

## Online Registration– PARENT INSTRUCTIONS

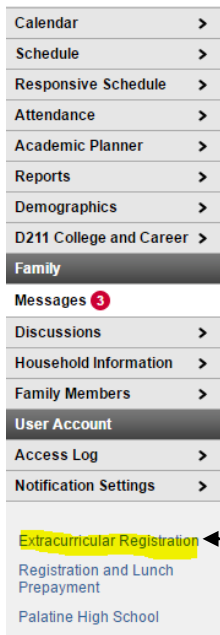
Registration for athletics and activities is required for District 211. Parents will be able to register their children using a link in the Infinite Campus Portal. Students will not be able to register using their student Infinite Campus accounts. After a designated time, activities sponsors should not allow participants without registrations to continue in the activity.

### Preliminary Steps:

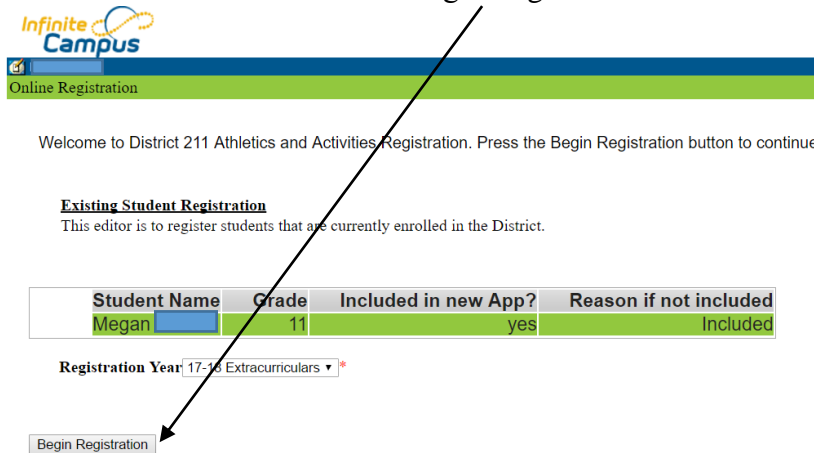
1. Parent/guardian must have email address. If parent/guardian does not have an email address, request the school technology staff to help the parent/guardian create an email account.
2. Parent/guardian must have an Infinite Campus account. If parent/guardian does not have an Infinite Campus account, request the school technology staff to help the parent/guardian create an Infinite Campus account.

### OLR Steps:

1. Parent/Guardian logs onto the Infinite Campus Portal and clicks on “Extracurricular Registration” in the lower left-hand corner.



2. Parent/Guardian clicks on the “Begin Registration” button.



3. Parent/Guardian types in his/her name and clicks “Submit.”



Welcome Lynn [redacted] 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.

[redacted]

**Submit**

4. Parent/Guardian clicks “Begin.”



Application Number 20

Welcome to the Infinite Campus Online Registration for Athletics and Activities! Please verify the information in the Primary Household, Parent/Guardian, and Emergency Contact sections. Complete the Extracurricular Registration section to register your son/daughter for D211 athletics and/or activities.

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 the athletics or activities representative at your school:

- |                                |                                 |
|--------------------------------|---------------------------------|
| PHS Athletics: (847) 755-1771  | PHS Activities: (847) 755-1613  |
| FHS Athletics: (847) 755-2771  | FHS Activities: (847) 755-2613  |
| CHS Athletics: (847) 755-3771  | CHS Activities: (847) 755-3613  |
| SHS Athletics: (847) 755-4771  | SHS Activities: (847) 755-4616  |
| HEHS Athletics: (847) 755-5771 | HEHS Activities: (847) 755-5613 |

Begin

5. Parent/Guardian verifies/updates Home Phone and clicks “Next.”



Application Number 20

\* Indicates a required field

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

▼ Home Phone

Verify the accuracy of your home phone number. If it has changed, update the information to the new number.

