<h1 style="text-align:center; color:blue;">EXISTING INFINITE CAMPUS USERS</h1>

Steps to Completing Online Kindergarten Registration if you currently have a student registered in White County School System:

The steps below can be used if you have an Existing Parent Portal Account in Infinite Campus.

Please complete the steps below prior to attending Kindergarten Registration Day. You will need to print a copy of your application and bring it with you to the registration.

If you are unable to upload any of the required documents, you may bring those with you to the Kindergarten Registration Day on March 8, 2024. You will want to bring your child to Kindergarten Registration to complete the kindergarten screener.

On your preferred browser go to:
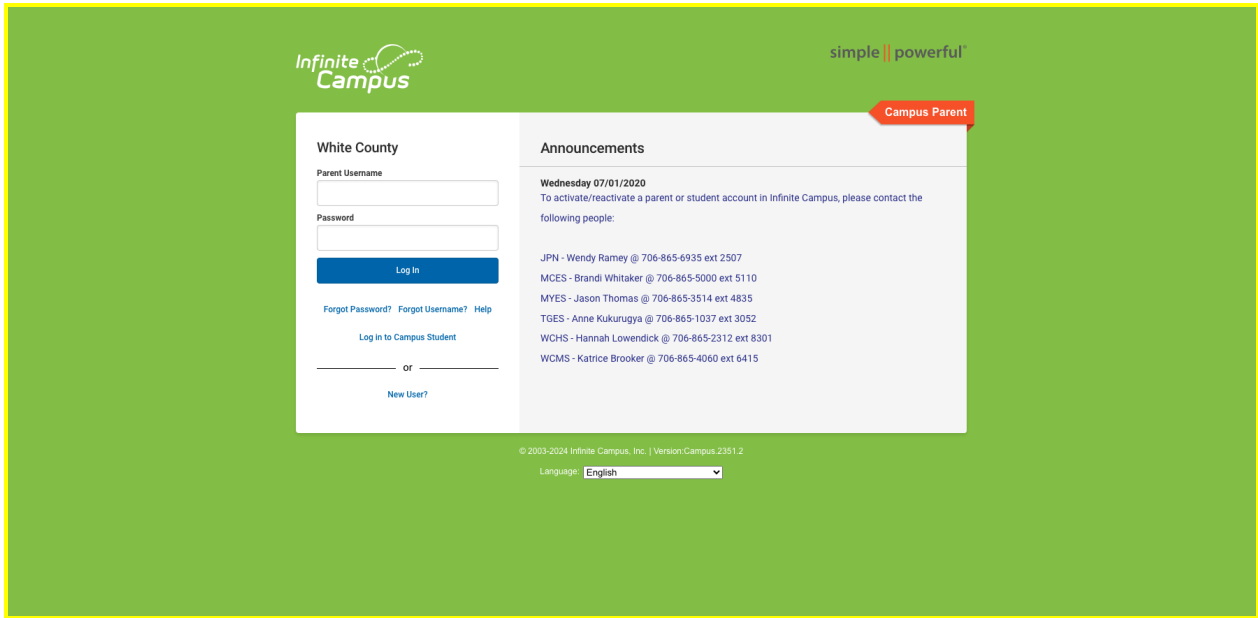https://campus.white.k12.ga.us/campus/portal/whitecounty.jsp

