



Washoe County School District

Every Child, By Name And Face, To Graduation

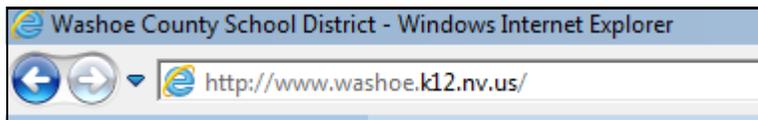
**Welcome Parents/Guardians to
WCSD
Online Registration
for New Students
Enrolling in
Washoe County School District**

WCSD Mission

To create an education system where all students achieve academic success, develop personal and civic responsibility, and achieve career and college readiness for the 21st century.

Welcome to online registration. This registration process eliminates filling out numerous forms for each student and is the first step in enrolling your student into school.

- To start online registration, parents/guardians will go to the WCSD Website, www.washoe.k12.nv.us.
- On your home computer or Kiosk computer at the school site, type in www.washoe.k12.nv.us in the address bar. This process works best when using Internet Explorer or Firefox as your browser.



- Click on the **Parents** tab



- Click on the Infinite Campus Online NEW Student Registration icon. You will automatically go to the online registration window where you will begin the process of online registration.

***Infinite Campus
Online NEW Student
Registration***

Make sure to input all information in CAPITAL letters.

- Input your First Name, Last Name, Email Address and Verify Email Address in the appropriate fields.

Online Registration

*
Please complete the information below to begin the registration process.

First Name *

Last Name *

Email Address *

Verify Email Address *

Please type in the two words you see displayed in the image below

NOTE: A parent/guardian who does not have an email address may use registration@washoeschools.net for registration purposes. The secretary at the school site will retrieve the returned email so the parent/guardian can continue with registration.

- Type in the words found in the image on your screen. If you can't read the image choose another image by clicking on the reload button.



reCAPTCHA™
stop spam.
read books.

Instructions

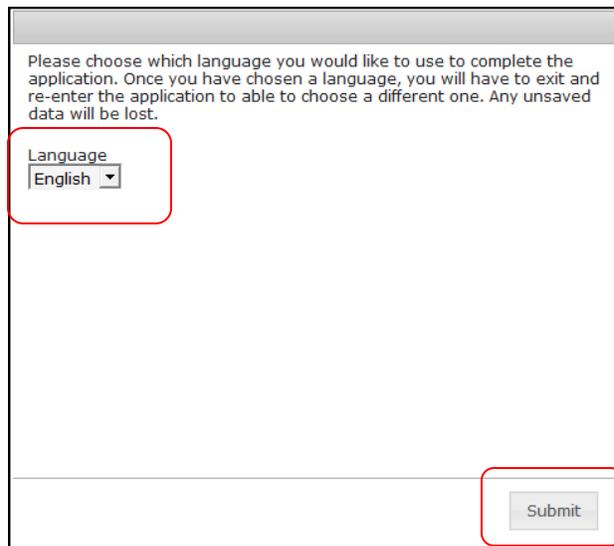
- Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service.
- If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words.
- Visually impaired users can click the audio button to hear a set of words that can be entered instead of the visual challenge.

- Select 

- This message will appear.

Thank you for starting the Online registration process.
The email address you entered will receive an email shortly.
That email will contain a link that will lead you to the official registration page. Thank you

- Go to your personal email and open the email from “Donotreply@washoeschools.net”. (Save this email, do not delete it. You can exit online registration (OLR) at any time. To get back into the OLR go back to your saved email and click on the link. It will take you back to your document.)
- Open the email and click on the secure link provided.
- Choose the language in which you would like to complete the application, either English or Spanish.
- Click **Submit** to go to the next step.

