Dubuque COMMUNITY SCHOOLS

ANNUAL REGISTRATION VERIFICATION GUIDE

To begin annual registration, you must have an Infinite Campus account.

» If you do not have an account, contact your home school to request access.

» **If this is the first time you are logging in to Infinite Campus**, you will use the default password provided by the district and will be prompted to create a new password.

» **If you do not remember your username or password**, click on the "Forgot your username?" or "Forgot your password?" links found on the login page to retrieve your username or reset your password.

   » This information will be sent to the security email you entered when creating the account.

   » If your email has changed since you created your account, please contact your home school to retrieve your username or reset your password. Once you are logged in, you can update your security email under the user menu settings. 👤

   » If you need further assistance, please contact your home school.

QUICK and CONVENIENT ↻24↻

You can enroll + register your student(s) any time, day or night, from any computer with an internet connection.
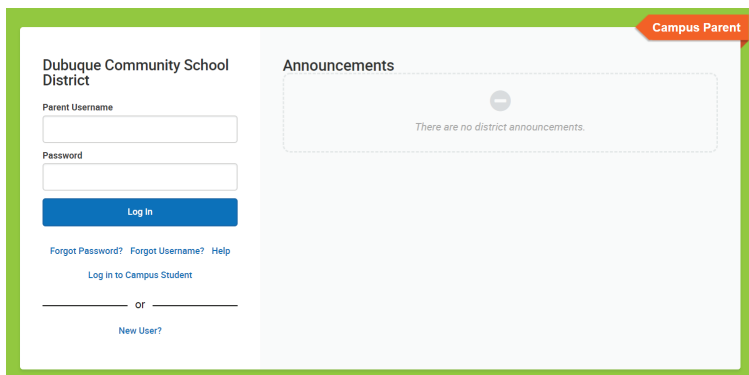
Infinite Campus is the Dubuque Community School District's official student information system and is designed to give families online access to complete enrollment, registration and annual verification.

GET STARTED

① Open your web browser and go to **www.dbqschools.org/annual-registration**.

② Click the **REGISTER NOW!** link to open the Infinite Campus Parent Portal.

LOG IN

③ Sign in using your Infinite Campus username and password.

BEGIN REGISTRATION

④ Click the **Start** button for 2024-2025 Annual Verification.

Click the **Start** button.

⑤ Each existing student(s) currently enrolled in the district will be listed. Click the **Begin Registration** button.

NOTE: those wishing to add a new student(s) from their household will be able to do so in the Student(s) section of this registration.

STUDENT NAME NOMBRE DEL ESTUDIANTE ETAN AJIRI EO	GRADE GRADO KILAAJ EO AN	INCLUDED IN THIS REGISTRATION? ¿INCLUIDO EN ESTE REGISTRO? EDELON KE ILO KAR IIEN REJIJTOR IN?	REASON IF NOT INCLUDED: RAZÓN SI NO SE INCLUYE: UNIN AN JAB DELON:	ONLINE REGISTRATION SUBMITTED? ¿REGISTRO EN LINEA ENVIADO? EMOOTIOK REJIJTOR EO KADELOK ILO KAMPIUTOR?
Student Name	3	Yes / Sí / Aet	Included / Incluido / Ebar Delon	No / No / Jab
Student Name	7	Yes / Sí / Aet	Included / Incluido / Ebar Delon	No / No / Jab

> Begin Registration / Comenzar el Registro / Jino am Rejijtor

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.
>
> **First and Last Name** *
>
> [   ]
>
> Submit

⑦ Review the information about annual registration and, if applicable, gather the required documents. Click the **Begin** button.

