

Online Census Verification Help Guide

Online Census Verification is a feature available in Infinite Campus Parent Portal for families at Cold Spring Elementary and Central Bucks South for 2015-2016. This process is being tested in these two schools as a replacement for the paper census verification used in prior years. Parents at Cold Spring and CB South will complete the verification for ALL their students including those attending other CB schools.



If you do not have a portal account, click [HERE](#) to complete a request.



Important things to know before you get started:

- The registration process can take 20 minutes based upon your family size and number of non-household emergency contacts you enter for each student.
Note: If you are unable to complete all the information at one time, you can Save and Continue and pick-up where you left off.
- Most of the information will already be completed but you must still review and **Save/Continue** after each tab to proceed.
- Required fields display with a red asterisk (*). All asterisked fields must be completed under each tab to proceed to the next.
- Once you have completed each tab, the tabs will be shown in **GREEN** and at the final screen there will be a **Submit** icon you must click to complete the verification.
- Examples of the various tabs/screens follow in these instructions.

Step 1: If you have a Portal account, login and choose the link in your message inbox that says:

Online Census Verification 2015-16.

The screenshot shows the Infinite Campus Parent Portal interface. At the top, there is a navigation bar with 'Campus Portal', 'SELECT A STUDENT', 'Welcome', and 'Sign Out'. The left sidebar contains a menu with options like 'Family', 'Messages', 'Household Information', 'Family Members', 'Calendar', 'User Account', 'Account Management', 'Contact Preferences', and 'Access Log'. The main content area displays a message inbox with the following messages:

Date	Subject
05/21/2015	Online Census Verification 2015-16
05/28/2013	C.B. South - Important News and Information - 5/28/2013
05/28/2013	C.B. South - Important News and Information - 5/28/2013
05/22/2013	Unami News

A red arrow points to the 'Online Census Verification 2015-16' message in the inbox.

Step 2: From the Welcome to Online Registration, choose **BEGIN REGISTRATION**.

Infinite Campus
Your Name
Online Registration

Welcome to Online Registration. You will see the household, parent 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.

Student Name	Grade
John Student	12
Mary Student	11

Registration Year *

Step 3: Select your language.

Infinite Campus Online Registration
[English](#) | [Spanish](#)

Step 4: Type your first and last name and click SUBMIT

Infinite Campus Online Registration
[English](#) | [Spanish](#)

Welcome **Parent!** 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.

Step 5: Household Tab

The Household tab is the first section you will need to complete. Enter your Home Phone. Enter the phone number you want to be contacted at whenever needed. This can be a cell number. Click **NEXT** to verify Home Address and Mailing Address.

Infinite Campus Online Registration App/

* Indicates a required field

▼ Household ▶ Parent ▶ Emergency Contact ▶ Other Household ▶ Student ▶ Completed

▼ Home Phone

Home Phone
(215) 222 -1234 *

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

Next ▶ **Click NEXT**

▶ Home Address

▶ Mailing Address

Save/Continue



After you confirm/edit information, use the **NEXT** button until you only have the option for Previous or Save/Continue. **DO NOT** click Save/Continue if you have a NEXT button available.

Step 6: Parent/Guardian

The next section to complete is the **Parent/Guardian tab**. The first screen under the Parent/Guardian tab is **Demographics**; you will need to enter the First Name, Last Name, and Gender of the parent completing the registration.

Click on **Next** to go to the second screen under this tab called **Contact Information**, which asks for phone numbers – an email address is required at this screen. At this screen click **Save/Continue**.

* Indicates a required field

✓ Household
▼ Parent
⊘ Emergency Contact
⊘ Other Household
⊘ Student
⊘ Completed

Parent Name: Lisa Parent

Demographics

▼ Contact Information

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

Cell Phone (215) 111 - 2222
 Work Phone (267) 333 - 4444 x
 Email * parent@email.com
 OR
 Has no e-mail
 Secondary Email

Contact Preferences
 Emergency High Priority Attendance Behavior General Teacher Private

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

Once you have completed the Parent/Guardian section, the tab will change to **GREEN** as seen below and you will then move on to **Emergency Contacts**.

✓ Household
✓ Parent
▼ Emergency Contact
⊘ Other Household
⊘ Student
⊘ Completed

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
Kathleen	Contact	F		Existing	<input type="button" value="Edit"/>
Christine	Contact2	F		Existing	<input type="button" value="Edit"/>
					<input type="button" value="Edit"/>
					<input type="button" value="Edit"/>

Description of Add Emergency Contact

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

✓ Indicates that person is completed

Step 7: Emergency Contacts

DO NOT enter parent/guardian information here. This section is for an individual you want called if you cannot be reached. In this section you will need the first name, last name, gender, at least one phone number and address of the emergency contact. It is requested that you have at least **2** emergency contacts. Once you have completed the Emergency Contact section, the tab will change to **GREEN**.

Step 8: Other Household Members

This section is for individuals that live in your household that are not the parent/guardian and are not the student. This could be a grandparent, aunt, uncle, friend, etc. Click **Edit** to update an Other Household member's information. This is NOT a mandatory screen, so you can click on **Save/Continue** and proceed to the Student tab.

✓ Household → ✓ Parent → ✓ Emergency Contact → **Other Household** → Student → Completed

Other Household

First Name	Last Name	Gender	Completed	Record Type	
Michelle	Student	F		Existing	Edit

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

Step 9: Student

The Student section is where the majority of information will be entered. Remember to click on **Next** whenever it is shown to continue through each area under the Student section. **Be sure to carefully read and complete the Health Services information for your student.** Several questions in this section are required for state and/or federal reporting.

* Indicates a required field

✓ Household → ✓ Parent → ✓ Emergency Contact → ✓ Other Household → **Student** → Completed

Student Name: Julia Student

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: Julia * Gender: Female * Enrollment Grade: 12 *
Middle Name: Birth Date: 3/3/2003 *
Last Name: Student * Date Entered U.S.:
Suffix: Foreign Exchange:
Nickname: Yes, this is a foreign exchange student
Student Cell Number: () - No, this is not a foreign exchange student

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

Next ▶

▶ Race Ethnicity
▶ Relationships - Parent/Guardians
▶ Relationships - Emergency Contacts
▶ Relationships - Other Household
Health Services - Physician/Dentist Contact Information
Health Services - Medical Verification (Completed Each Year)

Save/Continue Cancel

Continue verifying information for any other students and until there are no more **Yellow** areas highlighted.

Click **Save/Continue**. The Student tab will be **GREEN** and you will see the screen below. You must click on **Submit** to have a completed registration.

Infinite Campus Online Registration Application Number 46

* Indicates a required field

✓ Household → ✓ Parent → ✓ Emergency Contact → ✓ Other Household → ✓ Student → **Completed**

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](#)

Message from webpage

?

Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.