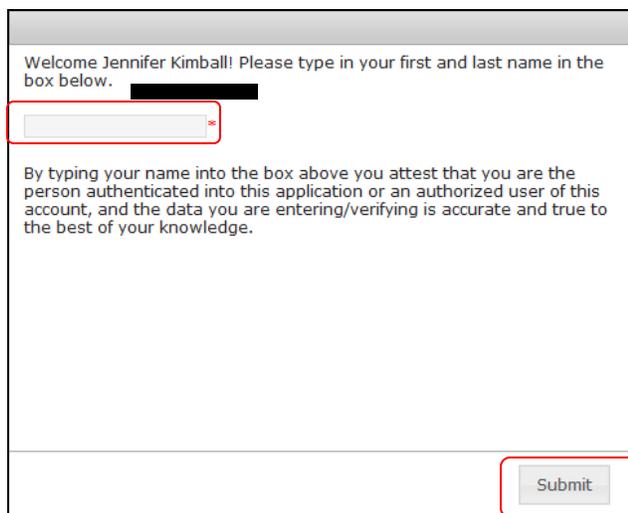


Please choose which language you would like to use to complete the application. Once you have chosen a language, you will have to exit and re-enter the application to able to choose a different one. Any unsaved data will be lost.

Language
English ▾

Submit

- Type your name in the box.
- Click **Submit** to go to the next step.



Welcome Jennifer Kimball! Please type in your first and last name in the box below. ██████████

By typing your name into the box above you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Submit

Household Information

PLEASE ENTER ALL INFORMATION IN CAPITAL LETTERS

All required fields with a red asterisk * must be completed for each section.

- Type in the Household (Home) phone number.
- Click **Next**

▼ **Home Phone**

Home Phone
 (775) 771 - 7406 *

Next ▶

▶ **Home Address**

▶ **Mailing Address**

Save

- Type in the Household (Home) address information. Only enter the physical address here, you will be able to enter a PO Box on the next screen.
- As you type in the address it will appear below “Your address as entered above” to help verify that the address is correctly entered.
- Click **Next**

▼ **Home Address**

*Please verify or add the information below. Please update any information that is incorrect.

Number 8888 *	Prefix E	Street SHELLEY *	Tag DR	Direction []	Apartment 5E
City RENO *	State NV	Zip 89509 *	County []		

Your address as entered above

8888 E SHELLEY DR 5E
RENO, NV 89509

◀ Previous
Next ▶

- If there is an additional mailing address such as a post office box, type in the PO Box information. To enter a PO Box mark the Post Office Box field, Box Number, City, State, and Zip.

▼ Mailing Address

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

The household has no separate Mailing Address

Post Office Box

Number * Prefix Street * Tag Direction Apartment

City * State * Zip * County

Your address as entered above

← Previous

- If there are no additional mailing addresses, click in the check box indicating that **The household has no separate Mailing Address.**
- Click on **Save** when the mailing information is complete.

▶ Home Phone

▶ Home Address

▼ Mailing Address

Please use the address editor below to enter your a Postal Mail, please click "Save".

The household has no separate Mailing Address

← Previous

Save

You have now completed the household phone number, address, and secondary address information.

Add Parent/Guardian Information

You must add all parent/guardians, including yourself.

- Choose **Add New Parent**

First Name	Last Name	Gender	Completed
<div style="text-align: center;"> <input type="button" value="Add New Parent"/> </div>			
<div style="text-align: center;"> <input type="button" value="Back"/> </div>			

Enter the parent/guardian's directory information.

- Type in the parent/guardian's legal **First Name, Middle Name, and Last Name**. Please use legal names only. You may enter a middle initial if you do not want to enter the middle name.
- Enter **Birth Date**, this is optional.
- Choose a **Gender**
- Check in the checkbox if the person being added lives at the same address as the student. Do not check this box if the parent/guardian lives at another address.
- Click **Next**

Parent Name: FRED BAKER

▼ **Demographics**

Enter the parent you wish to enter. Please review and complete the following:

First Name *

Middle Name

Last Name *

Birth Date

Gender *

Please check this box if this person lives in the address entered previously for this student.

Next ▶

Parent/Guardian Information Continued

- Enter parent/guardian phone numbers and email information. (You must enter an e-mail address **or** check the **Has no e-mail box**.)
- Check each appropriate contact preference. Read descriptions for additional information.
- Click **Next**

▼ Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

	High Priority	Attendance	Behavior	General	Teacher
Cell Phone () -					
Work Phone () - x					
Email *	<input type="checkbox"/>				
OR					
Has no e-mail <input type="checkbox"/>					

[Description of Contact Preferences](#)

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.

