



DES MOINES PUBLIC SCHOOLS

ONLINE REGISTRATION GUIDE

FOR RETURNING FAMILIES

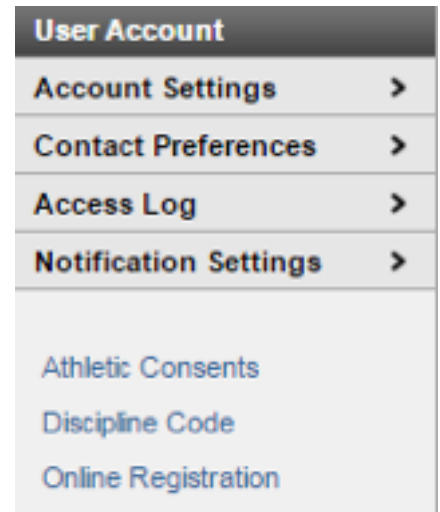


Online Registration Guide for Returning Families

This guide is for families who have students currently enrolled in Des Moines Public Schools. If you have any questions during online registration, please contact the main office of your student's school building. If your students are not currently enrolled in a DMPS school, please contact the Welcome Center at 515.242.7371 or visit them at 2100 Fleur Dr. to register your student(s).

To begin online registration, you must log into your parent portal and use the online registration link found in the lower left hand corner. If you cannot remember your username or password, you may use the "Forgot your username?" or "Forgot your password?" link found on the login page of the portal, or you may contact the main office of your student's school building.

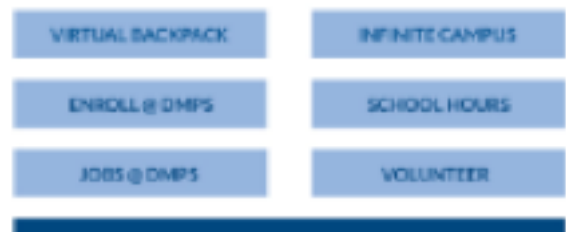
Online registration works best on a computer with Mozilla Firefox. Apple devices will need the Puffin browser to enable flash to submit completed applications. Please note that using the forward or backward buttons on your browser can cause complications once online registration has begun.



Getting Started

Visit www.dmschools.org and click on the Infinite Campus link to be directed to the parent portal login page. Log into your account and click on the Online Registration link.

Please take a moment to review that all of your students are listed and that you are selecting the appropriate registration year school year. Then click Begin Registration. Next, select your preferred language. You will then be prompted to review the authentication application agreement. Enter your first and last name and draw an electronic signature to indicate you are authorization to enter the data regarding the student(s) in the application and then click submit.



The online registration application will pull your data from the school's database into your application. It should take approximately 15-20 minutes to review and update any changes depending on the number of students in your household. Online registration is divided into sections. Each section has a series of pleats used to collect and review data. You must review or complete every pleat in each section before clicking on Save/Continue to proceed to the next section.

If the name of a parent, emergency contact, other household member, or student is highlighted, you will have review the information. You should review each pleat in the section until you reach the end to make sure all required information is entered. The blue Save/Continue button will save your work from each section, but you will be unable to save until you have completed each pleat in the section.

Student(s) Primary Household

1. Home/Primary Phone

- Review/Edit the Home/Primary Phone
- This can be a home number or a cell phone, whichever you prefer to be the main number for your household.
- If you would like to include text messages in your contact methods, please check the appropriate boxes.
- You will need to check the box to agree to the statement about text messaging fees.
- Review the question in regards to if your student is a DMPS student or an out of district student. Answer the question appropriately. Select No, if your student will be attending only a DMPS school for the registration school year. Select Yes, if your student primarily attends another school in another school district and will be attending a DMPS School such as Central Campus for the registration school year in addition to their primary home school.
- Click next to continue.

2. Household Economic Information

- DMPS collects this information so that the district and your school have accurate information about the percentage of students who are considered to be low income. This information may help the school or district qualify for certain state and federal funds. It also provides the information needed for the district to determine eligibility for fee waivers for individual students.
- Select your household size. You must include yourself and all people living in your household who share income and expenses.
- Choose your total annual household income range.
- Answer the question about if the information gathered regarding household income or eligibility for free meals may be used to determine if your child qualifies for a fee waiver.
- Type your name in the signature box to certify that the information provided on this pleat is true, and that you have included all income.
- Click next to continue.

3. Home Address

- If the address is current, click next to continue.
- If the address is no longer current, check the box. Enter a date for the address change, and add your current address.
- If you enter a new address, you will be required to provide proof of residency to your student's building. Click on OK to agree.
- You can upload the proof of residency here in the application or you may take the proof of residency to any of your student's school's main office. To upload the proof of residency, which is required for any students entering Kindergarten, sixth grade, or ninth grade and any student with a change of address, click on the blue upload proof of residency button, and follow the prompts to upload.
- Click next to continue.

