



Infinite Campus

Online Registration

Guide for Existing Students

ONLINE REGISTRATION

Welcome to the William S. Hart Union High School District Online Registration (OLR) system.

Parents / Guardians of students already enrolled and/or continuing in the Hart District will login to the Infinite Campus Parent Portal to access online registration.

If you do not have a Parent Portal account, you must create an account by visiting:

<http://www.hartdistrict.org/apps/pages/infinite-campus>

STEP 1 - ACCESSING ONLINE REGISTRATION

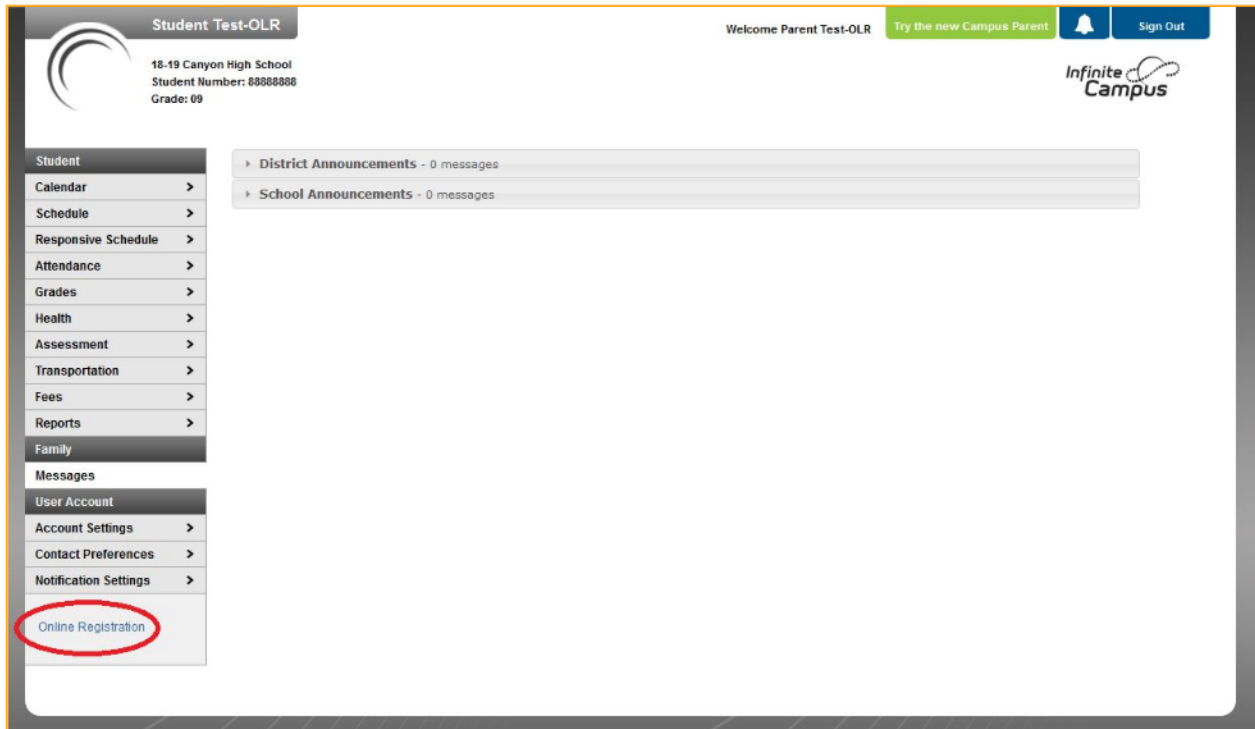
Sign into the Infinite Campus Parent Portal from a computer via:

