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 registering your student.

- To start online registration, parents/guardians will go to the WCSD Website, [www.washoeschools.net](http://www.washoeschools.net)
- On your home computer or Kiosk computer at the school site, type in www.washoe.washoeschools.net in the address bar. This process works best when using Internet Explorer or Firefox as your browser.

- Click on the **Students and Parents** tab. A drop-down menu will appear.

- Click on **Register For School**. Select Registering Students New to District and Online Registration.

REGISTERING STUDENTS NEW TO THE DISTRICT FROM OTHER SCHOOLS/DISTRICTS

**Elementary, Middle and High School**

All students transferring from outside the school district must first complete online registration before the first day of school. When registering new students you will need to bring your child’s birth certificate, immunization record from your health care provider, and a utility bill showing your name and address as proof of residence. Students who are younger than 18 must be accompanied by a parent or legal guardian to register when new to the district.

- **Online Registration**
- **Step by Step instructions**

New students from outside the school district or students with questions about their schedules should contact the school office before the first day of school.

**PLEASE CONTACT YOUR ZONED SCHOOL FOR REGISTRATION DATES AND TIMES.**
If you are not sure which school your child should attend, visit the [VersaTrans](http://www.washoeschools.net) site and type in your address.

**Handbooks**

- **Parent / Student Handbook**
- **Manual para padres/estudiantes**

**English Language Learners**

- **Newcomers Information**
- **Informacion para nuevos estudiantes**
Select which language you would like to use to complete the application.

Enter your First Name, Last Name, Email Address and Verify Email Address in the appropriate fields. Make sure to input all information in CAPITAL letters.

Registration Year cannot be changed. Proceed with Online Registration to register your child for the current year even if Registration Year indicates the next school year, your child’s school will correctly complete the enrollment process for the current year.

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 letters found in the image on your screen. If you can’t read the image choose another image by clicking on the reload button.
- Click Begin Registration. 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. It will bring you to this page:

Infinite Campus Online Registration

English | Español
Please pick your preferred language.
Por favor, elija su idioma preferido.

• Choose the language in which you would like to complete the application, either English or Spanish.

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

Infinite Campus Online Registration

English | Español
Welcome Anna Shaw! 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.
Anna Shaw
Submit

• You may see a pop-up stating which browsers are recommended. Press OK to continue to application.

• Once the application opens, in the upper right-hand corner you will see your Application Number. Write the number down, the school will need this number in case you need assistance.
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

- 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
• 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.

• 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.

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.

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 helps in finding the correct person in Infinite Campus.
- Choose a Gender.
- Emancipated or unaccompanied minors must not have any additional students on the OLR application. Contact your school for assistance with this checkbox if you qualify.
- 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/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 checkbox.) Each appropriate contact preference will become checked if you enter an email address. Read descriptions for additional information.
- Enter Cell Phone and Work Phone if applicable.

**Contact Information**

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

<table>
<thead>
<tr>
<th></th>
<th>High Priority</th>
<th>Attendance</th>
<th>Behavior</th>
<th>General</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell Phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has no email</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*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.

Click Next

- 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.
- Choose the **language preference** for calls, emails and texts.
- 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.

Parents: Please note! By providing us your cell phone number for text messages, you agree to receive text messages from your child’s school and the Washoe County School District. The Washoe County School District is not responsible for any changes that you would receive from your cell phone carrier. Please check your cell phone plan before providing us your cell number for text 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**

Language preference for calls, emails and texts
Parent/Guardian Information Continued

- Choose Yes if this parent has worked in the fishing or agricultural industry in the past three years.

- Click Next

- Answer the questions about this parent's military service.

- Click Save.

- The parent/guardian added will appear in the window with a green check mark if all information has been entered correctly. You must click Edit on the parent/guardian if the check mark does not appear and add the missing information. In the example below you can see that Anna is completed but Marcus is not. When the guardian information is complete, click Save/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.
- Click on Add New Emergency Contact
- **DO NOT ADD YOURSELF YOU WILL AUTOMATICALLY BE CALLED 1ST.**
- Enter the emergency contact name and gender. Do not add quotes around nicknames or preferred names.
- Only check this box if Emergency Contact lives at address listed.
- Click Next

- 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 **SAVE.**

- 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.
**Other Household Members**

You may add household members who are not students or guardians in this section. If you have an emergency contact who is also a household member and have already added them in the Emergency Contacts section, please do not add them again. This section is only for household members who are not students, guardians or already existing in the application. An example would be a sibling of your student who is not yet enrolled in school or has already graduated but still lives in your home.

- Click Add New Household Member

### Other Household

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>Completed</th>
<th>Record Type</th>
</tr>
</thead>
</table>

**Description of Add Other Household Member**

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

- **ADD NEW HOUSEHOLD MEMBER**
- **BACK**
- **SAVE/CONTINUE**

- Type in as much information on the household member and Save.