Home Phone  
(847 ) 980 - [redacted] \*

**Next**

6. If the Home Address is correct, the Parent/Guardian clicks “Save/Continue.”

The screenshot shows a navigation bar at the top with five steps: 'Student(s) Primary Household' (active), 'Parent/Guardian', 'Emergency Contact', 'Extracurricular Registration', and 'Completed'. Below the navigation bar is a 'Home Address' section. It displays 'Your address as listed in the portal' as 'Palatine, IL 60067-2485'. There is an unchecked checkbox for 'The home address listed is no longer current'. A 'Clear Address Fields' button is present, along with a search box containing the text 'Click on your address if it appears in box'. A 'Previous' button is at the bottom left, and a 'Save/Continue' button is at the bottom right. An arrow points from the text above to the 'Save/Continue' button.

If the Home Address needs to be updated, the Parent/Guardian clicks the checkbox for “The home address listed is no longer current” and enters a new address. The school registrar must receive residency documentation before changing the address in Infinite Campus.

This screenshot shows the 'Home Address' form with the checkbox 'The home address listed is no longer current' checked. Below this, there is a date input field with a calendar icon and an asterisk, labeled 'Please enter the date that the mailing address became inactive for this household.'. A horizontal line separates this section from the address input section. The address input section is titled 'If you are new to the district or if your address has changed, enter your address below and contact the school registrar to provide residency documentation.' It contains several input fields: 'Number', 'Prefix', 'Street', 'Tag', 'Direction', and 'Apartment' in the first row; and 'City', 'State', 'Zip', and 'Ext.' in the second row. Each field has a red asterisk indicating it is required. There is a 'Clear Address Fields' button and a search box with the text 'Click on your address if it appears in box'. Below the search box, it says 'Your address as entered above'. At the bottom left is a 'Previous' button, and at the bottom right is a 'Save/Continue' button.

- Parent/Guardian information will need to be updated for all listed. Click the “Edit/Review” button for a Parent/Guardian.

\* Indicates a required field



Parent/Guardian

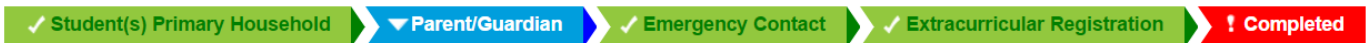
First Name	Last Name	Gender	Completed	Record Type	
Lynn	<input type="text"/>	F		Existing	<input type="button" value="Edit/Review"/>
Michael	<input type="text"/>	M		Existing	<input type="button" value="Edit/Review"/>

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.

- Parent/Guardian reviews the Demographics pleat and clicks “Next.” The school registrar will need to verify changes to parent/guardian information before updating Infinite Campus with the changes.



Parent/Guardian Name: Lynn M

Demographics

Review the following information. If any updates are needed, please contact the school.

First Name  \*  
 Middle Name   
 Last Name  \*  
 Suffix   
 Gender  \*

Please check this box if this person lives at the address listed below.

Palatine, IL 60067-2485

- Parent/Guardian views the message on Contact Information and clicks “Save/Continue.”



Parent/Guardian Name: Lynn

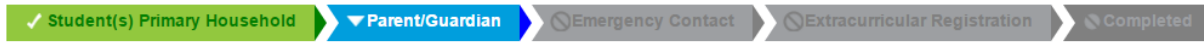
Demographics

Contact Information

If you have new or changed parent contact information that is not in Infinite Campus, please notify your school's registrar at one of the numbers listed below:

- Palatine High School (847) 755-1628
- Fremd High School (847) 755-2628
- Conant High School (847) 755-3628
- Schaumburg High School (847) 755-4628
- Hoffman Estates High School (847) 755-5628

10. Parent/Guardian repeats steps 9-11 for all household parents/guardians and then clicks “Save/Continue.”



Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
Lynn	<input type="text"/>	F	✓	Existing	<input type="button" value="Edit/Review"/>
Michael	<input type="text"/>	M		Existing	<input type="button" value="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.