4. Mailing address

- You can choose to receive mail at your primary home address, or at another location such as a P.O. Box or a place of business.
- If you do not have a separate mailing address, leave the box checked and click save/continue.
- If you do have a separate mailing address, uncheck the box, and enter the mailing address. If you are using a P.O. Box, click the box next to Post Office Box and only fill in the number, city, state, zip code, and country.
- Click the blue save continue button.

Parent/Guardian

Parent/Guardian(s) in this section should only include those who are legally responsible for the student(s). Only the parent/guardian that the student lives with PRIMARILY should complete an online registration application. Families who share custody, but do not live together, should only submit one application. Parent/Guardian(s) who do not reside in the primary household may be saved as a non-household relationship and will not appear in the online registration.

If the parent/guardian is highlighted in yellow, information is missing or needs to be reviewed. Click on the name(s) to enter the missing information. When you are finished, click on the Save/Continue button to continue to the Emergency Contact section.

1. Demographics

- Review the name, gender, and date of birth for this parent/guardian. If any information is incorrect, please contact the school's main office to submit changes.
- Answer the question about if this parent/guardian ever attended DMPS. If yes, enter their legal name at the time of attendance.
- If this parent/guardian no longer resides at the same address, uncheck the box that says please check this box if this person lives at the address listed below.
- Enter the reason for the change of address, and either enter the new address and phone number, or check the box notating they you will not provide an address for this parent.
- Click next to continue.

2. Contact Information

- Existing contact information will be listed here. Review and edit as necessary. Enter a valid email address here or check the box if you do not have an email address.
- You may decide to uncheck the boxes associated with the work number if you do not want to receive automated phone messages from the district at work.
- Select the preferred contact language for this parent guardian from the drop down list.
- Click next to continue.

3. Impact Aid

- Select the military status of the parent guardian from the drop down list.
- Click the Save Continue button.

4. Click on any remaining parent/guardian if applicable to edit and review the data.

5. Adding a new Parent/Guardian

- You may click on the blue button to add a new Parent/Guardian
- This step should not be necessary unless you are adding a new legal guardian. You may be required to provide guardianship/custody paperwork when adding a new legal guardian.
- Click the save continue button.

Emergency Contact

The district requires at least ONE emergency contact, which cannot be a parent/guardian. If you wish to have a different emergency contact for each student, please enter all of them here. You can assign each emergency contact to a student in the student section of online registration. You will be required to provide at least one phone number for each emergency contact, and can provide their address. Their address will only be used to prevent duplicates from being created in the system. Click on the emergency contact's name to review existing information.

1. Demographics
 - Review the name, date of birth, and gender of the emergency contact. Answer the question regarding if this contact speaks English.
 - If this person is no longer an emergency contact, mark the checkbox stating they are no longer an authorized contact for any students in the family. Click OK to confirm.
 - Click next to continue.
2. Contact Information
 - At least one phone number is required. If this emergency contact is a current parent/guardian of a DMPS student, their information will be shown in gray and you will not be allowed to change any existing contact numbers. That parent/guardian is responsible for updating their information in the database and should do so in their own online registration application.
 - Click next to continue.
3. Verification
 - Entering an address is optional.
 - Click save/continue.

If you would like to authorize another emergency contact for this family, click on the blue add new emergency contact button. In the event of an emergency, if a parent/guardian cannot be contacted, you are granting permission to the people listed here to be called by the school, and granting the school permission to release your child to these contacts. Once all emergency contacts have been reviewed and entered, click the save/continue button.

Other Household Members

Do not include students you are registering for school in this section. Do not include DMPS students who live with you part-time as a secondary household, as these students will be included in their primary household's registration. Other household members are dependents in the primary household including younger siblings not of school age or older siblings not attending school. If any other household members are listed, click on their name (or the edit review button) to begin. If you do not have any other household members, simply click save/continue to continue to the next section.

1. Demographics
 - If you wish to enroll this other household member as a student, please stop here. You must contact the Welcome Center at 242.7371. Failure to do this may result in the need to re-do the entire online registration process.
 - Click the Save/Continue button to continue to the final section of online registration.

Student

This section is for all students entering grades PK – 12 that will be attending DMPS. Click on the student's name (or the edit review button) to begin.

1. Demographics
 - Any demographic data that is in gray cannot be modified through the online registration process. If any of this information is incorrect, please contact the main office of the school. All items with a red asterisk are required. Some questions will appear based on the student's grade level.
 - Answer the question about if the student is or is not a foster child.