  ![Form](image)
Add Student(s)

Add each student in the household, even if they’re going to different schools. This registration process takes the place of filling out numerous forms and documents for each student and is the first step to registering your student into school.

- Click Add New Student and complete the entire process for each student entering school.

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, Birth City and Birth Country
- 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.
- Enrollment grade may stay at 00 or seem incorrect. Leave this, your child’s school will enroll your child in the correct grade.

- Click Next
Add Student(s) Continued

Race Ethnicity information:

- Select Yes or No to Hispanic/ Latino and any of the race / ethnicity options that apply.

- Click **Next**.

- Answer ‘Yes’ if you are in a temporary living situation. Additional questions will appear regarding your situation. Your child’s school can provide additional assistance.

- Click **Next**
Add Student(s) Continued

In the Language Information window please enter all information.

- Enter Student 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.

![Language Information](image)

- Enter Previous Schools

![Previous Schools](image)

- Click Next

- Is the student an active member with a US tribe? Select Yes or No. Fill out info if available.

![Tribal Enrollment](image)

- Click Next
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.

- 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.

<table>
<thead>
<tr>
<th>Relationships - Parent/Guardians</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>Anna Shaw</td>
</tr>
<tr>
<td>Marcus Shaw</td>
</tr>
</tbody>
</table>

- Click Next

- Enter the sequence in which each emergency contact should be contacted in case of emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Contact Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jerome Washington</td>
<td>Emergency Contact</td>
<td>3</td>
</tr>
</tbody>
</table>

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. The Emergency Contacts should start with the next sequential number.

- **Delete Emergency Contact**: Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this as a relationship to the student. The relationship will be ended if one exists.

- Click Next
Add Student(s) Continued

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

![Health Services - Emergency Information]

- Click **Next**

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

![Health Services - Medical or Mental Health Conditions]

- Click **Next**
Add Student/s Continued

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

- Click Next

- Choose the appropriate response for SHARE.

- Student Travel (Field and Activity Trip)

- Click Next

- Choose the appropriate response for Student Travel (Field and Activity Trip).
Add Student(s) Continued

- Click the FERPA Guidelines. Check the box.

```
FERPA Guidelines

Family Education Rights and Privacy Act (FERPA) FERPA affords parents and students who are 18 years of age or older certain rights with respect to the student’s educational records. These rights are:
1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access.
2. The right to request the amendment of the student’s educational records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. Procedures for challenging school records.
4. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.
Information on who may obtain personally identifiable information.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Washoe County School District to comply with the requirements of FERPA.
Information on reporting FERPA violations.

For a more in-depth exploration of these rights, please click here and read the FERPA and FERPA Guidelines for Parents document.

☐ I have read the FERPA and FERPA guidelines for parents.
```

- Click Next

- Click the Release Agreement - External Media. Choose the appropriate response.

```
Release Agreement - External Media

☐ Yes - I consent for my student’s image, voice and/or name to be used by independent media sources including but not limited to print, broadcasting, and online outlets. Please note that you must also approve the release of directory information for a student’s image, voice, and/or name to be used in external media.
☐ No - I do not consent.
```

- Click Next

- Click the Release Agreement - School Publication. Choose the appropriate response.

```
Release Agreement - School Publications

☐ Yes - I consent for my student’s image, voice, and/or name to be used in school publications including but not limited to yearbooks, class picture, and school newspaper. Please note that you must also approve the release of directory information for a student’s image, voice, and/or name to be used in school publications.
☐ No - I do not consent.
```

- Click Next
Choose the appropriate response for **Release Agreement - Directory Information**

```
Choose the appropriate response for **Release Agreement - Directory Information**

Certain information is made available to most individuals (those not listed under "Who can obtain this information") in the school directory such as name, address, telephone listings, electronic mail address, date and place of birth, photographs, participation in officially recognized activities and sports, field of study, weight and height of athletes, enrollment status, degrees and awards received, dates of attendance, most recent previous school attended, grade level, grade point average range for college recruitment.

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory notification has been given and the school does not have on file written denial to release directory information. The school will not release such information if it is the administrative right to see any documents or materials directly related to their child that are kept with written consent of the parent or student.

- Please withhold WCSD directory information for my child. This includes all outside entities such as recognition lists, graduation programs, printed newsletters, and sports activity programs/sheets as well as school officials.
- Please do not withhold WCSD directory information for my child.

Click **Next**
```