- Enter **Cell Phone Texting Information** if you wish to receive text messages. Read description for additional information.
- Enter a daytime **Connect Ed/Emergency Notification** number if you wish to receive emergency information. Read description for additional information.
- Click **Next**

▼ Cell Phone Texting Information

The Parent Cell Phone Texting Information provides parents/guardians another means to receive messages from your child's school and Washoe County School District. If you would like to be notified of information and events by receiving text messages, provide your cell phone number below for this purpose. Because of the limited space in Connect-Ed, only one cell phone number may be used for texting messages.

Cell Phone Texting Number () -

Connect Ed /Emergency Notification: Please provide a phone number where you would like to receive emergency notification. This number may be a local, long distance, or cell phone number and must be a direct line. The system can only call direct numbers. If you want it to be your daytime work number and you work for a large company, please DO NOT give us the switchboard or operator number of your employer. We need a number that will reach you or a trusted friend directly.

Daytime Emergency Contact Number () -

Parent/Guardian Information Continued

- Click in the correct circle for Migrant Worker information.
- Click **Next**

▼ **Migrant Worker**

Has this parent worked in the fishing or agriculture industry in the past three years?

Yes
 No

- Click in the check box if you are a parent in the Military.
- Click **Save**.

▼ **Impact Aid**

Federal Impact Aid (FIA) Section 8003 Grant Information.

Parent in Military

- The parent/guardian added will appear in the window with a green check mark if all information has been entered correctly. You must click on the parent/guardian if the check mark does not appear and add the missing information. In the example below you can see that Jane is completed but Fred is not.

First Name	Last Name	Gender	Completed
JANE	SMITH	F	✓
FRED	BAKER	M	

- Continue to add parents/guardians if you have more parent(s)/guardian(s) to add, including step-parents. You will be able to choose relationships with each child later in the registration.
- When all parent/guardians have green check marks next to their names, click **Save and Continue**.

Add Emergency Contact Information

An emergency contact is a person who you feel comfortable with the school contacting in case of emergency and when all attempts to reach the parent/guardian have failed. Emergency contacts cannot initiate contacting the school to pick up a student unless the parent/guardian has given specific permission to do so.

- You may add as many emergency contacts as you wish. You must add at least one emergency contact to complete the registration.

- Click on Add New Emergency Contact

Add New Emergency Contact

Back

Save/Continue

- Enter the emergency contact name and gender.
- Click **Next**

Contact Name: Sam Jones

▼ **Demographics**

Please complete the following information for each emergency contact for your students.

First Name *

Middle Name

Last Name *

Birth Date

Gender *

▶ **Contact Information**

▶ **Verification**

- Enter the emergency contact phone numbers. One phone number is required.
- Please enter the email address or check the box indicating the emergency contact **Has no e-mail**.
- Click **Next**

▼ **Contact Information**

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone (888) 888 - 8888

Cell Phone () -

Work Phone () - x

Email *

OR

Has no e-mail

Emergency Contact Information Continued

- Add emergency contact's address or check the box indicating that the emergency contact lives in the same household as the student.
- Click **Save**

▼ Verification

Please enter the address for this emergency contact. This information will only be used to verify the contact doesn't already appear in our system.

Please check this box if this person lives in the previous entered address for this student.

OR

Address Line 1 *

Address Line 2 *

Example

Address Line 1 - 123 S Main St Apt 4

Address Line 2 - Schenectady, NY 12345

← Previous

Save

Cancel

Delete

- Each emergency contact should appear in the window with a green check mark indicating the information is complete. If the emergency contact name does not have a check mark please double click on the name and complete the required information.
- Click **Save/Continue**

First Name	Last Name	Gender	Completed
Sam	Jones	M	<input checked="" type="checkbox"/>

Add New Emergency Contact

Back

Save/Continue

Add Student(s)

Add each student in the household. This registration process takes the place of filling out numerous forms/documents for each student and is the first step to enrolling your student into school.

- Click **Add New Student**

First Name	Last Name	Gender	Completed
<input type="button" value="Add New Student"/>			
<input type="button" value="Back"/>			

Enter student demographic information in all capital letters - Please enter the information accurately, this information will be verified by the school secretary/registrar at the time of enrollment.

- Enter Legal First Name, Middle Name and Last Name as seen on the student's birth certificate.
- Enter Gender
- Enter Birth date
- Enter Ethnicity - Yes or No question, is the student Hispanic/Latino.
- Enter Race - You may choose more than one race.
- Enter the date the student entered the US if the student is from out of the country.
- Check the box marked Foreign Exchange if the student is here through a foreign exchange program.
- Click **Next**

▼ 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.

