NEW STUDENT (GRADES K-12) ONLINE ENROLLMENT GUIDE
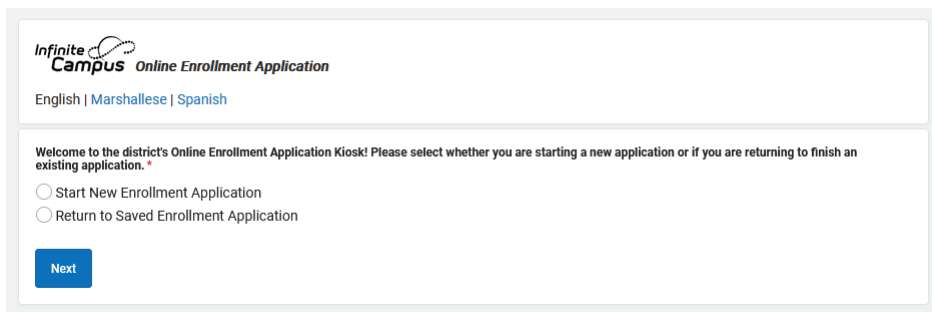
Dubuque COMMUNITY SCHOOLS

GET STARTED

① Open your web browser and go to **www.dbqschools.org/new-students**.

② Click the **ENROLL NOW!** link to open the Infinite Campus Online Enrollment Application Kiosk.

③ Select whether you are starting a new application or returning to finish an existing application. Click the **Next** button.

> **Infinite Campus** Online Enrollment Application
>
> English | Marshallese | Spanish
>
> Welcome to the district's Online Enrollment Application Kiosk! Please select whether you are starting a new application or if you are returning to finish an existing application. *
>
> ○ Start New Enrollment Application
> ○ Return to Saved Enrollment Application
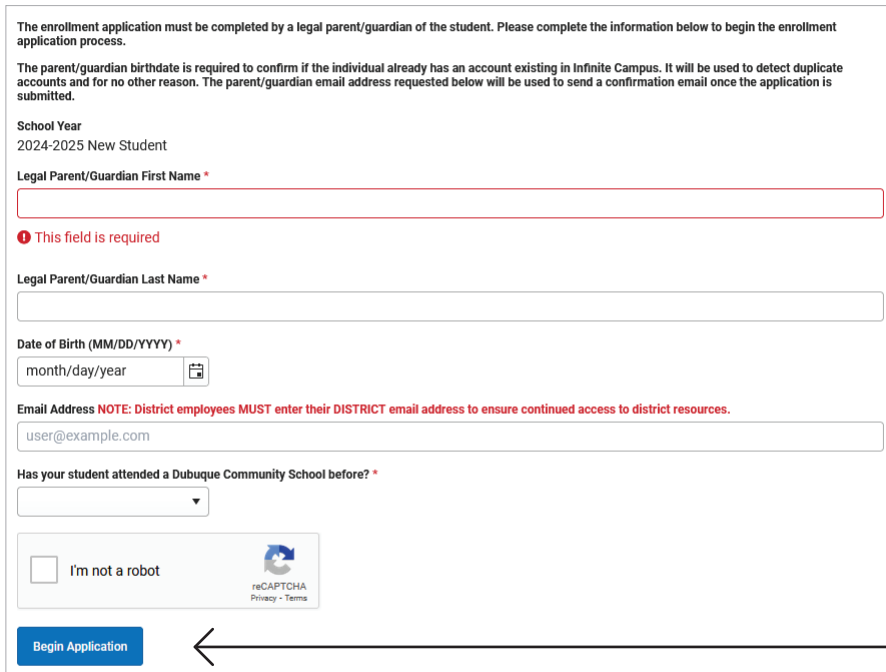>
> **Next**

QUICK and CONVENIENT

↻24↻

You can enroll your student(s) any time, day or night, from any computer with an internet connection.

Infinite Campus is the Dubuque Community School District's official student information system and is designed to give families online access to complete enrollment, registration and annual verification.