> Application Number 39287
> Application For 2024-2025 Annual Verification
> English | Marshallese | Spanish
> * Indicates a required field
>
> Please pick your preferred language above.
>
> **You are now ready to begin annual registration or return to an existing registration.**
>
> PLEASE READ THE FOLLOWING CAREFULLY BEFORE STARTING.
>
> **ABOUT ANNUAL REGISTRATION:**
> > Annual registration for all students is required to be completed each school year by a legal parent/guardian of the student(s).
> > Registration is divided into sections, each with a series of pleats designed to walk you step by step through the process.
> > Once you begin, you may save at any time and return to continue the registration at a later time by clicking on the Save/Continue button.
> > **You must complete the entire annual registration and submit the required documents (see below for details).**
> > Be sure to click the "Submit" button at the end of the process.
> > A confirmation email will be sent to the email address, if provided, for the legal parent/guardian that completed and submitted the registration.
>
> **REQUIRED DOCUMENTS:** The following documents are required for new student enrollment and, if applicable, for current students with a change of address.
> > Proof of Residence
> > Proof of Age
> ➜ Details are available on the district website at www.dbqschools.org/annual-registration/required-documents.
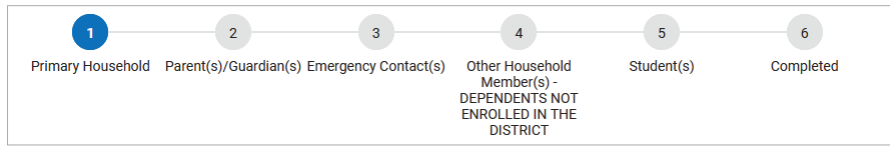>
> **REQUIRED PAPERWORK:** The following additional paperwork, based on grade level, may be required to be submitted before the first day of school.
> > Physical Examination
> > Immunization Certificate
> > Dental Screening Certificate
> > Vision Screening Certificate
> ➜ Details are available on the district website at www.dbqschools.org/annual-registration/required-paperwork.
>
> Begin

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

1	2	3	4	5	6
Primary Household	Parent(s)/Guardian(s)	Emergency Contact(s)	Other Household Member(s) - DEPENDENTS NOT ENROLLED IN THE DISTRICT	Student(s)	Completed

» **Once you begin registration**, you may save at any time and return to continue the registration 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)

   Required for:

   » all new students to the district, including new students added to a current household

   » current students who have a change in address

   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)

» **Fee Waiver Application**

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) This section is for legal parent(s)/guardian(s) and additional parent(s)/guardian(s), whether or not they reside with the student. When adding new or updating existing records, legal parent(s)/guardian(s) should be first.

Parent(s)/Guardian(s)

This section is for legal parent(s)/guardian(s) and additional parent(s)/guardian(s), whether or not they reside with the student. **When adding new or updating existing, legal parent(s)/guardian(s) should be first.**

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED	
Parent	Name	M	Existing	INCOMPLETE	›
Parent	Name	F	Existing	INCOMPLETE	›

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Contact Name	Already in this application as an Emergency Contact
Contact Name	Already in this application as an Emergency Contact
Other Name	Already in this application as an Other Household Member
Student Name	Already in this application as a Student
Student Name	Already in this application as a Student

Add New Parent/Guardian

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

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)

EMERGENCY CONTACT(S)

(10) This section is for 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	RECORD TYPE	COMPLETED	
Contact	Name	M	Existing	INCOMPLETE	>
Contact	Name	F	Existing	INCOMPLETE	>

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Parent Name	Already in this application as a Parent/Guardian
Parent Name	Already in this application as a Parent/Guardian
Other Name	Already in this application as an Other Household Member
Student Name	Already in this application as a Student
Student Name	Already in this application as a Student

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)

Ⅱ This section is for all DEPENDENTS 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) - DEPENDENTS NOT ENROLLED IN THE DISTRICT

This section is for all **DEPENDENTS** 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 including children who are attending a preschool that does not participate in the FREE four-year-old voluntary preschool program.
> Children in grades K-12 who are not attending or planning to attend a Dubuque Community School.

Please do not enter:

> Siblings that are included in this registration.
> Students currently enrolled in a Dubuque Community School.
> Students who have graduated high school. *NOTE: students who have graduated from the Dubuque Community School District will automatically be added to this section upon graduation.*

Adding a new student to your household?

If you wish to enroll and register a student(s) listed below for this school year, you will be able to do so in this section when reviewing demographics for that student(s).

If you wish to add a new student(s) from your household that is not listed below, you will be able to do so in the Student(s) section of this registration.

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED	
Other	Name	M	Existing	INCOMPLETE	›

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Parent Name	Already in this application as a Parent/Guardian
Parent Name	Already in this application as a Parent/Guardian
Contact Name	Already in this application as an Emergency Contact
Contact Name	Already in this application as an Emergency Contact
Student Name	Already in this application as a Student
Student Name	Already in this application as a Student

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, Address** (if different from primary household address)

› **Do you wish to enroll and register this student for the upcoming school year?** If yes, student will be moved to the Student(s) section as a new student.