First Name <input type="text"/> *	Gender <input type="text"/> *	Is Hispanic/Latino <input type="text"/> *
Middle Name <input type="text"/>	Birth Date <input type="text"/> *	Please check all that apply*
Last Name <input type="text"/> *	Date Entered U.S. <input type="text"/>	Asian <input type="checkbox"/>
Suffix <input type="text"/>	Foreign Exchange <input type="checkbox"/>	Black or African American <input type="checkbox"/>
Nickname <input type="text"/>		American Indian or Alaska Native <input type="checkbox"/>
		White <input type="checkbox"/>
		Native Hawaiian or Other Pacific Islander <input type="checkbox"/>

Add Student(s) Continued

- Click in the appropriate box, **Homeless** or **Not Homeless**.
- If you check homeless an additional box will appear, choose the appropriate living situation.
- Click Yes or No for doubled with another family and unaccompanied youth.
- Click **Next**

Student is: *

Homeless

Not Homeless

Click on the link to the Children in Transition Form. Complete and print the form. Take the form to the school upon enrollment.

Are you doubled with another family?*

Yes

No

Is the student an unaccompanied youth?*

Yes

No

If you checked any of the boxes above, please click on the Children In Transition Form, fill out the form, print the form and take it to your child's school.
[Children In Transition Form](#)

◀ Previous Next ▶

In the Language Information window please enter all information.

- Enter Student Language
- Enter Parent Language
- Enter the first language spoken by the student.
- Enter the language most often spoken at home.
- Enter the language most often spoken by the student with friends.
- Enter if your student has ever received ESL/ELL services.
- Click **Next**

▼ Language Information

Student Language

Parent Language

What was the first language spoken by the student?

What is the language most often spoken at home?

What is the language most often spoken by the student with friends?

Has your child ever received English as a Second Language (ESL/ELL) services?

◀ Previous Next ▶

Add Student(s) Continued

- Enter Previous Schools
- Click **Next**

▼ **Previous Schools**

Please enter information regarding this students prior schools.

	School	City	State	Country
Last Year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Years Ago	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Years Ago	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Leave the Tribal Enrollment blank if the student is not an active member with a US tribe.
- Check the box to the right of the screen if the student is an active member with a US tribe and click the link for the **Student Eligibility Certification Form** and fill out all information. You must take the completed form with you to enroll your student at the school.
- Click **Next**

▼ **Tribal Enrollment**

If the student/family has a history of tribal enrollment from a United States based federally or state recognized tribe, please print and complete the student eligibility certification form.

Does this student currently have an active enrollment within a United States Tribe?

[Student Eligibility Certification Form](#)

Add Student(s) Continued

- Choose each relationship to the student from the drop down menu next to each parent/guardian name. If no relationship exists, click in the **No Relationship** box to the far right. Marking the No Relationship box will end the relationship for this student and the parent/guardian.
- Choose the preferences for each parent/guardian. Read the descriptions for additional information. You must check Guardian and Mailing to receive letters and report cards for your children.
- Enter the sequence in which you wish to be contacted in case of emergency. Number 1 would be the person we would attempt to contact first.
- Click **Next**

▼ Relationships - Parent/Guardians

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Contact Sequence*	OR	No Relationship
JANE SMITH	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1		<input type="checkbox"/>
FRED BAKER	Step-Father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2		<input type="checkbox"/>

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.

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.

◀ Previous Next ▶

- Enter Relationships to the student for each emergency contact. Marking the No Relationship box will end the relationship for this student and the emergency contact and this person will no longer be an emergency contact for this student.
- Enter the sequence in which each emergency contact should be contacted in case of emergency. You must enter a 1 even if you have only one emergency contact.
- Click **Next**

▼ Relationships - Emergency Contacts

Emergency Contacts

Name	Relationship*	Contact Sequence*	OR	No Relationship
Sam Jones	Emergency Contact	1		<input checked="" 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.

