

Online Census Verification Help Guide

Online Census Verification is a feature available in Infinite Campus Parent Portal. Each year, the Central Bucks School District asks our families to fill out a *Census Verification Form*. This form ensures that student information is accurate. This year, we are asking that you complete your family's *Census Verification* form **online** by September 16, 2016.



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 on the left side panel that says: *Online Census Verification.*

The screenshot shows the Infinite Campus Parent Portal interface. At the top, the user is identified as Nova Smith, with a student number of 4563232117859 and grade 11. The left sidebar menu includes sections for Nova, Messages, Family, and User Account. The 'Online Census Verification' link is highlighted in red, with a red arrow pointing to it. The main content area displays a 'Looking for your District ID?' prompt with a 'Get District ID' button. A 'Notifications' pop-up is visible in the top right corner.


Step 2: Choose *Click here to go to Existing Student Registration*.



Please select from the following:
Register student(s) who are currently enrolled in this district. **OR** Register student(s) who have never been enrolled in this district.

[Click here to go to Existing Student Registration](#) [Click here to go to New Student Registration](#)

Step 3: Choose *Begin 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.

If you only want to register new students for the select year at this year, 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
Nova Smith	11	yes	Included

Registration Year 6-17 *

[Begin Registration](#)

Step 4: Pick Your Language and then click *Begin*. In the next screen, Type in your first and last name as indicated.



[English | Español](#)

Please pick your preferred language.
Por favor, elija su idioma perferred.



English | Español
Welcome to OLR

[Begin](#)

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.

Submit

Step 5: Household Tab

The Household tab is the first section you will need to complete. Verify or 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 Appl

*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 **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.](#)

Previous

Save/Continue Cancel

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="checkbox"/> Edit
Christine	Contact2	F		Existing	<input type="checkbox"/> Edit
					<input type="checkbox"/> Edit
					<input type="checkbox"/> 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

Add New Emergency Contact

Back Save/Continue

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.

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.

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

Click **Save/Continue**.

Household
 Parent
 Emergency Contact
 Other Household
 Student
 Completed

Student Name Nova Smith

- Demographics
- Race Ethnicity
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Release Agreements
- Health Services - Physician/Dentist Contact Information
- Health Services - Medical Conditions (Completed Each Year)**
 - No medical or mental health conditions
 - OR
 - Add Condition
 - [For more information click on this link.](#)
 - Previous Next
- Health Services - Medications
- Health Services - Medical Verification (Completed Each Year)

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.

[Application Summary PDF](#)



Message from webpage