11. Parent/Guardian clicks on the “Edit/Review” button for an Emergency Contact.

\* Indicates a required field



Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
Donna	<input type="text"/>	F		Existing		<input type="button" value="Edit/Review"/>
Kenneth	<input type="text"/>	M		Existing		<input type="button" value="Edit/Review"/>

in AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

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

✓ - Indicates that person is completed.

12. Parent/Guardian verifies Emergency Contact Demographics and clicks “Next.”



Contact Name:

Demographics

This person will be contacted when the school is unable to contact the parent or guardian for emergency purposes. Therefore, the emergency contact must be someone other than the parent/guardian. Please verify that the following individual is still an emergency contact for your students.

First Name:

Middle Name:

Last Name:

Suffix:

Gender:

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

Contact Information

13. Parent/Guardian verifies Emergency Contact Information and clicks “Save/Continue.”

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

Contact Name: Donna

Demographics

Contact Information

At least one phone number for the emergency contact is required.\*

Home Phone ( ) -

Cell Phone (847) 359 -

Work Phone ( ) - x

Previous

Cancel Save/Continue

14. Parent/Guardian registers the student for athletics and/or activities in the “Extracurricular Registration” section. Parent/Guardian clicks “Edit/Review” for a student.



Application Number 20

\* Indicates a required field

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

Extracurricular Registration

First Name	Last Name	Gender	Completed	Record Type	
Megan		F		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.

**Green** - Indicates that person is completed.

Add New Student

Back Save/Continue

15. Parent/Guardian verifies student demographics and clicks “Next.”

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

Student Name: Megan

Demographics

Verify the information below. If any information needs to be updated, please contact your school registrar.

Legal First Name Megan \* Gender Female \* Enrollment Grade 11 \*

Legal Middle Name Lynn Birth Date 10/16/2000 \* Enrolled School: Palatine High School

Legal Last Name \* Extracurricular School\* Palatine High School

Suffix

Next

16. Parent/Guardian verifies race ethnicity and clicks “Next.”

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

Student Name: [Redacted]

Demographics

Race Ethnicity

Is Hispanic/Latino  No

\*Please check all that apply. If not Hispanic, at least one is required.

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

17. Parent/Guardian verifies parents/guardian relationships and clicks “Next.”

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

Student Name: Megan [Redacted]

Demographics

Race Ethnicity

Relationships - Parent/Guardians

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

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Contact Sequence*	or	No Relationship
Lynn [Redacted]	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1		<input type="checkbox"/>
Michael [Redacted]	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.  
 - 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.

18. Parent/Guardian verifies emergency contacts and clicks “Next.”

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

Student Name: [Redacted]

Demographics

Race Ethnicity

Relationships - Parent/Guardians

Relationships - Emergency Contacts

A minimum of (1) emergency contact is required.\*

Name	Relationship*	Contact Sequence*	or	No Relationship
Kenneth [Redacted]	Grandparents	3		<input type="checkbox"/>
Donna M [Redacted]	Grandparents	4		<input type="checkbox"/>

**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.

19. Parent/Guardian indicates whether they are registering their student for athletics and/or activities.

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

Student Name: Megan [REDACTED]

Demographics  
 Race Ethnicity  
 Relationships - Parent/Guardians  
 Relationships - Emergency Contacts  
 D211 Extracurricular Registration

Are you registering your student for a D211 athletic team or an activity requiring a physical exam (Competitive Dance or Flags)?

Yes  
 No

Are you registering your student for a D211 club, activity, competitive activity, or team not requiring a physical exam?