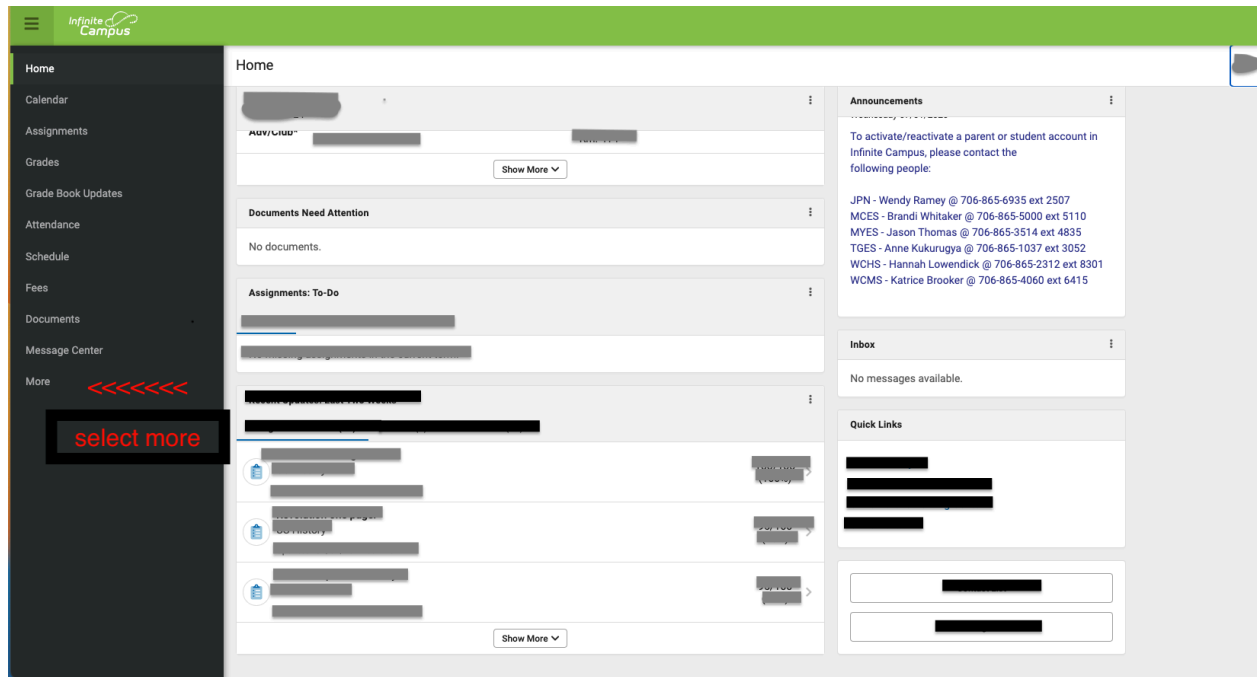The following screen will appear:
