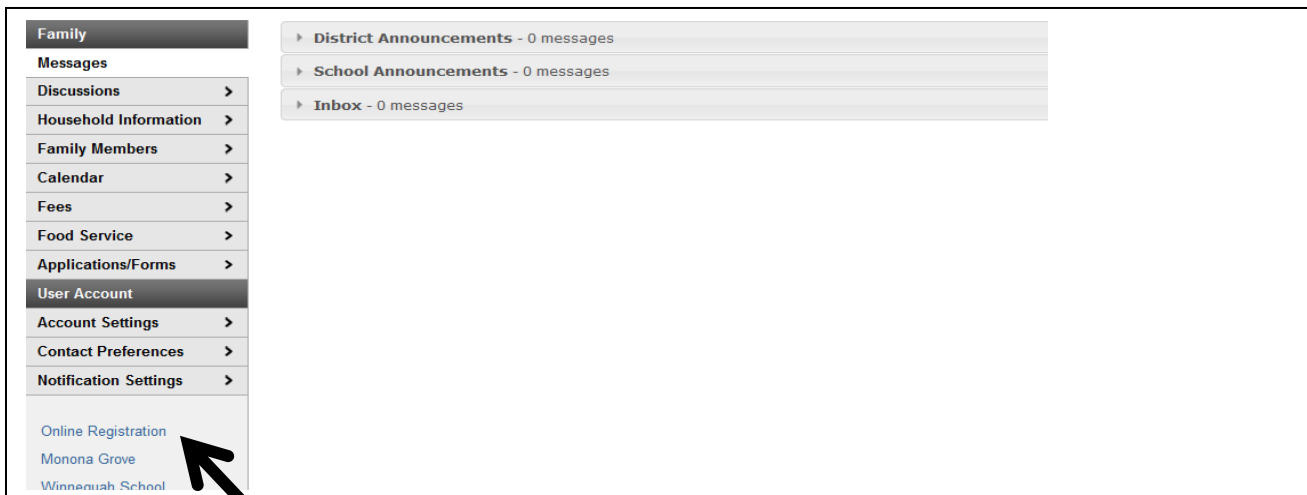


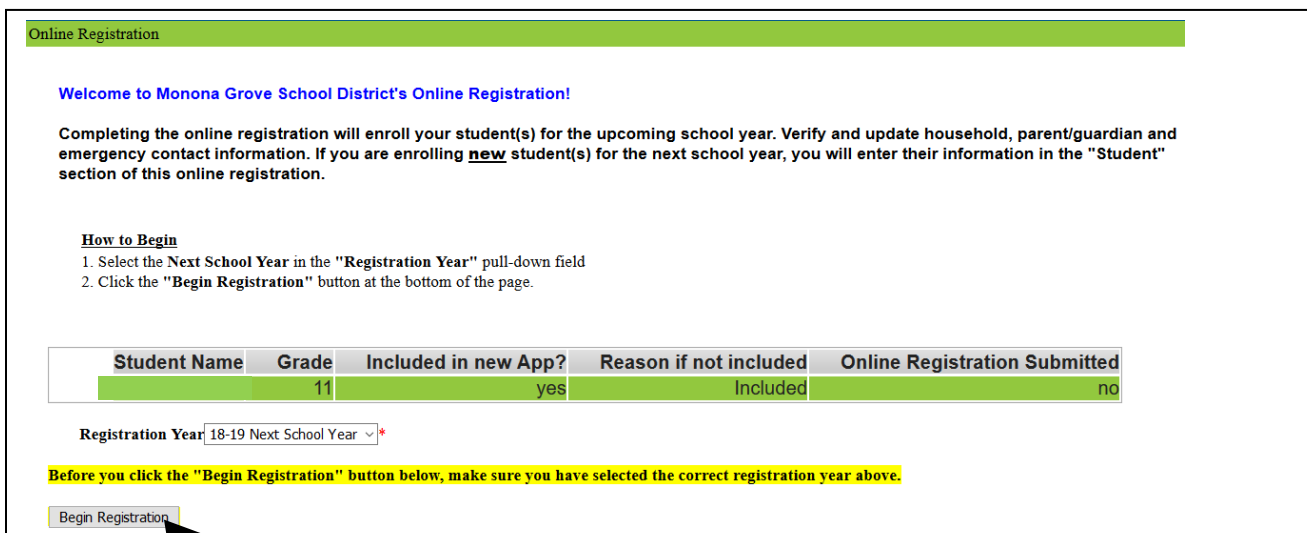
Online Registration for Families of Currently Enrolled Students