BEGIN ONLINE ENROLLMENT APPLICATION

④ Enter the **first name**, **last name**, **date of birth** and **email address** for the legal parent/guardian completing the enrollment application, then answer **whether your student attended a Dubuque Community School before**.

> The enrollment application must be completed by a legal parent/guardian of the student. Please complete the information below to begin the enrollment application process.
>
> The parent/guardian birthdate is required to confirm if the individual already has an account existing in Infinite Campus. It will be used to detect duplicate accounts and for no other reason. The parent/guardian email address requested below will be used to send a confirmation email once the application is submitted.
>
> **School Year**
> 2024-2025 New Student
>
> **Legal Parent/Guardian First Name** *
>
> ❶ This field is required
>
> **Legal Parent/Guardian Last Name** *
>
> **Date of Birth (MM/DD/YYYY)** *
> month/day/year
>
> **Email Address** NOTE: District employees MUST enter their DISTRICT email address to ensure continued access to district resources.
> user@example.com
>
> **Has your student attended a Dubuque Community School before?** *
>
> ☐ I'm not a robot   reCAPTCHA
>   Privacy - Terms
>
> **Begin Application**

When all information is entered, check the box next to I'm not a robot and, if applicable, complete the CAPTCHA test to verify you're not a robot.

Click the **Begin Application** button.

⑤ You will receive a confirmation number. Please write this number down in case you become disconnected. Click the **Confirm** button.

> Your confirmation number is 37572. Please write this down to assure re-entry into the application system in case your system becomes disconnected.
>
> **Confirm**

⑥ You will be prompted to review an authentication agreement. Type your first and last name in the box provided. Click the **Submit** button.

> Welcome Parent Name! 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.
>
> [   ]
>
> **Submit**

⑦ Review the information about the application and gather the required documents. Click the **Begin** button.

> You are now ready to begin a new online enrollment application or return to an existing application!
>
> PLEASE READ THE FOLLOWING CAREFULLY BEFORE STARTING.
>
> **ABOUT THE APPLICATION:**
> > The enrollment application must be completed by a legal parent/guardian of the student(s).
> > The application is divided into sections, each with a series of pleats designed to walk you step by step through the process.
> > Once you begin an application, you may save the application at any time and return to continue the application at a later time by clicking on the Save/Continue button.
> > **You must complete the entire enrollment application and submit the required documents (see below for details) in order for the application to be considered complete.**
> > Be sure to click the "Submit" button at the end of the process to submit your enrollment application.
> > A confirmation email will be sent to the email address, if provided, for the legal parent/guardian that completed and submitted the enrollment application.
>
> **REQUIRED DOCUMENTS:**
>
> **Required for ALL new students:**
> **Proof of Residence** (see list of accepted documents below)
> The document must be current and include a date; name and address on document must match the name and address of the parent or legal guardian of the student(s) being enrolled. Please provide one of the following:
> > mortgage statement from last or current month
> > current rental or lease agreement
> > utility bill from last or current month
> > current property record or most recent tax receipt
> > bank statement from last or current month
> > pay stub from last or current month
>
> **Required for new KINDERGARTEN students:**
> **Proof of Age** (birth certificate preferred; passport or signed immunization records acceptable if needed)
>
> **Required for new students in grades 1-12 attending school in the United States for the first time:**
> **Proof of Age** (birth certificate preferred; passport or signed immunization records acceptable if needed)
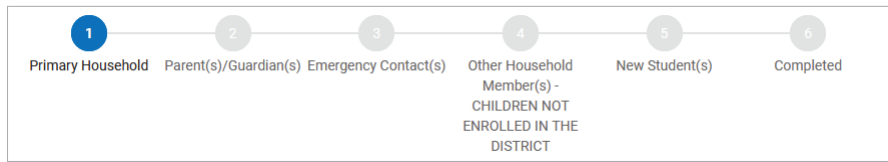>
> Ways to submit the required documents:
> > Upload the document during the online enrollment application process
> > Drop off a printed copy to the district enrollment office at 2300 Chaney Road
>
> **Enrollment applications will not be considered complete until both of these documents have been submitted.**
>
> NOTE: Additional paperwork, based on grade level, may be required to be submitted before the first day of school. This paperwork includes a physical examination, immunization certificate, dental screening certificate, and vision screening certificate, which may be uploaded during the online enrollment application process, dropped off to the district enrollment office, or faxed by a healthcare provider to the district enrollment office.
>
> **Begin**