<https://campus.hartdistrict.org/campus/portal/hart.jsp>

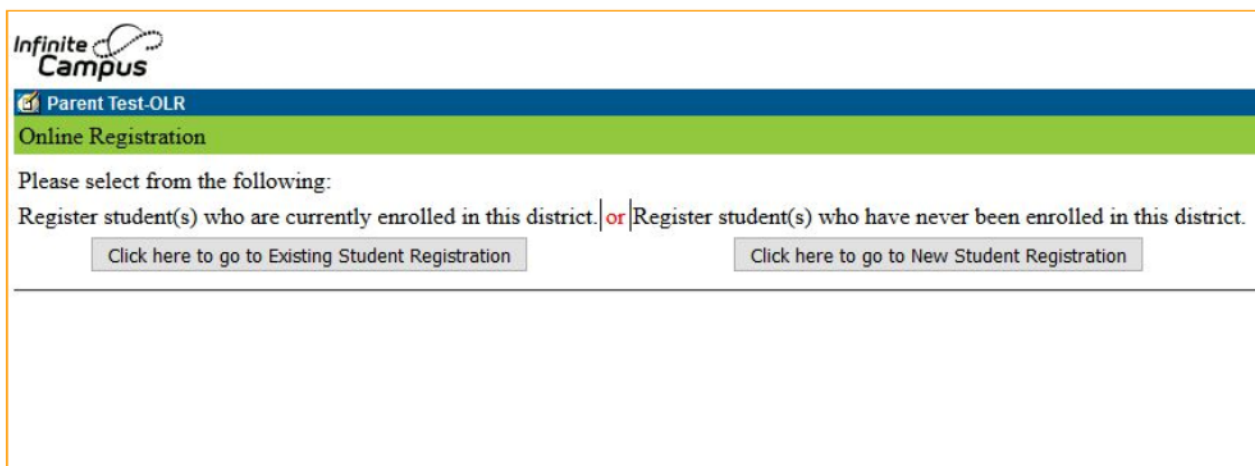
For best results please use Firefox or Chrome web browsers, and turn off pop-up blockers.

The screenshot shows the Infinite Campus login interface. At the top left is the Infinite Campus logo with the tagline "Transforming K12 Education®". On the right, a red button labeled "Campus Portal" is positioned above the school name "William S Hart Union High School". The main login area contains two input fields: "Username" and "Password". Below these fields is a blue "Sign In" button with a right-pointing arrow. Underneath the sign-in button are three links: "Forgot your password?", "Forgot your username?", and "Problems logging in?". Further down, there are two lines of text: "If you have been assigned a Campus Portal Activation Key, click here" and "If you do not have an Activation Key, click here". At the bottom left of the login area is a link "Tell me more!". At the bottom center, there is a language dropdown menu currently set to "English". Below the dropdown menu is the copyright information: "©2003-2018 Infinite Campus, Inc. www.infinitecampus.com".

Upon signing into the Infinite Campus Parent Portal the **Online Registration** link will be active in the left side menu. Please click this link to update your student(s) information.



You will be brought to a screen that asks if you are registering an existing student or a new student. Please click the **Existing Student Registration** button.



You will be brought to a screen that shows your active student(s) information. To continue the update, please click the **Begin Registration** button at the bottom of the screen.

Infinite Campus
Parent Test-OLR
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

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 selected year at this time, please use the link below to go to the New Student Registration form.
[Click here to go to New Student Registration](#)

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
Student Test-OLR	10	yes	Included	no

Registration Year: 2019-20

[Begin Registration](#)

If this button is not available to you, please look at the chart to see whether you are included in the Application, and if not, the reason given. *Please note that to reduce duplication, only the guardian(s) in the designated Primary Household has access to the update.* If one of the guardians has already begun the process of updating the application, any subsequent guardians will no longer have access.

STEP 2 - BEGIN ONLINE REGISTRATION APPLICATION

By clicking the **Begin Registration** button from the Infinite Campus Parent Portal you will activate the Online Registration Application.

Infinite Campus Online Registration Application Number 2952

English | Español

Select your preferred language.
Selecciona tu idioma preferido.

You have an option to complete this process in **English** or **Spanish**. Please select your preferred language.

You will next be prompted to type and sign your name for verification. Please use your computer's mouse or trackpad to sign your name in the signature box provided and click **Submit**.


Infinite Campus Online Registration Application Number 2952

[English](#) | [Español](#)

Welcome Parent Test-OLR! Please type in your first and last name in the box below.

By typing your name into the box below 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.


Please sign on the line below.



An introduction page will appear with a list of information you will need to have on hand in order to successfully complete the Online Registration Application.