Yes  
 No

20. On the “D211 Activities section”, the parent/guardian registers the student for clubs.

D211 Activities

Please select the activity or activities you wish to register for:

<input type="checkbox"/> Art Club <input type="checkbox"/> Auditorium Tech Crew <input type="checkbox"/> Auto Club <input type="checkbox"/> Best Buddies <input type="checkbox"/> Bridging the Gap <input type="checkbox"/> Business Professionals of America <input type="checkbox"/> CAD Drafting Club <input type="checkbox"/> Chemical Awareness <input type="checkbox"/> Chess Team <input type="checkbox"/> Color Guard <input type="checkbox"/> Cultural Awareness Club <input type="checkbox"/> Dance Show <input type="checkbox"/> Drama Club (Thespians) <input type="checkbox"/> Electronics Club <input type="checkbox"/> ELS (Education Life Skills) <input type="checkbox"/> ELS Poms <input type="checkbox"/> Fashion Club <input type="checkbox"/> Film Making Club <input type="checkbox"/> Foreign Exchange Club <input type="checkbox"/> French Club <input type="checkbox"/> Freshman Class Club	<input type="checkbox"/> German Club <input type="checkbox"/> Interact Club <input type="checkbox"/> International Club <input type="checkbox"/> Internet Club <input type="checkbox"/> Intramurals <input type="checkbox"/> Junior Class Club <input type="checkbox"/> Literary Magazine <input type="checkbox"/> Martial Arts Club <input type="checkbox"/> Math Team <input type="checkbox"/> Medical Careers Club / HOSA <input type="checkbox"/> Modern Music Masters <input type="checkbox"/> Musical <input type="checkbox"/> National Honor Society <input type="checkbox"/> Newspaper <input type="checkbox"/> Operation Click <input type="checkbox"/> Operation Snowball <input type="checkbox"/> Orchestras <input type="checkbox"/> Outdoor Adventure Club <input type="checkbox"/> Pep Club <input type="checkbox"/> Photography Club	<input type="checkbox"/> Reading Club <input type="checkbox"/> Robotics Club <input type="checkbox"/> Scholastic Bowl <input type="checkbox"/> Science Bowl <input type="checkbox"/> Science Club <input type="checkbox"/> Senior Class Club <input type="checkbox"/> Service Club <input type="checkbox"/> Social Studies Club <input type="checkbox"/> Sophomore Class Club <input type="checkbox"/> Spanish Club <input type="checkbox"/> Special Olympics <input type="checkbox"/> Speech Team (Forensics) <input type="checkbox"/> Spring Play <input type="checkbox"/> Student Congress <input type="checkbox"/> Student Council <input type="checkbox"/> Theater Guides <input type="checkbox"/> Variety Show <input type="checkbox"/> Varsity Club <input type="checkbox"/> Winter Play (Madrigals) <input type="checkbox"/> Wood Workers Club <input type="checkbox"/> WYSE <input type="checkbox"/> Writing Club <input type="checkbox"/> Yearbook
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21. On the D211 Academic Eligibility section, the parent/guardian checks the acknowledgement checkbox.

D211 Academic Eligibility

**ACADEMIC ELIGIBILITY POLICY**

To be eligible for participation in interscholastic athletics and/or activity contests, a student must adhere to both the IHSA and District 211 academic requirements outlined below:

The IHSA requires that all students must be passing five (5) academic courses on a weekly basis. Physical Education may be included as one of the five (5) courses. Any student who is not passing five (5) academic courses will be ineligible for the following week of competition.

District 211 requires that students must maintain a 2.0 GPA (excluding Physical/Driver Education) and receive passing grades on a 6 week, 12 week, and semester basis. Students who do not meet this requirement will be placed on probation, and will be required to attend academic interventions.

\* I have read the above Academic Eligibility Policy for District 211 and agree to help my son/daughter live up to these standards.



22. On the D211 Code of Conduct section, the parent/guardian checks the acknowledgement checkbox.

▼ D211 Code of Conduct

**TOWNSHIP HIGH SCHOOL DISTRICT 211 CODE OF CONDUCT FOR EXTRACURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege extended to all students in District 211. It is an opportunity for students to develop character, leadership skills, self-discipline, teamwork, and cooperation.