The enrollment application is divided into sections, each containing a series of pleats designed to walk you step by step through the process.

» **Once you begin an application**, you may save the application at any time and return to continue the application at a later time by clicking on the Save/Continue button.

» **To advance through the sections**, you must complete every pleat in each section and click on the Save/Continue button to move to the next step.

PRIMARY HOUSEHOLD

(8) The primary household is the household where the student resides.

This section includes:

» **Phone Number** (home or cell)

» **Home Address**

» **Mailing Address** (if different from home address)

» **Proof of Residence** (see accepted documents)

   Ways to submit proof of residence:

   » **Upload the document** during the online enrollment application process

   » **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Migrant Worker** (to determine eligibility for supplemental services)

ACCEPTED DOCUMENTS for PROOF OF RESIDENCE:

An acceptable document:

» must be current and include a date

» must include the name and address that matches the name and address of the parent or legal guardian of the student(s) being enrolled

Please provide one of the following:

» mortgage statement from last or current month

» current rental or lease agreement

» utility bill from last or current month

» current property record or most recent tax receipt

» bank statement from last or current month

» pay stub from last or current month

PARENT(S)/GUARDIAN(S)

(9) You will begin by completing information for the legal parent/guardian entered on the previous screen.

This section includes:

» **Demographics: Name, Date of Birth, Gender, Employer, Address** (if different from primary household address)

» **Contact Information: Phone Numbers** (cell, work and other), **Email**

» **Military Information** (if applicable, status, branch and start date)

All additional parent(s)/guardian(s), whether or not they reside with the student, should be entered once the legal parent(s)/guardian(s) are complete.

To add a parent/guardian, click the **Add New Parent/Guardian** button.

EMERGENCY CONTACT(S)

(10) Emergency contact(s) will be contacted if the parent(s)/guardian(s) cannot be reached in an emergency. Please enter each contact individually even if they share contact information.

Emergency Contact(s)

This section is for emergency contact(s) who will be contacted if the parent(s)/guardian(s) cannot be reached in an emergency. **Please enter each contact individually even if they share contact information.**

FIRST NAME	LAST NAME	GENDER	COMPLETED
	No records available.		

Add New Emergency Contact

The maximum number of Emergency Contacts is 5

To add an emergency contact, click the **Add New Emergency Contact** button.

This section includes:

» **Demographics:** Name, Gender

» **Contact Information: Phone Numbers** (home, cell, and work)

» **Address Verification: Does this contact live at the primary household home address?**

OTHER HOUSEHOLD MEMBER(S)

(11) Enter all CHILDREN who reside in the household that are NOT ENROLLED in the Dubuque Community School District and/or FREE four-year-old voluntary preschool program.

Other Household Member(s) - CHILDREN NOT ENROLLED IN THE DISTRICT

This section is for all **CHILDREN** who reside in the household that are **NOT ENROLLED** in the Dubuque Community School District and/or FREE four-year-old voluntary preschool program.
Please enter:

- Children ages 0-4 or in grades K-12 who are not attending or planning to attend a Dubuque Community School.
- Children who are attending a preschool that does not participate in the FREE four-year-old voluntary preschool program.

Please do not enter:

- Siblings that are included in this enrollment application.
- Students currently enrolled in a Dubuque Community School.
- Students who have graduated high school.

FIRST NAME	LAST NAME	GENDER	COMPLETED	
Toddler	Pitz	M	COMPLETED	>

Add New Household Member

To add a household member, click the **Add New Household Member** button.