In May, we require parents of currently enrolled students to register their students for the upcoming school year using the online registration link located in their Infinite Campus Parent Portal. In cases where there is a split household, only the guardian in the “**primary**” household will be able to register students. This is to avoid duplicating students, and their information.

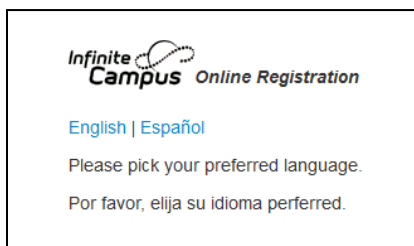
1. Log into the Infinite Campus Parent Portal.



2. Click the [Online Registration](#) link located in the bottom left corner in the Parent Portal.
3. The **Currently Enrolled Student Registration** welcome page will open. You will see a list of your students who are currently enrolled.



4. Click **Begin Registration**.
5. The Language Preference screen will appear. Select your preferred language to complete the application.



6. The “Authentication” page will then appear. Please type your full name in to verify you are the authorized person for the user account.

Type your first and last name in the box below to authorize the start of the online registration. The data you enter and verify should be accurate and true to the best of your knowledge.

Type your Name Here

7. The **Welcome to Monona Grove School District’s Online Registration** screen will appear.

Welcome to Monona Grove School District's Online Registration.

* Required fields are marked with a red * asterisk .

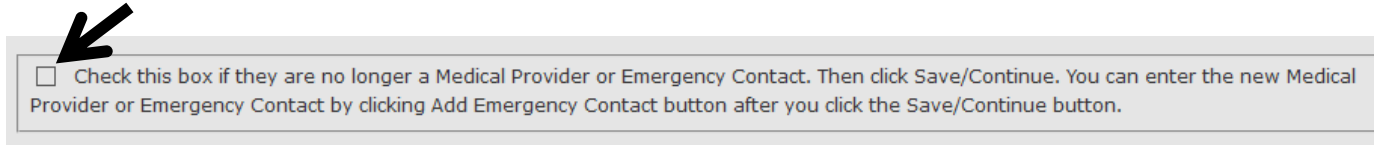
* **Make sure you click the Save/Continue button to avoid losing information you already entered.**

* If you need assistance call the District Registrar at (608) 316-1920 during regular business hours. If Registrar is not available leave message and someone will get back to you as soon as possible.

8. Click **Begin Application**. Information will upload into the online registration application.
9. The first screen will contain household data (home phone number, address, etc.) Please read the directions in each topic area. Review the uploaded information and make any necessary changes. Click **Next** to move to the next section.
10. If your primary address has changed, enter the new address in the Student(s) Primary Household Address area. Proof of residence is required for the new address. You may upload a copy of your proof of residency to the online registration or email a copy to the District Registrar <mailto:kathleen.oshea@mgschools.net>
11. Click **Next** to move to the next section.
12. Once you complete each section click **Save/Continue** to move to the next tab. Make sure you click the **Save/Continue** button to avoid losing information you already entered.
13. You will navigate through each tab listed below to review household, parent/guardian, emergency contacts, younger siblings and student information.



