can find the videos at <http://bit.ly/fdcscd-tech-modules>
 - Click Next
16. Transportation
- This tab will show you if you are eligible for transportation
 - If you are eligible you will be able to sign up by selecting yes or no your child would like to receive transportation.
 - You will have access to what bus your child will ride by logging into your parent portal account. This information will be available no later than Aug. 20th.
 - If you feel that the eligibility for the child is incorrect please contact our transportation dept. at 576-6151
17. Dodger Academy – (Grades 00-05)
- If you wish to sign up for Dodger Academy Select Yes – Please note the \$25 registration fee will get applied to your fees that night.
 - If you choose yes be sure to complete the Parent Responsibilities and Billing procedures tab
18. Health Services- Physical
- Please indicate if the child will participate in any sports
 - Select which sports you participate in (Football Only, Football and non-football or both football and non-football)
 - If no click next to continue
 - If yes you will need to complete the following forms: Sports Concussion, Sports Student Conduct, Sports Medical Consent & Football or Non football releases.

If you have any additional students, please repeat the same steps for each student. If the students name, gender, grade and school is highlighted in yellow, it means there is missing information. You will need to click on that student to review the student section and complete any missing items. Once all students have been edited and reviewed, click the blue save /continue

To complete your application, you must click the red submit button. Once you submit your application, you can no longer make changes to the application, if you need to go back and review the information, click on the blue back button.

The final registration screen reminds you that you still need to log back into your Campus portal and pay your fees and Apply for Free or Reduced lunches if applicable.