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Dear Parents:

Please use the Infinite Campus Parent Portal to register your child(ren) for the 2020-2021 school year to participate in Houston Virtual distance learning. The Infinite Campus Parent Portal is also used to access your child's records. If you need to create an account, directions are provided for first-time users on the Infinite Campus webpage.

When you first log on to Infinite Campus, please follow the instructions to verify and, if needed, update your email address and phone numbers to include cell, work, and any other numbers. It is very important to verify your contact information to ensure that you receive updates from the Houston County School District, to include Houston Virtual distance learning information.

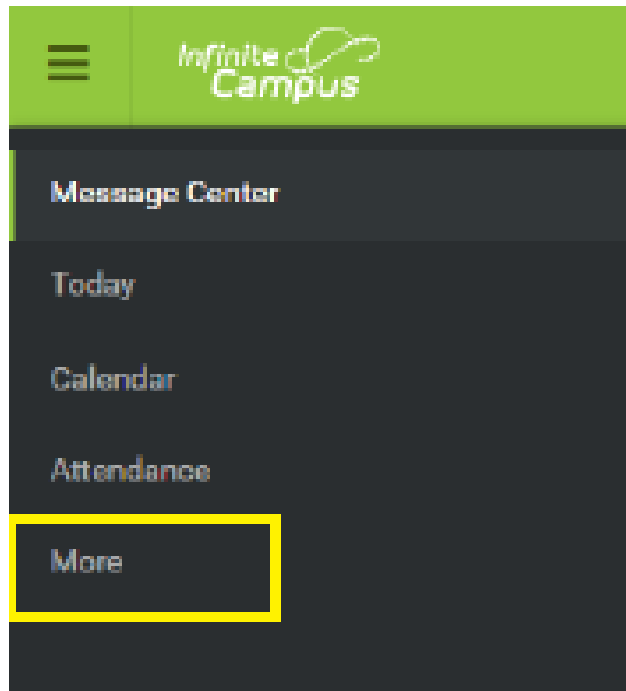
Steps to register your child for Houston Virtual are provided on the following pages. Please use these directions to register each child you would like to participate in distance learning.

Here is a direct link to the webpage: <https://www.hcbe.net/infinitecampus>.

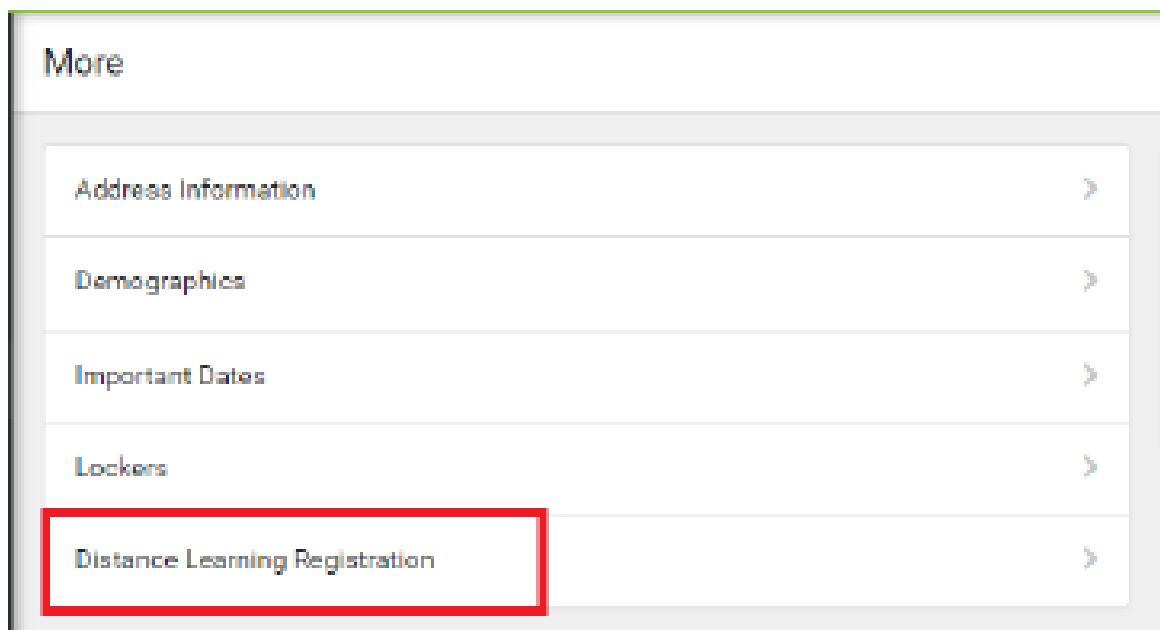
Thank you!

