**On District Letterhead**

**Date**

**Dear Parent/Guardian,**

**Welcome to Infinite Campus Online Registration!** New and existing student registration is now made easier through this useful tool.

**Beginning in the (Calendar Year) school year, (District Name) will use Infinite Campus Online Registration to collect Annual Updates and new Kindergarten Registrations from our current families. Once logged into the (Portal Website), click on the (Online Registration) link and follow the prompts to update information for students currently enrolled in the district and/or add your new Kindergarten student to your household. If you don’t know your Portal login, please contact (school phone number).**

**As new families move into the district, please direct them to (the District Name)’s home page or to the nearest school or central office for them to submit an Application.**

**With Online Registration, you will be able to add, update and enter information regarding** demographic, health, primary and secondary households, phone numbers and emergency contacts. Once an update is received, the district is alerted and can either approve, hold or deny your request. You will receive status updates via email throughout the process.

**In addition,** applications can be saved if more data entry is needed and reopened at a later time**. You can also print or save your Application Summary.**

Before beginning an Application, it is helpful to gather the following information:

* 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.

If you have any questions regarding Online Registration, please contact us at (School Contact Information).

Sincerely,

(Contact)  
(School)