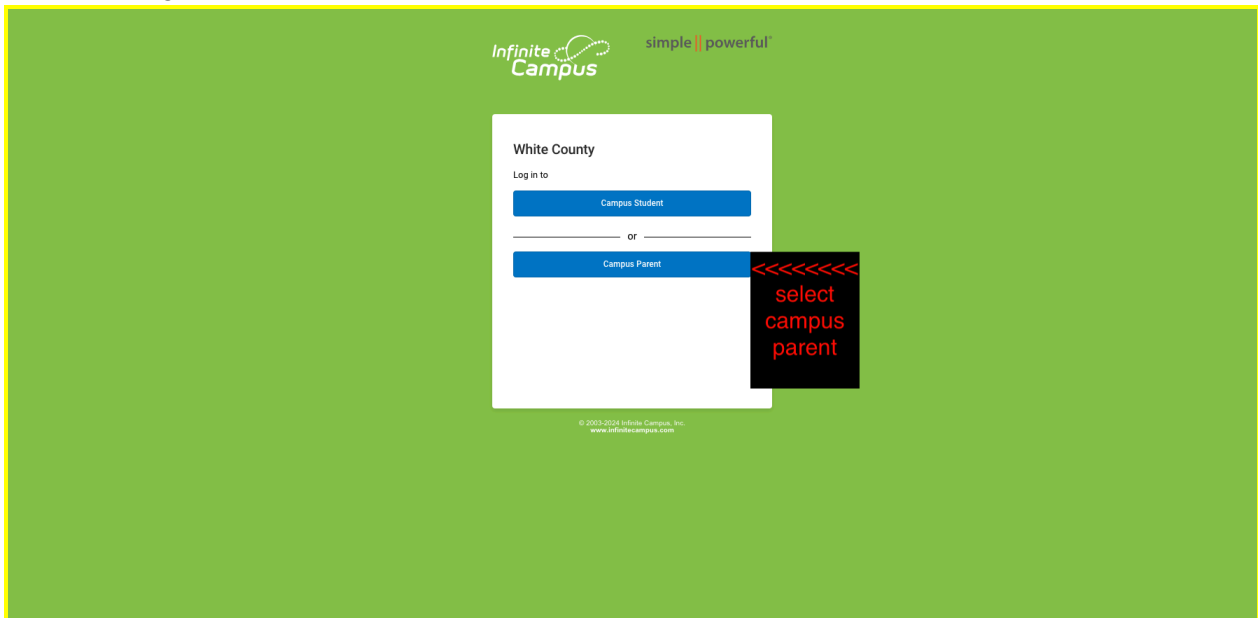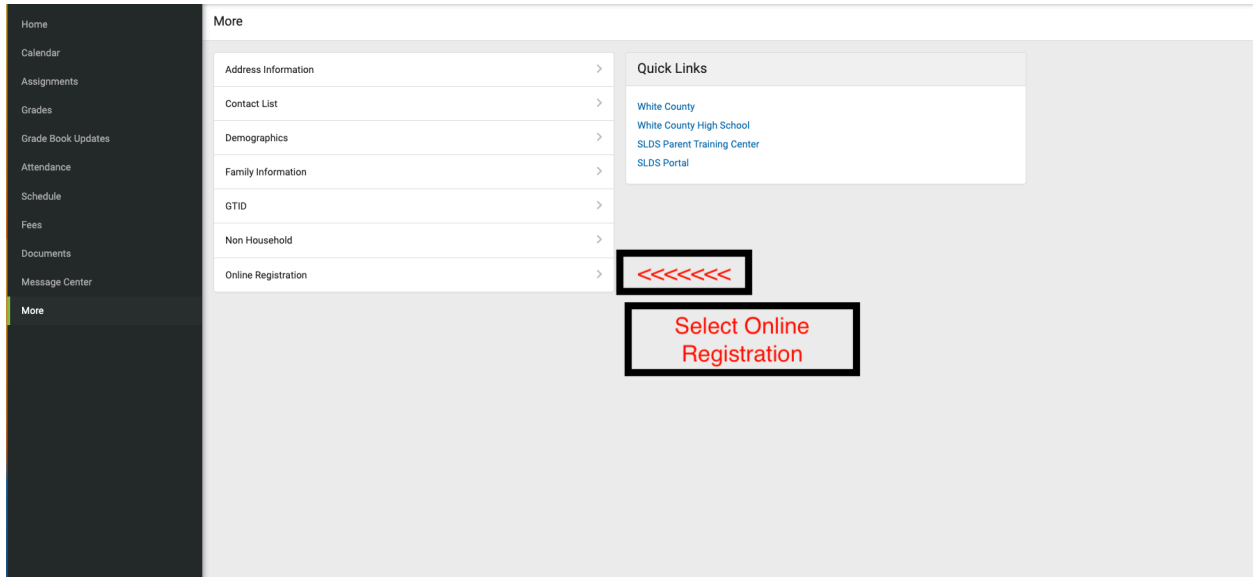