Infinite Campus Online Registration Application Number 2952

[English](#) | [Español](#)



William S. Hart
Union High School District

Welcome to Online Registration!

Before you begin the registration process, 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 will 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-xxx-xxxx.

If you need assistance, please contact your school site Registrar's Office.

STEP 3 - UPDATE INFORMATION IN APPLICATION SECTIONS

SECTION 1 - STUDENT(S) PRIMARY HOUSEHOLD

This section of the application gathers information such as phone number, home address, and mailing address for the student's primary place of residence.

As an Existing Student some information will be populated in the fields based on our current records. This may take 10 - 15 seconds to load.

Once your information for this section is complete click **Save/Continue** to move onto the next section.



Tip: If none of this information needs to be updated click **Next** on each pleat to move forward without making any changes.

The screenshot shows the 'Student(s) Primary Household' section of the application. At the top left is the 'Infinite Campus Online Registration' logo. At the top right is the text 'Application Number 2952'. Below the logo is a note: '* Indicates a required field'. A progress bar at the top shows five steps: 'Student(s) Primary Household' (active), 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. The 'Home phone' section is expanded, showing a 'Home Phone' field with the value '(661)259 -0033 *'. Below the field is a link: 'For more information click on this link.' and a 'Next >' button. Below the 'Home phone' section are three collapsed sections: 'Home Address', 'Mailing Address', and a 'Save/Continue' button.

If your **Home Address** has changed, please check the box and follow the prompts to input your new home address.

The screenshot shows the 'Home Address' section of the application. It displays the current address: 'Your address as listed in the portal', '21300 Ada St', 'Canyon Country, CA 91387'. Below this is a checkbox with the text 'The home address listed is no longer current.' and a link: 'For more information click this link.' Below the checkbox are two buttons: '< Previous' and 'Next >'. Below the 'Home Address' section is a collapsed 'Mailing Address' section and a 'Save/Continue' button.

Once you have input your new **Home Address** click **Next** to advance to the next pleat.


The screenshot shows a web form titled "Home Address". At the top, it displays "Your address as listed in the portal" with the address: "21300 Ada St, Canyon Country, CA 91387". Below this, there is a checkbox labeled "The home address listed is no longer current" which is checked. A text input field prompts the user to "Please enter the date that the mailing address became inactive for this household." with a calendar icon. A note states: "*Please verify or add the information below. Please update any information that is incorrect." The form contains several input fields: "Number", "Prefix" (a dropdown), "Street", "Rd./St./etc." (a dropdown), "Direction" (a dropdown), "Apartment", "City", "State" (a dropdown), "Zip", and "Ext.". There is a "Clear Address Fields" button and a text input field for "Click on your address if it appears in box:". Below the form, there is a "For more information click this link." and navigation buttons for "Previous" and "Next". At the bottom of the form, there is a "Mailing Address" section with a "Save/Continue" button.


Repeat these steps for **Mailing Address**.

SECTION 2 - PARENT/GUARDIAN

This section of the application holds basic demographic information for the parent(s)/guardian(s) in the student's primary place of residence. If the parent / guardian name is highlighted in **yellow**, it means there is some required information missing. Please click the **Edit/Review** button to update the demographics for each person in this section. Continue to navigate through the pleats in the Parent/Guardian section as with the previous section.

Once the demographic information for each parent/guardian in this section is complete click **Save/Continue** to move onto the next section.

 **Tip:** If a parent/guardian is missing from this section you may add them by clicking the **Add New Parent/Guardian** button. Please note that additional identification may be required by the school Registrar prior to accepting these changes.


Application Number 2952

* Indicates a required field


✓ Student(s) Primary Household
▼ Parent/Guardian
🔒 Emergency Contact
🔒 Student
🔒 Completed

Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
Guardian	Test-OLR	F		Existing	Edit/Review
Parent	Test-OLR	M		Existing	Edit/Review

Please list all primary Parent/Guardian's in this area.

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


 - Indicates that person is completed.

Add New Parent/Guardian
Back
Save/Continue

SECTION 3 - EMERGENCY CONTACT

This section of the application is replacing the Emergency Contact Cards that were manually filled out previously. Please click the **Add New Emergency Contact** button to input a minimum of two (2) contacts to be reached in the event of an emergency where the parent/guardian(s) are unreachable.