With this opportunity comes the responsibility that students exhibit behavior which does not infringe upon the privileges of others or reflect poorly upon themselves or the school.

With this in mind, I understand that I am expected to adhere to the following code of behavior as a participant in the school activities program:

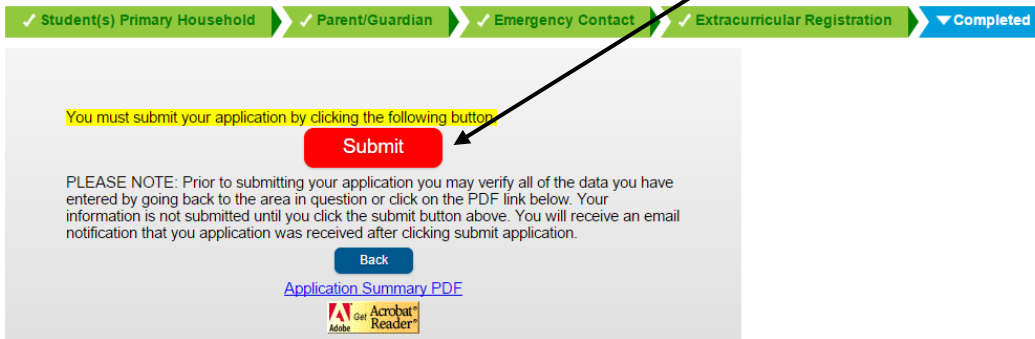
- I will display respect, consideration, and courtesy for students and staff and their property.
- I understand that any behavior expected of me during the regular school day must also be exhibited at the school activities and meetings.
- I will refrain from the use, sale, possession of drugs, alcohol, tobacco, or other illegal substances.
- I understand that I will be held accountable for the rules of the activity I am joining as communicated by the sponsor before the activity begins.

Where violations to the above code of conduct occur, regular school penalties apply.

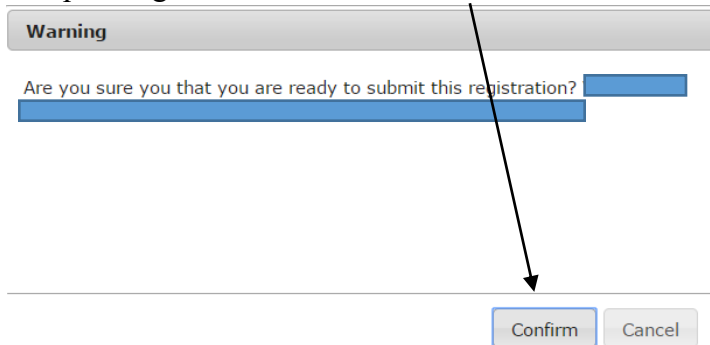
\* I have read the above Code of Conduct for District 211 and agree to help my son/daughter live up to these standards.

◀ Previous   Next ▶

23. In the Completed section, the parent/guardian clicks “Submit.” The parent/guardian can also click the link to the Application Summary PDF.



24. The parent/guardian clicks “Confirm.”



25. The parent/guardian can again click on the link to download the Application Summary PDF.



## 26. The parent/guardian receives an email after the registration is submitted

All Unread By Date Newest

Today

D211Communications  
D211 Athletics/Activities Re... 4:12 PM ✓  
Dear Van Tang, Thank you

[Redacted] 4:10 PM

Infinite Campus Supp...  
[Case: 605447] - Summary Re... 3:49 PM  
This message is to inform you

[Redacted] 2:21 PM

[Redacted] 2:20 PM

[Redacted] 2:00 PM

Tue 6/13/2017 4:16 PM

D211Communications  
D211 Athletics/Activities Registration

To [Redacted]

Follow up. Completed on Tuesday, June 13, 2017.

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Dear [Redacted]

Thank you for completing the District 211 registration process for athletics and activities.

Application Number: 15

Thank you.