



**SWALLOW SCHOOL DISTRICT**  
**INSPIRING EXCELLENCE SINCE 1844**

Dear Parents of Swallow Students:

On August 3, the three-step registration process for the 2020-2021 school year will begin. The first step is to complete the **Online Registration** (OLR) process (directions within this document). Step two will be an additional online **survey to choose which instructional option you prefer** for your child during the week of August 10. Finally, a **contactless form drop-off for remaining paper registration materials and picture process** will be held August 19 and 20. If you are not comfortable dropping off your forms or having your child take their picture (these will be outside in tents) then please mail back your forms and your child can take pictures on the make-up day in September. More information about instructional options and how to provide your preference will be emailed to you August 10.

OLR happens within the Infinite Campus portal. This portion of registration will be used for verification of address, guardian contact information, emergency contacts and medical authorization. For those students with dual households, the first guardian to initiate the OLR process will be the primary contact. Only one guardian in a multiple-household situation will need to complete OLR.

Fees and lunch money deposits should be paid in Infinite Campus while completing OLR if at all possible. **Please pay all fees online, as the processing fee will be waived for August 3 through September 8, 2020.**

Many Swallow School Parent Portal inboxes have hundreds of unread messages. **PLEASE** take the time to clean out old messages and remember to regularly check the Parent Portal for important information throughout the school year so that the system functions as efficiently as possible.

If you need assistance logging into the Parent Portal, please email Nancy Hazelberg at [district@swallowschool.org](mailto:district@swallowschool.org) or call (262) 367-2000 x124.

### **Swallow School Online Registration Process**

The OLR process will take approximately 10 minutes to complete. Before you begin, please gather the following information:

- Household information - physical address and phone numbers
- Parent information - email addresses, cell phone and work numbers
- Student information - demographic and health/medication information
- Emergency Contact - names and phone numbers

Note: **Required fields are marked with a red asterisk.** The district will receive the data exactly as it is entered, so please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as XXX-XXX-XXXX.

*(Over for Step-By-Step Instructions)*

## STEP-BY-STEP INSTRUCTIONS:

You will find the Online Registration link in the Infinite Campus Parent Portal in the bottom left of the screen when online registration is open and available or you can go to:

<https://wicloud2.infinitecampus.org/campus/portal/parents/swallow.jsp>

1. From the portal login screen, enter your Username and Password.
2. Click the Login button. This will bring you to the main portal page. On the left, click on **More**.
3. Click the **Online Registration** option located on the bottom of the screen. The Online Registration page will open and display the option to go to an existing student registration or new student registration. All guardians should choose existing student registration as all students are listed in Infinite Campus at this point. The next link shows a list of your student(s) enrolling in the 2020-2021 school year.
4. In the Registration Year field, confirm that the 2020-2021 School Year is selected.
5. Type your name in the Authentication box and click **Submit**. The Welcome screen will open to display important reminders about the application.
6. Click **Begin**. The application will take a moment to load the student, parent, emergency contact and demographic information we currently have in our Infinite Campus system for your household. Please note you must list two emergency contacts that are not already in your household.
7. You must review each screen to verify the information listed and make any necessary changes. Click **Next** to move to the next screen and **Save/Continue** to move to the next section. The system will not allow you to move to the next section until all information has been verified. You will find helpful instructions on each of the pages.
8. Click **Submit Application** to complete the registration application.

NOTE: If your resident address has changed, or if you are a new resident to Swallow School, you are required to provide proof of residency to verify your new resident address is within Swallow School District. These documents must be presented to the front office of Swallow School. Acceptable proof of residency documents is any of the following:

1. New Construction – occupancy permit
2. Remodeling to an Existing Structure – occupancy permit
3. Existing House – Closing Statement, or
4. Rental – Lease Agreement