Registering Students for Houston Virtual

1. Log into your [Infinite Campus \(IC\) Parent Portal](#) Account.
2. On the left-hand side of the screen, click on “More.”



3. Select “Distance Learning Registration” from the menu options.



4. A new window will open displaying all children in your household. When you are ready to start the registration process, select the **“Click to Begin Registration”** option at the bottom of the page.

Online Registration

Welcome to Houston County Distance Learning Registration. You will use the link below to register your child(ren) for Distance Learning for the make any necessary changes. This will allow us to effectively communicate with you throughout the school year.

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
		yes	Included	no
		yes	Included	no

Registration Year: 20-21 ▼

[Click to Begin Registration](#)

5. After reading a brief overview of the registration process, click **“Begin.”**

Infinite Campus Online Registration

Application Number 37907

[English](#) | [Español](#)

Houston County has created the option for Houston County Distance Learning for the 2020-2021 School year. To register your child(ren) for Houston Distance Learning, you will need to go through the online application. To begin, you will click the link at the bottom of this page.

This application will go through each tab and allow you to verify the contact information or make changes if necessary. Once you have verified the information provided is correct, click "next" and then "save".

All highlighted information will have to be verified; however, you will be able to update phone numbers and email addresses during this process.

After you have verified your personal information, you will be brought to the Student tab. Here, you will click on your child(ren)'s name and continue to the Distance Learning Tab.

This tab will generate questions for you to answer about your child and give you information about the Distance Learning Program. Answer the provided questions and sign digitally to verify the information you have provided is correct and you agree to the conditions.

Be sure to complete this process for **EACH** child that will be participating in Houston Distance learning.

Once you are finished, take a moment to review that the information you have provided is correct. When you are ready, click "submit".

[Begin](#)

6. There will be five tabs across the top of the screen. Each tab must be completed in order. The system will not allow you to move to the next tab until you have successfully completed the current tab. Carefully verify and, if necessary update, your contact information. Click “Next” to continue. When you have verified and completed all required information, click “Save.”

Infinite Campus Online Registration

* Indicates a required field

▼ Household ⓧ Parent/Guardian ⓧ Emergency Contact

▼ Primary Household Phone

Primary Phone
(478) 999 - 9999 *

Next >

▼ Home Address

Save

7. The Student tab will show each child(ren) in your household. *If there are students who are not displayed who should be, please contact the ATS clerk at that child’s school beginning July 9, 2020.* Students will be highlighted in yellow until all information has been verified. Click on “Edit” to access each student’s information.

Infinite Campus Online Registration

* Indicates a required field

✓ Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student ⓧ Completed

Student

First Name	Last Name	Gender	School	Completed	Record Type	
First Name	Last Name	F	Perry High School		Existing	Edit
First Name	Last Name	M	Kings Chapel Elementary		Existing	Edit