This section includes:

» **Demographics:** Name, Date of Birth, Gender

NEW STUDENT(S)

(12) Enter the student(s) you wish to enroll in the Dubuque Community School District (grades K-12). There will be a few steps for each student you enter.

New Student(s)				

This section is for the student(s) you wish to enroll in the Dubuque Community School District (grades K-12).

FIRST NAME	LAST NAME	GENDER	SCHOOL	COMPLETED
No records available.				

Add New Student

To add a new student, click the **Add New Student** button.

This section includes:

» **Demographics:**
  › **Name, Date of Birth, Gender**
  › **Is your student in foster care?**
  › **In which school district does the student reside?**
  › **Grade in 2024-2025** If grade 6-12, are you interested in enrolling in Dubuque Online School?
  › **Does your student have a current Individualized Education Program (IEP)?**
  › **Does your student have a current 504 Plan?**

» **Dubuque Online School:** (grades 6-12 only)
  › **Select the most important reason for exploring enrollment in Dubuque Online School**
  › **Does the student plan to participate in collegiate athletics?**
  › **Does your household have reliable broadband internet access to ensure your student can access systems and programs needed for online school?**
  › **Additional Comments**

» **Race and Ethnicity:**
  › **Is the student of Hispanic, Latino or Spanish ethnicity (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin)?** If yes, you may also check one or more racial categories.
  › **What is the student's race?** (check all that apply)

» **Housing:**
  › **Does the student live in a temporary housing situation or do they lack a fixed, regular or adequate nighttime residence?** If yes, select the option that best represents the student's current housing situation*.*

» **Student Records for Kindergarten:** (kindergarten only)

  › Proof of Age

   Ways to submit proof of age:

    » **Upload the document** during the online enrollment application process

    » **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

  › Has your student attended preschool within the 12 months prior to this entry?

  › Has your student attended kindergarten previously?

    » If your student **attended kindergarten in the State of Iowa**, enter the information for the most recent school attended.

    » If your student **attended kindergarten in the United States outside the State of Iowa**, enter the information for the most recent school attended.

    » If your student **attended kindergarten outside the United States**, you may provide copies to the District Enrollment Office if you have student records from your student's most recent school attended.

» **Student Records:** (grades 1-12 only)

  › Which of the following applies to your student's previous enrollment?

    » If your student **attended school in the State of Iowa**, enter the information for the most recent school attended.

    » If your student **attended school in the United States outside the State of Iowa**, enter the information for the most recent school attended.

    » If your student **attended school outside the United States**, you may provide copies to the District Enrollment Office if you have student records from your student's most recent school attended.

  › Proof of Age (if attending school in the United States for the first time)

   Ways to submit proof of age:

    » **Upload the document** during the online enrollment application process

    » **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Home Language Survey (HLS):** (grades K-12 if no previous enrollment in the State of Iowa)

  › What is the primary language used in the home, regardless of the language spoken by the student?

  › What is the language most often spoken by the student?

  › What is the language that the student first acquired?

  › In which language do you prefer to receive spoken information from school?

  › In which language do you prefer to receive written information from school?

» **Tribal Enrollment:**

  › Does this student currently have an active enrollment within a United States Tribe?

» **Student Relationship to Parent(s)/Guardian(s):**

  › Relationship, Contact Preferences, Contact Sequence

    » For sequencing, **number 1 should be selected for the parent/guardian with whom the student resides**, followed by additional parent(s)/guardian(s)

» **Student Relationship to Emergency Contact(s):**

  › Relationship, Contact Sequence

    » For sequencing, **numbers 1 and 2 are reserved for parent(s)/guardian(s),** followed by additional parent(s)/guardian(s) and then emergency contacts

» **Student Relationship to the Other Household Members(s):**

  › Relationship

» **Health Services - Provider Information:**

› **Does your student have a primary care provider?**

» If yes, provider name, phone and date of last exam.

