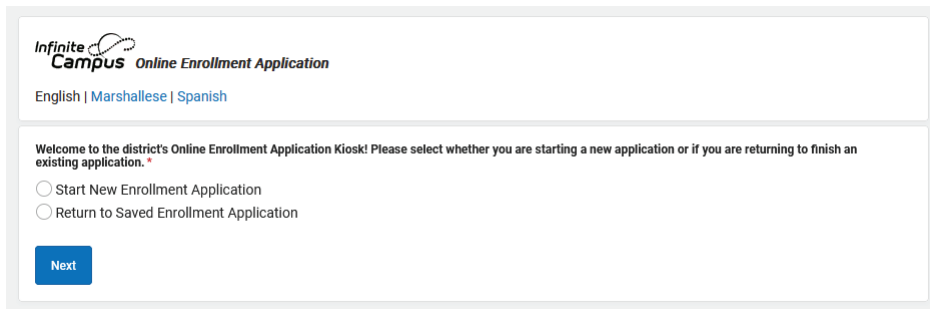


GET STARTED

- ① Open your web browser and go to **www.dbqschools.org/enrollment**. You'll find links to preschool, kindergarten and grades 1-12 enrollment.
- 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

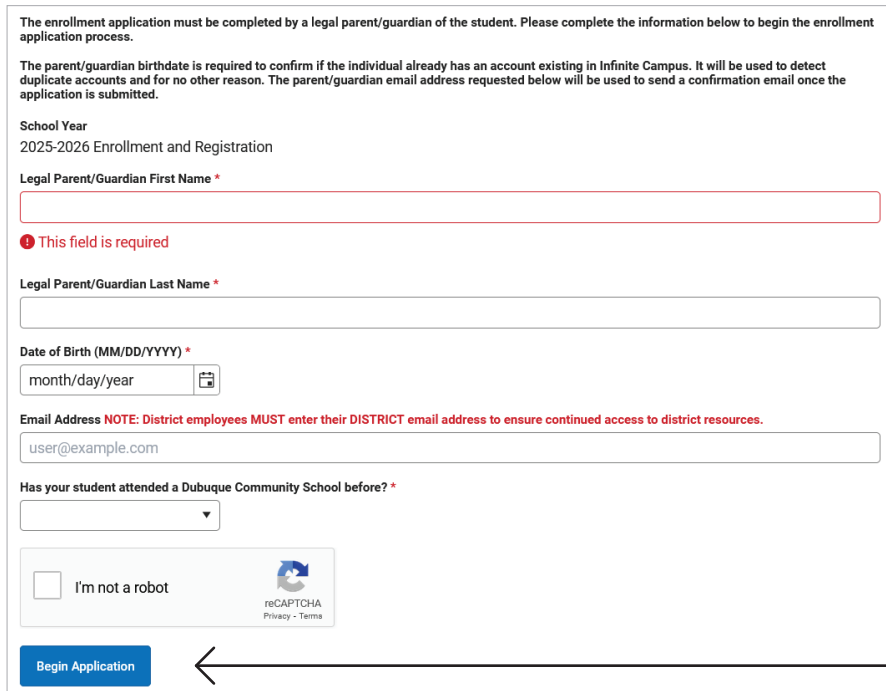


You can enroll your student(s) any time, day or night, from any computer with an internet connection.

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
2025-2026 Enrollment and Registration

Legal Parent/Guardian First Name *

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:

The following documents are required for new student enrollment, including students enrolling in the FREE four-year-old voluntary preschool program:

Proof of Residence (see list of accepted documents below)

- 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

If you are a **HOMEOWNER**, please provide **ONE** of the following:

- mortgage statement from last or current month
- utility bill from last or current month
- most recent tax receipt
- if recently closed on home, settlement statement from the closing OR warranty deed

If you are a **RENTER**, please provide **ONE** of the following:

- current rental or lease agreement
- utility bill from last or current month

If you are a **CO-RESIDENT**, please provide **BOTH** of the following:

- bank statement OR pay stub from last or current month
- completed and NOTARIZED verification of residency for the family with whom you are residing with

If none of the above describe your current situation, please contact the district enrollment office at enrollment@dbqschools.org or 563/552-3058.

Proof of Age(birth certificate preferred; passport or signed immunization records acceptable if needed)

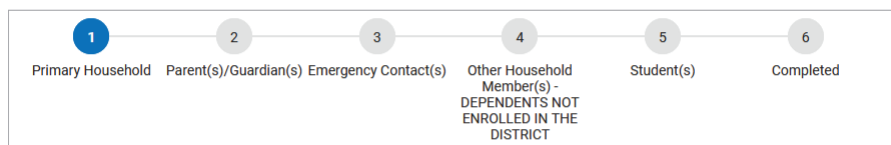
Ways to submit the required documents:

- Upload the document during the online enrollment application process
- Drop off a printed copy to the district enrollment office at 2300 Chaney Road
- Email an electronic copy to the district enrollment office at enrollment@dbqschools.org

Enrollment applications will not be considered complete until both of these documents have been submitted.

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 and complete the Primary Household section**, 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)
- » **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 for more options.

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 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)

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.

Parent(s)/Guardian(s)

Please enter legal parents/guardians first. All additional parents/guardians, whether or not they reside with the student, should be entered once the legal parents/guardians are complete.

FIRST NAME	LAST NAME	GENDER	COMPLETED
Parent	Name	F	COMPLETED >

Add New Parent/Guardian <

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 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)

11 Enter 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)

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
No records available.			

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

NEW STUDENT(S)

12 Enter the student(s) you wish to enroll in the Dubuque Community School District and/or FREE four-year-old voluntary preschool program. 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 and/or FREE four-year-old voluntary preschool program.

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 at Birth
 - › Student Cell Number (GRADES 9-12 ONLY)
 - › Is your student in foster care?
 - › In which school district does the student reside?
 - › Grade in 2025-2026
 - › Are you interested in enrolling your student in Dubuque Online School? (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? (PRESCHOOL ONLY)
 - › Does your student have a current Individualized Education Program (IEP)? (GRADES K-12 ONLY)
 - › Does your student have a current 504 Plan? (GRADES K-12 ONLY)
- » **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 Preschool: (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: (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): (ALL 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):**› **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:**

- › 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?
 - » 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:**

- › Does your student have a medical or mental health condition?
 - » 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 Preschool:** (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: (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: (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)**› **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: (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 APPLICATION

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

The screenshot shows a progress bar at the top with six tabs: Primary Household, Parent(s)/Guardian(s), Emergency Contact(s), Other Household Member(s) - DEPENDENTS NOT ENROLLED IN THE DISTRICT, Student(s), and Completed. The 'Completed' tab is highlighted with a blue circle and the number 6. Below the progress bar, a red asterisk indicates a required field. A 'PLEASE NOTE' section states: '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.' Below this, a message says: 'Your application is not complete until you click the "Submit" button below.' At the bottom, there are three buttons: 'Back', 'Application Review (PDF)', and '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 enrollment application and submit the required documents in order for the application to be considered complete.

Click the **Submit** button to submit your online enrollment + registration application.

The screenshot shows a confirmation message: 'Thank you for completing Online Enrollment! For a PDF copy of the submitted data, please click the link below.' Below the message is a button labeled 'Completed Application Summary (PDF)' with an arrow pointing to it from the right.

- » 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 + registration application.