STUDENT(S)

⑫ This section is for student(s) currently enrolled in the Dubuque Community School District (grades K-12), with the option to add a new student(s) to the household.

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?** (new students only)

› **Grade in 2024-2025**

  » Are you interested in enrolling in Dubuque Online School? (new students in grades 6-12 only)

› **Was your student assigned to a preschool by the district during the IEP (Individualized Education Plan) Eligibility meeting?** If no, is your student receiving special education services? (new students in preschool only)

› **Does your student have a current Individualized Education Program (IEP)?** (new students in grades K-12 only)

› **Does your student have a current 504 Plan?** (new students in grades K-12 only)

» **Dubuque Online School:** (new students in 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:**
NOTE: Information will display but changes may not be made online for existing students.

› **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. (new students only)

› **What is the student's race?** (check all that apply) (new students only)

- » **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 Preschool:** (new students in preschool only)
  - › **Did you upload your household's proof of residence in this registration under the Household section?** If no, how will you submit your household's proof of residence?

    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

  - › **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

- » **Student Records for Kindergarten:** (new students in kindergarten only)
  - › **Did you upload your household's proof of residence in this registration under the Household section?** If no, how will you submit your household's proof of residence?

    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

  - › **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:** (new students in grades 1-12 only)
  - › **Did you upload your household's proof of residence in this registration under the Household section?** If no, how will you submit your household's proof of residence?

    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

  - › **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):** (new students in preschool or 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?

» **Student Relationship to Parent(s)/Guardian(s):**
NOTE: Contact preferences will display but changes may not be made online for existing students.

  › 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:**
NOTE: Existing students will be asked to provide the provider name and phone. If assistance is needed in finding a provider, please contact your school's health office.

  › 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? (new students only)

    » 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** (new students only)
- › **ADD/ADHD** (new students only)
- › **Bone/Joint** (new students only)
- › **Bowel/Bladder** (new students only)
    - » If yes, describe condition.
- › **Degenerative Disease (Arthritis, etc)** (new students only)
- › **Diabetes** (new students only)
- › **Hearing Impairment** (new students only)
    - » If yes, which ear(s)?
    - » Does your student require accommodations at school? If yes, describe accommodations.
- › **Heart/Lung** (new students only)
    - » If yes, describe condition.
- › **Migraines** (new students only)
- › **Seizures (Convulsions/Epilepsy)** (new students only)
    - » 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:**
NOTE: Existing conditions will display and changes may be made for existing students.

- › **Does this student have additional medical or mental health conditions?**
    - » If yes, add condition. May enter comments and instructions.

» **Health Services - Medications:**
NOTE: Existing medications will display and changes may be made for existing students.

- › **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 Preschool:** (new students in preschool 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

» **Indicate you already submitted the document** to the district enrollment office

› 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

» **Indicate you already submitted the document** to the district enrollment office

» **Health Services - Required Paperwork for Kindergarten:** (new students in 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

» **Indicate you already submitted the document** to the district enrollment office

› 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

» **Indicate you already submitted the document** to the district enrollment office

› 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

» **Indicate you already submitted the document** to the district enrollment office

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

› Immunization Certificate Requirement

NOTE: Students enrolling in grades 7 and 12 will submit this document on the Health Screenings pleat.

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

» **Indicate you already submitted the document** to the district enrollment office

» **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**

  » **Indicate you already submitted the document** to the district enrollment office

  › **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

  » **Indicate you already submitted the document** to the district enrollment office

  › **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

  » **Indicate you already submitted the document** to the district enrollment office

» **Permissions and Acknowledgements**

  › **Field Trips**

  › **Ride Approval**

  › **Fundraisers** (all grades except preschool)

  › **Military Information** (grades 11 and 12 only)

  › **Home Internet Access**

  › **Web 2.0 Tools**

  › **Home Computing Device**

  › **Parent-Student Handbook**

  › **Meal Program Information Letter**

  › **Science Student Safety Contract** (grades 6-12 only)

» **School Choice:** (new students in preschool only)

  › **First Choice School, Session Preference** (AM, PM or No Preference)

  › **Second Choice School, Session Preference** (AM, PM or No Preference)

  › **Third Choice School, Session Preference** (AM, PM or No Preference)

COMPLETE and SUBMIT REGISTRATION

(13) Prior to submitting your registration, 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 annual registration and submit the required documents in order for the registration 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.