- Select the birth country from the drop down list.
 - Answer the question about if this student is a foreign exchange student.
 - Click next to continue
2. Race Ethnicity
- If this data is incorrect, please contact the school's main office.
 - Click next to continue.
3. School Assignment
- The school enrollment record on file for the upcoming school year is shown here. If this school assignment is incorrect, please contact the school's main office. If you have recently moved, you should contact the school shown here to confirm if the new address remains in their attendance area.
 - Click next to continue.
4. Relationships – Parent/Guardians
- Select the relationship option for each parent/guardian from the drop down list.
 - Mark the check boxes for if this parent/guardian is the guardian, and should have access to mailing, portal and messenger.
 - Make sure a contact sequence number is assigned for each parent/guardian. This tells the school in what order to contact parent/guardians in case of an emergency.
 - Marking the No Relationship check box will indicate that this person does not have a relationship to this student. Marking this check box will remove the relationship to this student. This box should not be checked for anyone who has legal guardianship of the student.
 - Click next to continue.
- Guardian Mailing Portal Messenger
-
5. Relationships – Emergency Contacts
- Each contact should have a relationship type and contact sequence number.
 - Check the No Relationship box if the emergency contact should be removed from this particular student.
 - Click next to continue.
6. Relationships – Other Household Members
- Each member should have a relationship type.
 - Click next to continue.
7. Health Services – Hospital Information
- Select the hospital preference for this student from the drop down list.
 - Mark the appropriate checkbox(es) for insurance coverage for this student.
 - Click next to continue.
8. Health Services – Medical or Mental Health Conditions
- In this section you will be asked to enter information about your student's health. Review the list of medical or mental health conditions, and mark any appropriate checkboxes for this student.
 - If there are no conditions, mark the No medical or mental health conditions checkbox.
 - Enter any illnesses, operations, or accidents your child has had in the last year.
 - Enter any emotional, social, or other conditions that might affect your child's performance.
 - List any other health concerns you would like the nurse to know about your child.
 - Answer the question about sharing educationally relevant information with school staff.
 - Click next to continue

9. Health Services – Additional Information

- This pleat contains links to many websites with information to review. After clicking on the link, a new tab or browser window will open. Be sure to close this tab or window after reviewing, and return to the online registration application.
- Select the answer to the question regarding if the student has had any recent immunizations.
- A question regarding if the student has had their required TDAP will appear for students in grades 7-11.
- Select the answer from the drop down list, and mark the check box acknowledging that the district has provided information regarding the TDAP vaccine.
- A question regarding if the student has had their required meningococcal vaccine will appear for students in grades 7 and above.
- Select the answer from the drop down list, and mark the check box acknowledging that the district has provided information regarding the vaccine. To review the information, click on the blue link.
- Mark the checkbox to acknowledge that you have been provided information regarding the vision screening required for students in kindergarten and grade 3. To review the information, click on the blue link.
- Mark the checkbox to acknowledge that they have been provided information regarding the dental screening required for students in kindergarten and grade 9. To review the information, click on the blue link.
- Mark the checkbox acknowledging that hearing, vision and dental screenings are provided throughout the school year and that if they want to decline these services, they must speak to the school nurse at their student's building.
- If you have a copy of your student's current immunization record, you can upload the document here. Remember, you are required to provide a current copy of your student's immunization record to the school nurse. If you are unable to upload the record into the online registration application, please bring a copy to the school nurse. To upload the document, click on the blue Upload Here button.
- Click next to continue.

10. Health Services – Over the Counter Medications

- Parents of students in grades 6-12 will be prompted to answer a question regarding the administering of over the counter medications at school.
- Click next to continue.

11. Health Services – Medications

- If no medications are taken at home or at school, mark the checkbox for no medications.
- If your child takes medications, either at home or at school, click on the blue Add Medication button.
- Enter the information about each medication.
- Click next to continue.

12. Release Agreement – Military Information Opt Out

- Parents of students in grades 9-12 will be prompted to answer a question regarding the release agreement for the military information opt out.
- If you do not want your child's information to be released to military recruiters, select the first radio button to opt out.
- If you want your child's information to be released to military recruiters, select the second radio button to consent.
- Click next to continue.

13. Release Agreements

- Answer each question regarding release agreements appropriately.
- To review additional information, click on the blue links.
- Click next to continue.

14. Healthy Kids Act – School Activities

- For parents of students in grades 6-12, you will be required to complete the Healthy Kids Act pleats.
- Mark all checkboxes for activities this student will participate in for the school year.
- Type your name as an electronic signature that your student understands and agrees to the information provided.
- The student must type their name as an electronic signature to verify that they understand and agree to the information.
- Click next to continue.