Select Campus Parent.

The following screen will appear. You will then type in your username and password. If you do not know this information you will need to contact the media specialist at your student's school for assistance.

Once signed in, the following screen will appear

Select More. The following screen will appear:
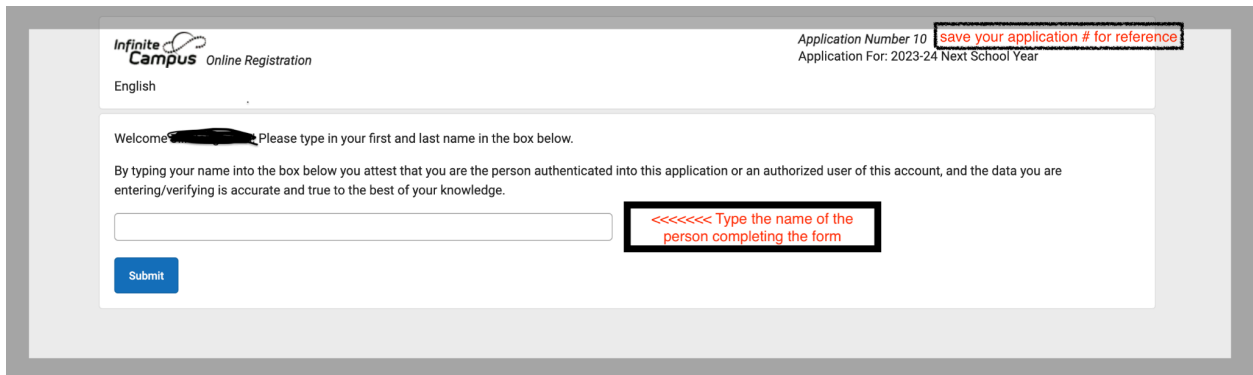
Select Online Registration.

On the next screen, select "Start" at the end of the line for the "2024-2025 School Year New Student Registration.

Next, Click "Begin Registration"

Once you click on the link, the following screen will appear.

After completing the required section, click "submit & Save your application number for reference.

The following screen will appear. Click "Begin"

Welcome to the Infinite Campus Online Registration. Before you begin, 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 call (706) 865-2315, ext. 1101 during business hours or leave a message and a representative will be back in touch with you the next business day.

Begin

Since you are adding a student to your account, the Primary Household Information will be filled in with the information currently in our system. You will want to verify each of the fields. Correct any information that is inaccurate. Then click "Next" to navigate through each of the areas.

Infinite Campus Online Registration

English

Application Number 10
Application For: 2023-24 Next School Year

1	2	3	4	5	6
Student(s) Primary Household	Parent/Guardian	Emergency Contact	Other Household	Student	Completed

Primary Phone   —

Primary Phone *

[(___)___-____]

Next >

Home Address   +

Mailing Address   +

Cafeteria   +

Transportation   +

Save/Continue

Please enter the date that the address became inactive for this Household. *

| month/day/year | 📅 |

🔴 This field is required

*Please verify or add the information below. Please update any information that is incorrect. Please do not enter the entire address into the Street Name field.
Example: If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, East should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and Street should be entered in the St, Ave, Blvd, etc. field.

Street Number *	N,S,E,W	Street Name Only *	St, Ave, Blvd, etc.	N,S,E,W	Apartment
	▾		▾	▾	
🔴 This field is required		🔴 This field is required			

City *	State *	Zip *	Ext.	County
	▾			
🔴 This field is required	🔴 This field is required	🔴 This field is required		

[Clear Address Fields]

Please upload proof of residency (such as a utility bill, lease agreement, mortgage, etc) to prove residence in the district.

| [Upload Proof of Residency] | Drop files here to select |

[‹ Previous] [Next ›]

If you are updating your address information, note that street number and street name are listed separately.

Take a picture or scan your proof of residency. Be sure the picture or scan is of the entire document and not just the address line. Proof of Residency documents must be dated within the past 30 days and include the parent/guardian's name. Examples of acceptable proof of residency documents include: **Lease or Rental Agreement** (with signature of landlord and renters), **Mortgage Statement, Home Purchase Agreement, Utility Bill** (electric/lights, gas or water) (NO cable or telephone bills), **Governmental Agency Mail** (county, state or federal).

Shared Housing (if living in a household with someone else, an ***Affadavit of Residency,*** at Central Enrollment, must be filled out by both parent/legal guardian and the person with whom the family is living. Must be signed and notarized at Central Enrollment)

After scanning or taking a picture of your proof of residency, click on "Upload Proof of Residency". Select Proof of Residency Document, then click "Next" after uploading the document.
The next screen will appear. If you have a different mailing address than your physical address then you will need to check the box. An example of this would be if you have a PO box. If the address is the same, click "Save/Continue".

If the mailing address is different the following box will appear when you uncheck the box. Fill in the information and click "Save/Continue".

The next section that appears will ask if you would like to apply for free or reduced price lunch. You'll respond yes or no. If yes, you'll follow the instructions. Click "Next" to continue.