◀ Previous Next ▶

Add Student(s) Continued

- Enter **Primary Care** information. This is not required to complete registration.
- Click **Next**

▼ **Health Services - Emergency Information**

Primary Care Provider

Primary Care Phone () -

- Enter **Medical or Mental Health Information**. If there are no medical problems, click in the checkbox **No medical or mental health conditions**.
- Click **Next**

▼ **Health Services - Medical or Mental Health Conditions**

No medical or mental health conditions

OR

Health Condition 1

Health Condition 1 Comments

Health Condition 2

Health Condition 2 Comments

Add Student/s Continued

- Enter the medication information.
- If there are no medications, click in the **No Medications** checkbox.
- Click **Next**

▼ **Health Services - Medications**

No medications

OR

Daily Medications

Daily Medications Instructions

Emergency Medication

Emergency Medication Instructions

Medication as Needed

Medication as Needed Instructions

- Choose the appropriate response for **Media**.
- Click **Next**

▼ **Release Agreement - 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 projects.

- Choose the appropriate response for the **Field Trip Agreement**
- Click **Next**

▼ **Release Agreement - Field Trip**

Yes - I consent for my child to participate in School and/ or District approved field trips.

No - I do not consent for my child to participate in School and/ or District approved field trips.

Add Student(s) Continued

- Click the **Technology Acceptable Use Policy** link and read the document. Choose the appropriate response.
- Click **Next**

▼ **Release Agreement - Technology**

*

I agree to the Technology acceptable use policy.

I do not agree to the Technology Acceptable Use Policy.

[Technology Acceptable Use Policy](#)

- Click the **Educational Involvement Accord** link and read the document. Choose the appropriate response.
- Click **Next**

▼ **Educational Involvement Accord**

My child and I understand that as my child's first teacher my participation in my son/daughter's education will help his/her achievement. Therefore, to the best of my ability, I will continue to be involved in his/her education and my child will carry out the responsibilities outlined in the link below.*

I agree with the Educational Involvement Accord.

I do not agree with the Educational Involvement Accord.

[Educational Involvement Accord](#)

- Click the link for the **Parent/Student Handbook**. Read the document with your student(s). You must acknowledge the agreement to complete registration.
- Click **Next**

▼ **Parent/Student Agreement**

I have read and reviewed the Parent/Student Handbook with my student(s).*

[Parent/Student Handbook](#)

Add Student(s) Continued

- Verify all students in the list. When completed, all students should have a green check mark. If the check mark is missing click on the student's name and complete the required information.

Household	First Name	Last Name	Gender	Completed	Record Type
Parent	TAMARA	██████	F	✓	Existing
Emergency Contact					
Student	KELSEY	██████	F	✓	Existing
Confirmation	Add New Student				
Completed	Back		Save/Continue		

- To add another new student, click on the **Add New Student** link and complete information in each window.
- Click **Save/Continue** after all students have been added with a completed check mark next to their name.
- Click on the link for **Application Summary PDF** and review all information. You will need Adobe Acrobat Reader to access the document.

Household	<p>Please review the application and make any necessary changes before submitting. For a PDF summary of the current data, please click the link below.</p> <p style="text-align: center;">Application Summary PDF</p> 
Parent	
Emergency Contact	
Student	
Confirmation	
Completed	
	Back Go to Submission Page

- Click **Go to Submission Page**.

- You can exit online registration (OLR) at any time during the process. To get back into the OLR go to your saved email and click on the link. The link will take you back to your OLR account.
- Once you click the **Submit** button you will no longer be able to change any of the information in the application. Please make sure all data is correct and complete before submitting. Click the **Back** button if you wish to edit any information.
- Click **Submit**.

The screenshot shows a web interface for online registration. On the left is a vertical sidebar menu with six items: 'Household', 'Parent', 'Emergency Contact', 'Student', 'Confirmation', and 'Completed'. The 'Completed' item is highlighted in blue. The main content area has a light gray background and contains the following text: '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.' Below this text is a blue 'Submit' button. At the bottom of the main content area is a blue 'Back' button.

- Close the browser window. Congratulations, you are finished with registration!
- Contact your child's zoned school and inform them that your on-line application is complete and that you need to enroll your child in school. Take your child's birth certificate, immunization record, and proof of residency (power bill or rental agreement) to the zoned school. Ask the school if they require any other documentation for enrollment.

We hope that your student's educational experience in WCSD is fruitful, exciting, and wondrous!