When you have met the requirement of two (2) Emergency Contacts click **Save/Continue** to proceed to the next section.

 **Tip:** Emergency Contacts can only be entered one at a time. When you complete the information for one Emergency Contact you will be brought back to the Emergency Contact section. Please click the **Add New Emergency Contact** button to create the second Emergency Contact.

Infinite Campus Online Registration Application Number 23

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ▼ **Emergency Contact** → Student → Completed

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
<p><u>In an EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification must be shown before a student will be released to emergency contacts.</u></p> <p>Yellow - Indicates that person is missing required information. Select the highlighted row to continue.</p> <p>✓ - Indicates that person is completed.</p> <p>The maximum number of Emergency Contacts is 6</p>					

[Add New Emergency Contact](#)
[Back](#)

If Emergency Contacts have already been input you will have an opportunity to **Edit/Review** their information to make sure the information is current.

Infinite Campus Online Registration Application Number 2952

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ▼ **Emergency Contact** → Student → Completed

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
First	Contact	F		Existing	Edit/Review
Second	Contact	M		Existing	Edit/Review

In an EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification must be shown before a student will be released to emergency contacts.

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

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 6

[Add New Emergency Contact](#)
[Back](#) [Save/Continue](#)

Infinite Campus Online Registration Application Number 2952

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → **▼ Emergency Contact** → Student → Completed

Contact Name: First Contact

▼ Demographics

If you are unable to reach me in case of emergency, accident, illness, disaster, or disciplinary reason, you are authorized to contact or release my child to the following adult and when necessary to contact the paramedics and ambulance to transport my child to the nearest Emergency Room for treatment at my expense. I understand that the William S. Hart UHSD does not provide student medical or accident insurance for school-related injuries. Alternate emergency contacts must be local.

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

First Name *

Middle Name

Last Name *

Suffix

Birth Date

Gender *

This person is no longer an Emergency Contact for any students in this family.

[For more information click on this link.](#)

Next >

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone

Cell Phone

Work Phone

Email

[For more information click on this link.](#)

← Previous Next >

→ Verification

Cancel Save/Continue

▼ 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 at the address listed below.

21300 Ada St
Canyon Country, CA 91387

or

Address Line 1

Address Line 2

Example
Address Line 1 - 123 S Main St Apt 4
Address Line 2 - Santa Clarita, CA 12345

[For more information click on this link.](#)

← Previous

Cancel Save/Continue

When you have updated the information and have met the requirement of two (2) Emergency Contacts click **Save/Continue** to proceed to the next section.

SECTION 4 - STUDENT

This section of the application gathers the student data including demographics, relationships, and contact sequence.

If the student name is highlighted in yellow, it means there is some required information missing. Please click the Edit/Review button to update the demographics for each person in this section. Continue to navigate through the pleats in the Student section as with the previous section.



Tip: If none of the information needs to be updated click next on each pleat to move forward without making any changes.

Infinite Campus Online Registration Application Number 2952

* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → **Student** → Completed

Student

First Name	Last Name	Gender	Completed	Record Type	
Student	Test-OLR	M		Existing	Edit/Review

Please include all students that need to be enrolled.

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

✓ - Indicates that the student data is completed. Please add any additional students **OR** click Save/Continue to submit your form.

[Add New Student](#)

[Back](#) [Save/Continue](#)

The Student section holds the most information. Following will be several pleats collecting and/or confirming the information in our records.

Anytime required information is missing from a pleat, there will be a **red** flag hovering over that section. Please fill out all areas with red asterisks or red flags and click the **Next** button to proceed.

Infinite Campus Online Registration Application Number 2952

* Indicates a required field

Student(s) Primary Household
 Parent/Guardian
 Emergency Contact
 Student
 Completed

Student Name: Student Test-OLR

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: Student * Gender: Male * Enrollment Grade: 10 *
 Middle Name: Birth Date: 01/01/2005 * Enrolled School: Canyon High School
 Last Name: Test-OLR * The highest education level of any Parent or Guardian in the household: *
 Suffix: * This field is required
 Nickname: *
 Student Cell Number: () - -
 Student Email Address:

Next >

Race Ethnicity
 Relationships - Parent/Guardians

The **Race Ethnicity** pleat pulls information directly from the student record and cannot be edited in OLR. Please click **Next** and proceed to the next pleat.