The next section that appears allows you to update the Parent/Guardian information that is on file. You will need to click "Edit/Review" for each parent. You will review the information and make any necessary changes. You will need to upload a Picture ID for Enrolling Parent/Guardian (driver's license, passport, etc) by scanning or taking a picture of the identification then clicking on the "Upload photo identification" box. Click "Next" when finished.

Parent/Guardian Name:

○ **Demographics**

Enter the Parent/Guardian you wish to enter. Please review and complete the following:

First Name *

Middle Name

Last Name *

Suffix

Birth Date *

month/day/year 📅

Gender *

Communication Preferences
This question helps the school provide you with an interpreter or translated documents, free of charge, should you want them. This question is for informational purposes only. It is **not** used to identify your child for English language proficiency screening.

In which language would you prefer to receive all school information? *

Did this person attend White County Schools? *

Does this person live at the address listed below? *

❗ This field is required

<<<< uncheck this box if you do not live at the address indicated.
This will allow you to put in a different address

Cleveland, GA 30528

Please upload a Picture ID if the above person is the parent or legal guardian who is registering the child.

Upload Picture ID for Enrolling Parent/Guardian   Drop files here to select

The next screen is asking if the parent/guardian is in the Military. Please select yes or no and then click "Save/Continue".

Infinite Campus *Online Registration*

Application Number 10
Application For: 2023-24 Next School Year

English

✓ Student(s) Primary Household — ✓ Parent/Guardian — ③ Emergency Contact — ④ Other Household — ⑤ Student — ⑥ Completed

Parent/Guardian Name: Delete Application

✅ **Demographics** +

✅ **Contact Information** +

○ **Military Connection** −

Parent/Guardian in Military

Is this parent currently active duty military or has been in the past? *

< Previous

Cancel   **Save/Continue**   Delete

You will complete the process above for any parent/guardian who is listed.

The Emergency Contact section allows you to add contact information for anyone that can pick up your child as well as an emergency contact in case a parent/guardian can not be reached. The parent/guardian will always be contacted before trying to reach an emergency contact. You will click "Edit/Review"to update the information on those who are currently listed. Review the information for each one and update as necessary.

Click "Save/Continue" once this section is complete.

The next screen is the Other Household Section. Please add other children living in the household who are not currently enrolled in school.

Infinite Campus Online Registration

English

Application Number 10
Application For: 2023-24 Next School Year

Student(s) Primary Household ✓ — Parent/Guardian ✓ — Emergency Contact ✓ — Other Household **4** — Student 5 — Completed 6

Other Household

Please list all other children of the Primary Household not currently enrolled in school.

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
		No records available.		

Add New Household Member (Child not currently enrolled)

< Back   Save/Continue

Please click "Save/Continue" once this section is complete.

The next section is the Student Section. Please complete all information in this section regarding the enrolling Kindergarten Student. You will be asked to upload the student's birth certificate and social security card in this section.

Student(s) Primary Household ✓ — Parent/Guardian ✓ — Emergency Contact ✓ — Other Household ✓ — Student **5** — Completed 6

Student Name: :

🔵 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.

Legal First Name *

Gender *

Enrollment Grade *

Legal Middle Name *

Birth Date *
month/day/year

or

Social Security Number
___-__-____

Has no middle name
☐

Birth Country *

Legal Last Name *

Suffix

Preferred Name

Student Cell Number
(___)___-____

Student Email Address

Please upload this student's birth certificate.
Upload Birth Certificate   Drop files here to select

Please upload this student's social security card.
Upload Social Security Card   Drop files here to select

After scanning or taking a picture of your child's birth certificate and social security card, click on "Upload Birth Certificate". Select Birth Certificate Document, then upload the document. Follow the same instructions for uploading your child's social security card. Click "Next" after uploading the documents. You'll continue through each section of the Student Sections. Click "Save/Continue" once all sections are complete.

On the next screen, you will sign using the trackpad on your device, sign your name the best you can.

Please print the application summary PDF and bring it with you to Kindergarten Registration.