» If no, do you need assistance finding a provider?

› **Does your student have a dental care provider?**

» If yes, provider name, phone and date of last exam.

» If no, do you need assistance finding a provider?

› **Does your student have an eye care provider?**

» If yes, provider name, phone and date of last exam.

» If no, do you need assistance finding a provider?

› **Does your student have health insurance?**

» If no, do you need information about Iowa's Hawki program that offers low-cost health insurance for children?

» **Health Services - Stock Medication Permissions:** (grades 6-12 only)

› **Do you give permission to the school nurse or authorized staff to give your student an appropriate dose of Acetaminophen (ie, Tylenol) when determined to be needed?**

› **Do you give permission to the school nurse or authorized staff to give your student an appropriate dose of Ibuprofen (ie, Motrin) when determined to be needed?**

» **Health Services - Chronic Health Conditions:**

› **Allergies (Drug, Food, etc)**

» If yes, indicate the type of allergy and describe the reaction.

» Does your student require an EpiPen or emergency medication at school?

› **Asthma**

› **ADD/ADHD**

› **Bone/Joint**

› **Bowel/Bladder**

» If yes, describe condition.

› **Degenerative Disease (Arthritis, etc)**

› **Diabetes**

› **Hearing Impairment**

» If yes, which ear(s)?

» Does your student require accommodations at school? If yes, describe accommodations.

› **Heart/Lung**

» If yes, describe condition.

› **Migraines**

› **Seizures (Convulsions/Epilepsy)**

» If yes, date of last seizure.

» Does your student require emergency medication at school?

› **Vision Impairment**

» If yes, does your student wear corrective lenses?

» Is your student color blind?

› **List any surgeries, illnesses or injuries that required medical care in the past year.**

» **Health Services - Medical or Mental Health Conditions:**

› **Does this student have additional medical or mental health conditions?**

» If yes, add condition. May enter comments and instructions.

» **Health Services - Medications:**

› **Does your student take any medications?** (all medications taken by student, including medications required to be administered or self-administered at school)

» If yes, add medication. Enter medication name, where taken, and medication type. May enter comments and instructions.

» **Health Services - Required Paperwork for Kindergarten:** (kindergarten only)

› Physical Examination Requirement

Ways to submit physical examination form:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Request assistance** from the district

› Immunization Certificate Requirement

Ways to submit immunization certificate:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Request assistance** from the district

› Dental Screening Requirement

Ways to submit dental screening certificate:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Request assistance** from the district

» **Health Services - Required Paperwork:** (grades 1-12 if attending school in the United States for the first time)

› Physical Examination Requirement

Ways to submit physical examination form:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Request assistance** from the district

› Immunization Certificate Requirement

Ways to submit immunization certificate:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Request assistance** from the district

» **Health Screenings:** (grades 3, 7, 9, and 12)

› Vision Screening Requirement (grade 3 only)

Ways to submit vision screening certificate:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Vision screening provided by the district fulfills this requirement**

› Immunization Certificate Requirement (grades 7 and 12 only)

Ways to submit immunization certificate:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Request assistance** from the district

› Dental Screening Requirement (grade 9 only)

Ways to submit dental screening certificate:

» **Upload the document** during the online enrollment application process

» **Drop off a printed copy** to the district enrollment office at 2300 Chaney Road

» **Request your student's healthcare provider fax a copy** to the district enrollment office

» **Request assistance** from the district

COMPLETE and SUBMIT APPLICATION

⑬ Prior to submitting your application, you may verify the data you entered.

Click on a **tab at the top of the screen** to review that section.

Click on the **Application Review (PDF)** button to download a copy.

You must complete the entire enrollment application and submit the required documents in order for the application to be considered complete.

Sign your name in the box and **click the Submit button** to submit your online enrollment application.

» Once submitted, a **Completed Application Summary (PDF)** may be downloaded for your records.

» A confirmation email will also be sent to the email address, if provided, for the legal parent/guardian that completed and submitted the enrollment application.