Choose appropriate response for **Release Agreement - Military Opt Out**

```
Choose appropriate response for **Release Agreement - Military Opt Out**

Federal No Child Left Behind legislation provides that all branches of the military have access to the names, addresses, and telephone listings of high school students unless parents or students have advised the school that they do not want their information disclosed without prior written consent. Fill out forms to deny the release of directory information to the military are available on the district website. Go to Departments, Student Accounting and FERPA. They can also be found in each high school's main office. The written request to withhold student information is due to the high school the student is attending by October 1st. If the student enrolls in the district after October 1st, the written request is due within two weeks of enrollment. The request to withhold directory information will be in effect, from the date it is received by the school, please be aware that prior to this date information may have been released. It is only necessary for students or parents to complete the form once during the students' high school career; the form does not need to be submitted annually.

- Please withhold my child's information to any or all branches of the military.

Click **Next**
```
Add Student(s) Continued

- Read the details of the **Consent to Provide Data to NV Colleges and Universities**. By checking “I consent” below, you give your consent to the disclosure of your child’s assessment, transcript, free and reduced lunch status, demographic and ethnicity data to Nevada colleges and universities so that they may help your child with college placement and possible funding for college. This applies only to High School Juniors and Seniors. If your student is not a Junior or Senior click “My Child Is Not a High School Junior or Senior”

- Click Next.

- Read the details of the **21st Century and Digital Learning Policy** with the link provided. Check the box

- Click Next
Add Student(s) Continued

- Click on Educational Involvement Accord. Choose appropriate response.

<table>
<thead>
<tr>
<th>Educational Involvement Accord</th>
</tr>
</thead>
<tbody>
<tr>
<td>My child and I understand that as my child’s first teacher my participation in his/her education and learning process is important. Therefore, to the best of my ability, I will continue to be involved in his/her education and learning process outlined in the link below.*</td>
</tr>
<tr>
<td>☐ I have read and agree with the Educational Involvement Accord.</td>
</tr>
<tr>
<td>☐ I have read and do not agree with the Educational Involvement Accord.</td>
</tr>
</tbody>
</table>

- Click Next

- Click on Parent Student Agreement. Once read, click on checkbox.

<table>
<thead>
<tr>
<th>Parent/Student Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have read and reviewed the Parent/Student Handbook with my student(s). * ✓</td>
</tr>
</tbody>
</table>

- Click Next

- Click on Preschool Enrollment. Choose appropriate response from drop down menu.

<table>
<thead>
<tr>
<th>Preschool Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>What type of preschool did your child attend most often in the past 12 months? Please select the one that best applies to you.</td>
</tr>
<tr>
<td>NONE/STAYED HOME</td>
</tr>
<tr>
<td>NONE/STAYED HOME</td>
</tr>
<tr>
<td>MY CHILD WAS 3 YEARS OLD OR OLDER ON SEPTEMBER 30TH OF THIS YEAR.</td>
</tr>
<tr>
<td>NONE/STAYED HOME</td>
</tr>
<tr>
<td>FRIENDS/FAMILY/NEIGHBOR CARE</td>
</tr>
<tr>
<td>PROVIDED BY THE SCHOOL DISTRICT HEAD START</td>
</tr>
<tr>
<td>PROVIDED BY A PRIVATE CHILD CARE FACILITY OR OTHER DAYCARE CENTER</td>
</tr>
<tr>
<td>PROVIDED BY A HOME-BASED/FAMILY CARE CENTER (CHILD CARE PROVIDED IN SOMEONE ELSE’S HOME)</td>
</tr>
<tr>
<td>PROVIDED BY OR AT THE UNIVERSITY OR COLLEGE CAMPUS</td>
</tr>
</tbody>
</table>

- Click Next
• Click on **WCLS Library Consent.** Choose appropriate response.

```plaintext
WCLS Library Card Consent

The Washoe County Library System would like to issue your student a Washoe County Library Card so that your child will have access to the Washoe County Library System. To do this, information must be provided to them. The items are: Student ID, Student Name, Date of Birth, Mailing Address, City, State, Zip Code, Home Phone Number, Parent Email Address, and Parent/Guardian Name. This is not a requirement for completing school projects or for enrollment.

☐ Yes, I give my permission for the Washoe County School District to provide the above information to the Washoe County Library System so that my child may be issued a Washoe County Library Card.

☐ No, I do not give permission for the information to be released to the Washoe County Library. I understand that I may still go to the Washoe County Public Library and obtain the Washoe County Library Card for my child, but one will not be issued automatically as a result of this school registration process.
```

• Click **Next**

• Parents who would like to volunteer in the classroom must fill out the **Adult School Volunteer Application** and turn it into the school. There is a link on the **Parent Volunteers** window.

```plaintext
Parent Volunteers

To begin volunteering with WCSD, there are a few minor steps to complete. Your Services or the staff at the school site. The appropriate application can be obtained Application.

Adult School Volunteer Application
```

• Click **Save**
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 Edit and complete the required information.

<table>
<thead>
<tr>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>SUSAN</td>
</tr>
</tbody>
</table>

Description of Add Student

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

- 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 the red **Submit** button.
- You are now done. A screen will pop up that allows you to save or print a PDF copy of the submitted data. The PDF will have your application number on the top right-hand corner.

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**