15. Healthy Kids Act – Non-School Activities

- As part of the Healthy Kids Act, parents must report non-school activities in which their child participates during the school year. Non-School activities include but are not limited to non-school sports teams, gymnastics, dance, etc.
- Enter the activity name, how many times per week the student participates in the activity, how many minutes for each activity, total number of minutes per week, and if the activity takes place in semester 1, 2 or both semesters.
- Type your name as an electronic signature that your student understands and agrees to the information provided.
- The student must type their name as an electronic signature to verify that they understand and agree to the information.
- Click next to continue.

16. Athletics Information – Basic Information

- Parents of students in grades 6 and up, who selected yes to athletics, will now see a series of pleats collecting information required to participate in athletics. Review the list of information required. Parents should complete these pleats for all activities that the student will be participating in for the entire school year.
- Mark the checkbox consenting for your child to participate in an athletic conditioning/training program.
- Mark the checkbox stating you understand that accidents may occur in athletics and giving permission for your child to practice and complete in the interscholastic program.
- Mark all appropriate checkboxes regarding if your child has glasses, contacts, dentures or none of the above.
- Mark the radio button with your response in regards to giving your permission for medically relevant information to be shared with the coach by health staff.
- Review the consent for your licensed child to drive to and from games, meets, practices.
- Select an answer for the question stating if you feel you have adequate insurance protection for your child.
- Type your name as an electronic signature.
- Click next to continue.

17. Athletics Information – Parent/Student Signature

- Mark the checkbox that you are aware of the DMPS extracurricular/co-curricular student code of conduct. Click on the blue link to review the information.
- Mark the checkbox that you have received the information provided on the concussion information sheet titled HEADS UP Concussion in high school sports. Click on the blue link to review the information.
- Type your name as an electronic signature.
- Type the student's name as an electronic signature.
- Click next to continue.

18. Athletics Information – Athletic Physical Information

- In accordance with the Iowa High school athletic association any student participating in athletic activities must have a current sport physical examination on file.
- If you do not have a blank physical examination form, click on the blue link to download a copy.

- If you have a current copy of your student's physical examination you may upload it into the online registration application by clicking on the blue upload file button. If you are unable to upload the document or do not have it at the time of registration, you will need to submit the form to the Activities Office at your student's school before the start of the activity.
- Click next to continue.

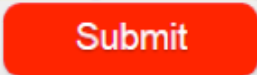
19. Athletics Information – Grade Level Sports

- Select the appropriate sport or sports that your student plans on participating in during the upcoming school year from the season drop down lists.
- You may select more than one sport per season by utilizing both the choice 1 and choice 2 options. However, be aware that not all sports will allow participation in multiple sports within the same season.
- Click next to continue.

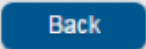
If you have additional students, please repeat the same steps for each student. If the students name, gender, grade, and school is highlighted in yellow, it means there is missing information. You will need to click on that student to review the student section and complete any missing items. Once all students have been edited and reviewed, click the blue save/continue button to continue.

To complete your application you must click the red submit button. Once you submit your application, you can no longer make changes to the application. If you need to go back and review any of the information, click on the blue back button. If you do not click the red submit button, your application will not be marked as submitted. If you do not see an option to click the red submit button, please write down your application number and call the main office of the building your child attends. Once you click submit, you will receive an email notifying you that your registration has been received.


You must submit your application by clicking the following button.



PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that your application was received after clicking Submit.



[Application Summary PDF](#)



The final registration page contains links for you to complete additional items. You may click on the Application Summary PDF if you wish to print out a copy of your completed application. You may click on the parent portal account link to visit RevTrak, DMPS's online payment system. This will allow you to pay your school fees for the upcoming school year online. If you want to apply for Free or Reduced lunches, click on the link to access the free/reduced meal application. If you are interested in volunteering at a school, click on the volunteer application link.

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

[Application Summary PDF](#)

- If you have a parent portal account, click [HERE](#) to access DMPS Online Payment System.
- If you attend Lincoln, East, Roosevelt, Brody, Goodrell, Merrill, Cowles, Downtown, Greenwood, Hanawalt, Hillis, Hubbell, Jefferson, Moore, Perkins, Phillips, Pleasant Hill or Walnut Street and you want to apply for Free or Reduced Lunches Please click [HERE](#) to access the Free/Reduced Meal Application.
- If you are interested in volunteering at a school click [HERE](#) to fill out the Volunteer Application.



After your application has been reviewed and processed, you will receive another email with the updated status of your application. If you have any questions, please contact the main office of the building your student attends.