Description of Edit Student

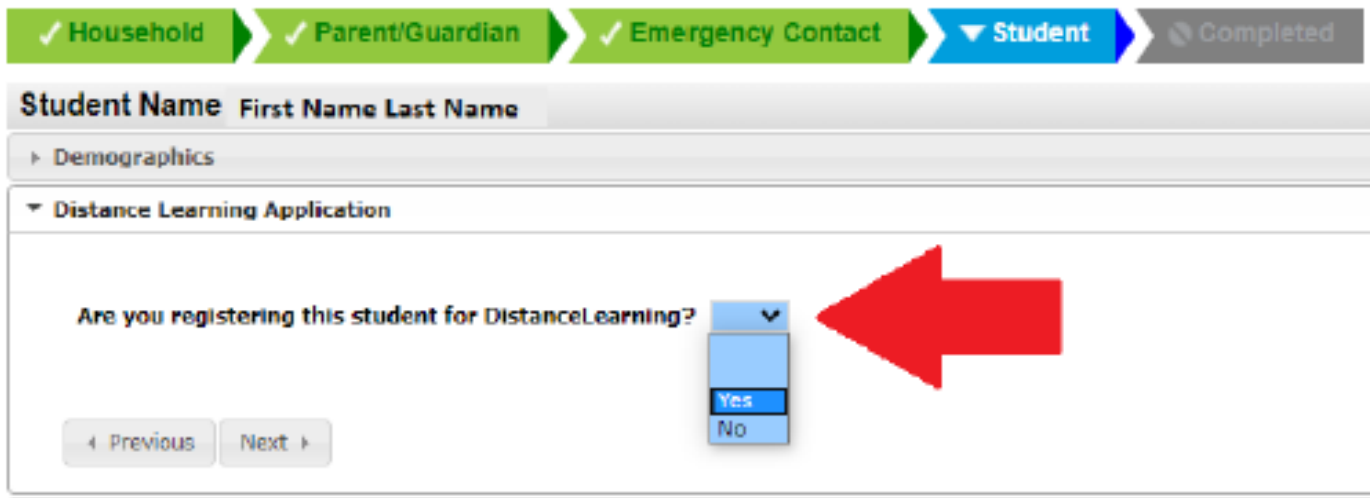
Yellow - Indicates that person is missing required information, select the highlighted row to continue.

Green - Indicates that person is completed.

Add New Student

Back Save/Continue

8. To indicate that you would like for your child to participate in Houston Virtual distance learning, select “Yes” on the Distance Learning Application tab.