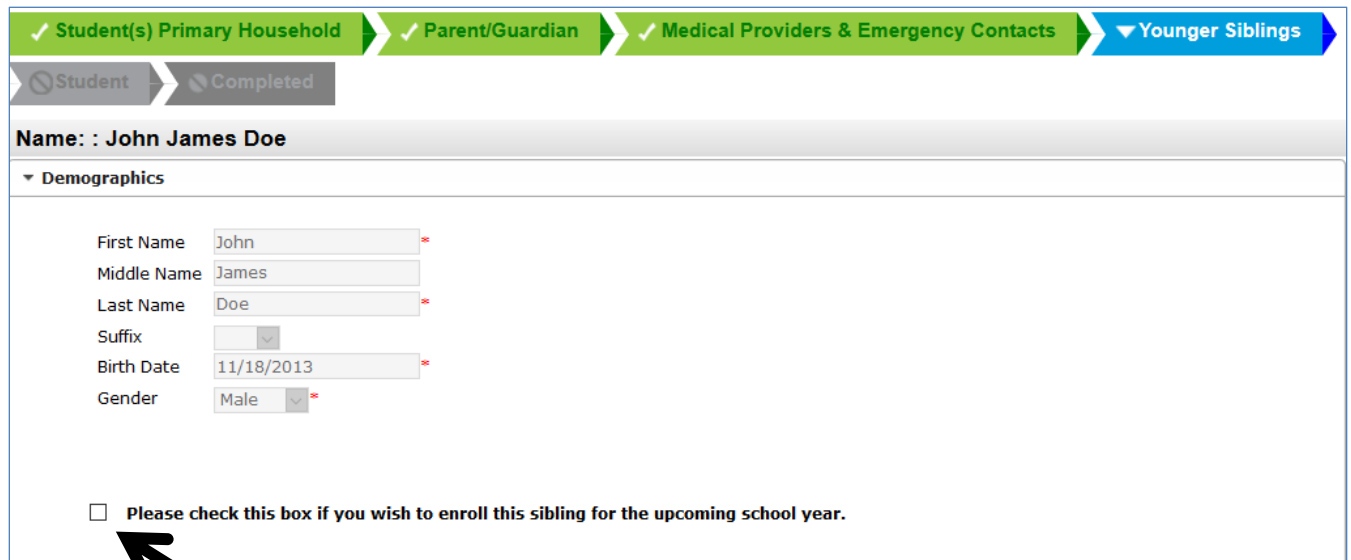
14. Make sure to verify/update your student's emergency contacts including their doctor, dentist and hospital preference in case there should be an emergency. If you no longer want a current emergency contact, check the box at the bottom of the page.



Check this box if they are no longer a Medical Provider or Emergency Contact. Then click Save/Continue. You can enter the new Medical Provider or Emergency Contact by clicking Add Emergency Contact button after you click the Save/Continue button.

An arrow points to the checkbox from the left.

15. The **Younger Siblings** tab should include children who are living in the same household and should not be enrolled for the upcoming school year.



The screenshot shows a registration progress bar with four steps: 'Student(s) Primary Household', 'Parent/Guardian', 'Medical Providers & Emergency Contacts', and 'Younger Siblings'. The 'Younger Siblings' step is highlighted in blue. Below the progress bar, the student's name is 'John James Doe'. Under the 'Demographics' section, there are input fields for First Name (John), Middle Name (James), Last Name (Doe), Suffix (dropdown), Birth Date (11/18/2013), and Gender (Male). At the bottom of the form, there is a checkbox with the text: 'Please check this box if you wish to enroll this sibling for the upcoming school year.' An arrow points to this checkbox from the left.

16. If you wish to enroll a younger sibling into school please mark the check box. The child will be added into the application as a Student.
17. In the **Student** area of the application you will be asked to pick an Attendance School after you enter your child's Expected Enrollment Grade. Please select the Expected Enrollment School. Monona Grove School District will make the final attendance school placement decision.
18. In the **Student** area closely review **Health Services** information to make sure any current conditions and/or medications are listed.
19. Submit the registration application after you have reviewed and updated each area. Your student's registration is completed once you submit the application.
20. You will receive an email when the online registration has been processed.

Thank you for completing Online Registration for the upcoming school year!