



# ANNUAL REGISTRATION VERIFICATION GUIDE

FOR THE 2025-2026 SCHOOL YEAR

## 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



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](http://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 2025-2026 Enrollment and Registration.

Existing Students / Alumnos Existentes / Ri Jikuul ro Eped Etaeer		
NAME / NOMBRE / ET KO	STATUS / ESTADO / JONAN EO KOBED IE	ACTION / ACCIÓN / JERBAL E
2025-2026 Enrollment and Registration	REQUIRED	Start / Inicio / Jinoe

← 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? EMOOTIK 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.

**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 to submit your annual registration.
- 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](http://www.dbqschools.org/annual-registration/required-documents).

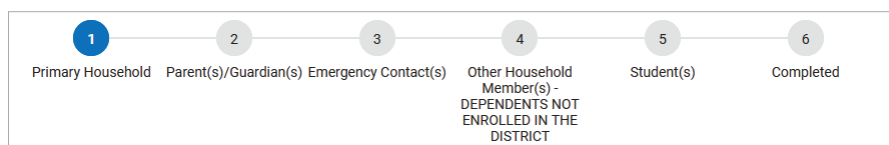
**REQUIRED PAPERWORK:**  
The following additional paperwork, based on grade level, may be required to be submitted before the first day of school.

- 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](http://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.



- » **Once you begin registration and complete the Primary Household section**, 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**
- » **Technology**
  - › Home Internet Access
  - › Home Computing Device
- » **Acknowledgments**
  - › Parent-Student Handbook
  - › Student Use of Digital Resources
  - › Meal Program Information Letter
  - › Public Library Access Program

### 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
- » utility bill from last or current month
- » most recent tax receipt
- » current rental or lease agreement
- » bank statement OR pay stub from last or current month

Go to [www.dbqschools.org/required-documents](http://www.dbqschools.org/required-documents) for more options.

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 at Birth, 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) 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.

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	<div>INCOMPLETE</div> >
Contact	Name	F	Existing	<div>INCOMPLETE</div> >

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 at Birth
  - » **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 will **NOT BE ENROLLED** in the Dubuque Community School District and/or **FREE** four-year-old voluntary preschool program this school year.

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

This section is for all **DEPENDENTS** who reside in the household that will **NOT BE ENROLLED** in the Dubuque Community School District and/or **FREE** four-year-old voluntary preschool program this school year.

**Do you have a new student in your household you wish to enroll?**

If the student(s) is listed below:

- You will be able to enroll and register the student(s) in this section.
- Click on the student's name below and select "Yes" to the "Do you wish to enroll and register this student for the upcoming school year?" question.

If the student(s) is not listed below:

- You will be able to add the student(s) in the Student(s) section of this registration.
- DO NOT ADD THE STUDENT(S) IN THIS SECTION.**

**Who from your household should be listed in this section?**

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.*

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
Other	Name	M	Existing	<div>INCOMPLETE</div> >

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 at Birth

> **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, with the option to add a new student(s) to the household.

Student(s)

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

FIRST NAME	LAST NAME	GENDER	SCHOOL	RECORD TYPE	COMPLETED
Student	Name	F	School	Existing	<div>INCOMPLETE</div> >
Student	Name	M	School	Existing	<div>INCOMPLETE</div> >

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
Other Name	Already in this application as an Other Household Member

Add New Student

< Back

Save/Continue

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

This section includes:

- » **Demographics:**
  - › Name, Date of Birth, Gender at Birth
  - › Student Cell Number (GRADES 9-12 ONLY)
  - › Is your student in foster care?
  - › In which school district does the student reside? (NEW STUDENTS ONLY)
  - › Grade in 2025-2026
  - › Enrolled School (EXISTING STUDENTS ONLY)
  - › Are you interested in enrolling your student 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 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. If you need to make a change, please contact your student's school.

- › **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.

» **Proof of Residence** (see accepted documents on page 3) (NEW STUDENTS 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

» **Student Records for Preschool:** (NEW STUDENTS IN PRESCHOOL 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

» **Student Records for Kindergarten:** (NEW STUDENTS IN 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:** (NEW STUDENTS IN GRADES K-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):** (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. If you need to make a change, please contact your student's school.

› **Relationship, Contact Preferences, Contact Sequence**

- » For sequencing, **the parent/guardian with whom the student resides should be number 1 in the sequence.** Additional parent(s)/guardian(s) should follow beginning with number 2.

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

› **Relationship, Contact Sequence**

- » For sequencing, **the emergency contact(s) should begin at number 3 or higher.** Numbers 1 and 2 are reserved for parent(s)/guardian(s).

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

› **Relationship**

» **Health Services - Provider Information:**

NOTE: Existing students will be asked to review the information already on file and indicate if the provider is still current, the student has a new provider or the student does not have a current provider.

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

- » If yes, provider name and phone.
- » If no, do you need assistance finding a provider?

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

- » If yes, provider name and phone.
- » If no, do you need assistance finding a provider?

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

- » If yes, provider name and phone.
- » 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 - Medical or Mental Health Conditions:**

NOTE: Existing conditions will display and changes may be made for existing students.

› **Does your student have 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 Record Requirement**

*Ways to submit immunization record:*

- » **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)**› **Immunization Record Requirement**

*Ways to submit immunization record:*

- » **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 Record Requirement**

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

*Ways to submit immunization record:*

- » **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 ONLY)

NOTE: Existing students will be asked to review the current status of the required paperwork and indicate if the requirement has been met or select how you plan to meet the requirement.

› **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 Record Requirement** (GRADES 7 AND 12 ONLY)

*Ways to submit immunization record:*

- » **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 Acknowledgments**

- › **Field Trips**
- › **Ride Approval**
- › **Fundraisers** (ALL GRADES EXCEPT PRESCHOOL)
- › **Brain Health Retreat Room Check-In / Check-Out Survey** (GRADES 9-12 ONLY)
- › **Military Information** (GRADES 11 AND 12 ONLY)
- › **Science Student Safety Contract** (GRADES 6-12 ONLY)

» **School Choice:** (NEW STUDENTS IN PRESCHOOL ONLY)

*If student was assigned to a preschool by the district during the IEP (Individualized Education Plan) Eligibility meeting:*

› **School Assignment**

*If student was not assigned to a preschool by the district:*

- › **First Choice School, Session Preference** (AM, PM or No Preference) If Seedlings Preschool Center, do you need information on wrap-around childcare provided by the Dubuque Community Y Early Learning Center.
- › **Second Choice School, Session Preference** (AM, PM or No Preference) If Seedlings Preschool Center, do you need information on wrap-around childcare provided by the Dubuque Community Y Early Learning Center.
- › **Third Choice School, Session Preference** (AM, PM or No Preference) If Seedlings Preschool Center, do you need information on wrap-around childcare provided by the Dubuque Community Y Early Learning Center.

# COMPLETE and SUBMIT REGISTRATION

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

✓

Primary Household

✓

Parent(s)/Guardian(s)

✓

Emergency Contact(s)

✓

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

✓

Student(s)

6

Completed

\* Indicates a required field

PLEASE NOTE: Prior to submitting your application, you may verify the data you entered by using the tabs at the top of this page or by clicking on the Application Review link below.

Your application is not complete until you click the "Submit" button below.

Back

Application Review (PDF)

Submit

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.**

Click the **Submit** button to submit your annual registration.

Thank you for completing Online Enrollment! For a PDF copy of the submitted data, please click the link below.

Completed Application Summary (PDF)

- » 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 annual registration.