If the information in our records is inaccurate please complete the application as is. Once you have submitted the changes, you must contact the Registrar at your student's school of attendance to make the necessary changes.

Race Ethnicity

Is the student Hispanic or Latino? No *

*Please check all that apply.

American Indian or Alaska Native Laotian Hawaiian
 Chinese Cambodian Guamanian
 Japanese Hmong Samoan
 Korean Other Asian Tahitian
 Vietnamese Filipino Other Pacific Islander
 Asian Indian Black or African American White
 Decline to State

[For more information click on this link.](#)

Relationships - Parent/Guardians
 Relationships - Emergency Contacts
 Health Services - Emergency Information
 Health Services - Medical or Mental Health Conditions
 Health Services - Medications
 Release Agreements

The Relationships - Parent/Guardians pleat allows you to set the **Contact Sequences** and preferences.



Tip: Contact Sequences 1 and 2 receive all school and district communications. Please use those designations for the legal parent/guardians of the students.

Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	or	No Relationship
Guardian Test-OLR	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>
Parent Test-OLR	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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.
Secondary Household - Marking this checkbox will indicate that the student has a secondary household membership with this person
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.
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.

[For more information click on this link.](#)

◀ Previous Next ▶

▶ Relationships - Emergency Contacts
▶ Health Services - Emergency Information
▶ Health Services - Medical or Mental Health Conditions
▶ Health Services - Medications
▶ Release Agreements

When you get to the Emergency Contacts Relationships pleat you will be asked to provide a relationship and a contact sequence. Please select **Emergency Contact** from the relationship droplist.

Relationships - Emergency Contacts

A minimum of (2) Emergency Contacts are required*

Name	Relationship*	Contact Sequence*	or	No Relationship
First Contact	Emergency Contact	3		<input type="checkbox"/>
Second Contact	Emergency Contact	4		<input 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.
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.

[For more information click on this link.](#)

◀ Previous Next ▶

▶ Health Services - Emergency Information
▶ Health Services - Medical or Mental Health Conditions
▶ Health Services - Medications
▶ Release Agreements

Cancel Save/Continue

We also ask that you please choose numbers higher than 1 and 2 as the **Contact Sequence** for your emergency contacts. This ensures the Emergency Contacts will not receive school communications for your student(s).

The **Health Services** pleats are next. This is where information such as **Primary Care** contact information, **Health Conditions**, and **Medications** are collected.

▼ Health Services - Emergency Information

Providing the following information is optional.

Primary Care Provider
Primary Care Phone

Please be prepared to provide documentation directly to the school nurse regarding any and all health conditions/concerns and medications. You will be required to provide immunization documentation at your registration appointment.

◀ Previous Next ▶

▶ Health Services - Medical or Mental Health Conditions

▶ Health Services - Medications

▶ Release Agreements

Cancel Save/Continue

In the **Health Services - Medical or Mental Health Conditions** you are able to input any student Medical or Mental Health Conditions by clicking the **Add Condition** button. *If your child has no conditions, please check the box.*

▶ Health Services - Emergency Information

▼ Health Services - Medical or Mental Health Conditions

No medical or mental health conditions

or

Add Condition


[For more information click on this link.](#)

◀ Previous Next ▶

▶ Health Services - Medications

▶ Release Agreements

Cancel Save/Continue

 **Tip:** If your student's condition is not on the provided drop down list, please select **Other** and type the condition in the **Comments and Instructions** field. Or, if you need to add any clarification on the condition for our Health Staff please use the **Comments and Instructions** field to fill in the additional information for our staff to review.

> Health Services - Emergency Information
 > Health Services - Medical or Mental Health Conditions

No medical or mental health conditions

or

Condition* Asthma	Comments and Instructions	Remove Condition
----------------------	---------------------------	------------------

Add Condition

[For more information click on this link.](#)

< Previous Next >

> Health Services - Medications
 > Release Agreements

Cancel Save/Continue

In the **Health Services - Medications** you are able to input any medications your student requires by clicking the **Add Medication** button. *If your child has no medications, please check the box.*

> Health Services - Emergency Information
 > Health Services - Medical or Mental Health Conditions

> Health Services - Medications

No medications

or

Add Medication

[For more information click on this link.](#)

< Previous Next >

> Release Agreements

Cancel Save/Continue

> Race Ethnicity
 > Relationships - Parent/Guardians
 > Relationships - Emergency Contacts
 > Health Services - Emergency Information
 > Health Services - Medical or Mental Health Conditions

> Health Services - Medications

No medications

or

Medication* Albuterol	Where Taken* Both	Medication Type* As needed	Comments and Instructions	Remove Medication
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Add Medication

[For more information click on this link.](#)

< Previous Next >

> Release Agreements

Cancel Save/Continue

The final pleat in the Student section is **Release Agreements**. Please follow the links provided to read and review the *Notice of Rights, Regulations, and Responsibilities*, *National Breakfast/Lunch Program*, *School Related Injuries* Information, and *Technology Acceptable Use Policy*. Please sign using the digital signature field before moving onto the submission page.

▼ **Release Agreements**

Yes - I give permission for my child to participate in any public or school media publication.
 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.

Notice of Rights, Regulations, and Responsibilities
Checking this box indicates your agreement to access and read the *Notice of Rights, Regulations, and Responsibilities* handbook which includes all required annual notifications along with important "opt out" forms. The *Notice of Rights, Regulations, and Responsibilities* handbook is available on the William S. Hart Union High School District website <https://www.hartdistrict.org/apps/pages/rights-and-responsibilities> or available in hard copy by request at the school sites.

* I have read the Notice of Rights, Regulations, and Responsibilities.

National School Breakfast/Lunch Program
Please visit <https://www.hartdistrict.org/apps/pages/breakfast-lunch-program> to view the information and access the requirements and application for the National School Breakfast/Lunch Program.

* I have read the information regarding the National School Breakfast/Lunch Program.


School Related Injuries
Please read the School Related Injuries notice and volunteer insurance option by visiting <http://www.hartdistrict.org/apps/pages/school-related-injuries-notice>

* I have read the School Related Injuries notice.

Technology
Please read the Student Use of Technology Acceptable Use Policy by visiting <http://www.hartdistrict.org/apps/pages/students-acceptable-use-policy>

* I have read and agree to the terms of the Technology acceptable use policy.

Please sign on the line below



Determination and Proof of Residency
In the State of California, when enrolling a child in public school, the parent/legal guardian/caregiver must provide current proof of residency within the school district boundaries. **Government Code 244** defines a residence as: "the place where one remains when not working...and to which one returns for sleep". It also states, "There can only be one primary place of residence declared for the student."

Evidence of residency for a pupil living with his or her parent/legal guardian/caregiver shall be established by current documentation showing the name and address of the responsible adult within the school district. Effective January 1, 2012, recent legislation (AB 207) has added the following to the **California Education Code, Section 48204.1**, which states that *any one* of the following documents will be accepted:

- Property tax payment receipts.
- Proof of escrow closing within 45 days of requested date of enrollment.
- Rental property contract, lease, or payment receipts.
- Utility service contract, statement or payment receipts.
- Pay stubs.
- Voter registration.
- Correspondence from a government agency.
- A stack of recent business mail forwarded to the current address.
- Written Declaration of Residency executed by the responsible adult enrolling the child per regulations of Assembly Bill 207. Home visits will be conducted to verify residency. Per California Penal Code Section 126 misrepresentation on the Declaration of Residency is considered perjury and is punishable by imprisonment or fine pursuant to subdivision (h) of Section 1170.

For new students or returning students who have moved, please bring proof of residency to your school's Registrar for verification. Once the residency requirement has been met, your child's enrollment may proceed. Please be aware that unannounced home visits can be conducted to verify residency. If it is determined that the information provided upon enrollment is not valid, continued enrollment may be affected.

Once all of the information in this section is complete click **Save/Continue** to move onto the summary and submit section.

STEP 4 - COMPLETE & SUBMIT APPLICATION

Please click the red **Submit** button to send your updated application in for processing.