✓ Household ✓ Parent/Guardian ✓ Emergency Contact ▼ Student Completed

Student Name First Name Last Name

Demographics

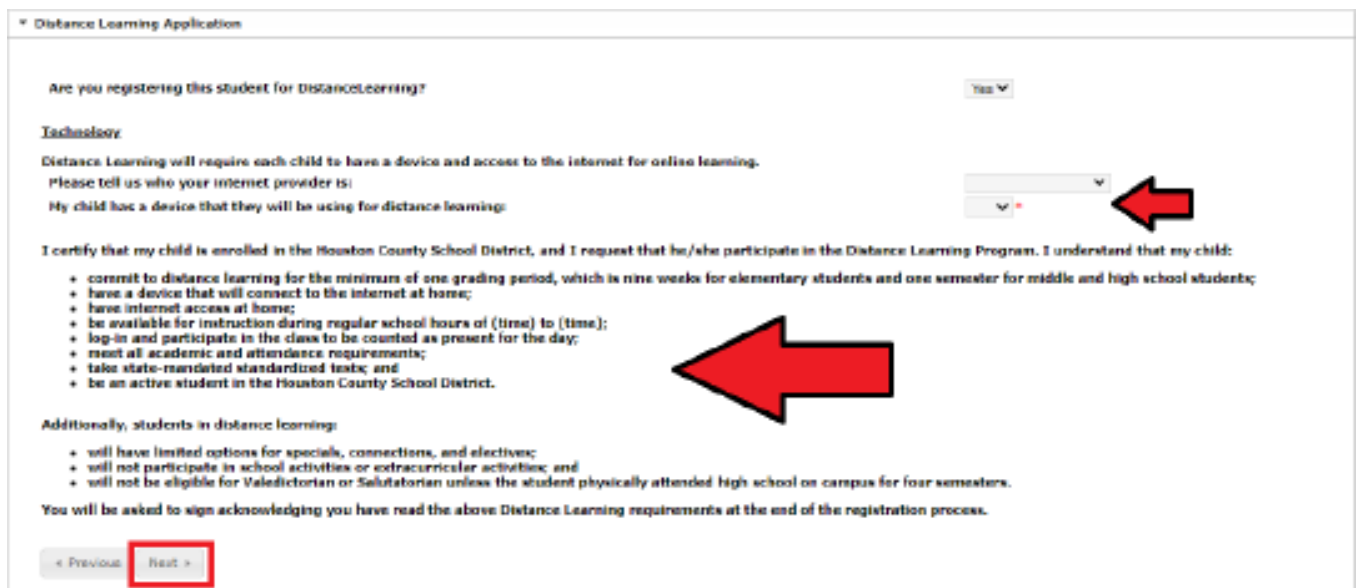
Distance Learning Application

Are you registering this student for Distance Learning?

Yes No

Previous Next

9. Once you select “Yes,” additional information will generate. Please answer the technology questions and read the requirements carefully. When you are finished, click “Next.”



Distance Learning Application

Are you registering this student for Distance Learning? Yes

Technology

Distance Learning will require each child to have a device and access to the internet for online learning.

Please tell us who your internet provider is:

My child has a device that they will be using for distance learning:

I certify that my child is enrolled in the Houston County School District, and I request that he/she participate in the Distance Learning Program. I understand that my child:

- + commit to distance learning for the minimum of one grading period, which is nine weeks for elementary students and one semester for middle and high school students;
- + have a device that will connect to the internet at home;
- + have internet access at home;
- + be available for instruction during regular school hours of (time) to (time);
- + log-in and participate in the class to be counted as present for the day;
- + meet all academic and attendance requirements;
- + take state-mandated standardized tests; and
- + be an active student in the Houston County School District.

Additionally, students in distance learning:

- + will have limited options for specials, connections, and electives;
- + will not participate in school activities or extracurricular activities; and
- + will not be eligible for Valedictorian or Salutatorian unless the student physically attended high school on campus for four semesters.

You will be asked to sign acknowledging you have read the above Distance Learning requirements at the end of the registration process.

Previous Next

10. You will continue through the remaining tabs, verifying the information. The last tab is the **“Release Agreement – Technology.”** This tab will ask you to read the Technology Acceptable Use Policy. To agree with the policy, select **“Yes”** from the drop-down menu. You will be asked to confirm you are enrolling your child(ren) in the Houston Virtual distance learning program and agree to the Distance Learning Terms. If this is correct, select **“Yes”** from the drop-down menu. You can use your mouse to sign your name, indicating that you agree to both. When you have finished, click **“Save.”**

▼ Release Agreement - Technology

I have read and understand the technology acceptable use policy.
[To read the Houston County Technology Policy please click this link.](#)

As indicated on the Distance Learning Application tab, I am enrolling my child in the Distance Learning Program. I have read the terms and by signing below I am agreeing to those Distance Learning terms along with the technology acceptable use policy above.

Please sign on the line below*

Clear

◀ Previous

Cancel Save

11. Once you have completed this process for each child, you will notice that they have a **green** check mark in the Completed column and they are no longer highlighted in yellow. Please verify information for each child in the household, even you choose not to register all of them for Houston Virtual distance learning. Once all students have the completed check mark and are no longer highlighted in yellow, click **“Save/Continue”** to complete the process.

✓ Household → ✓ Parent/Guardian → ✓ Emergency Contact → ▼ Student → Completed

Student

First Name	Last Name	Gender	School	Completed	Record Type	
First Name	Last Name	F	Perry High	✓	Existing	Edit
First Name	Last Name	F	Kings Chapel Elementary	✓	Existing	Edit

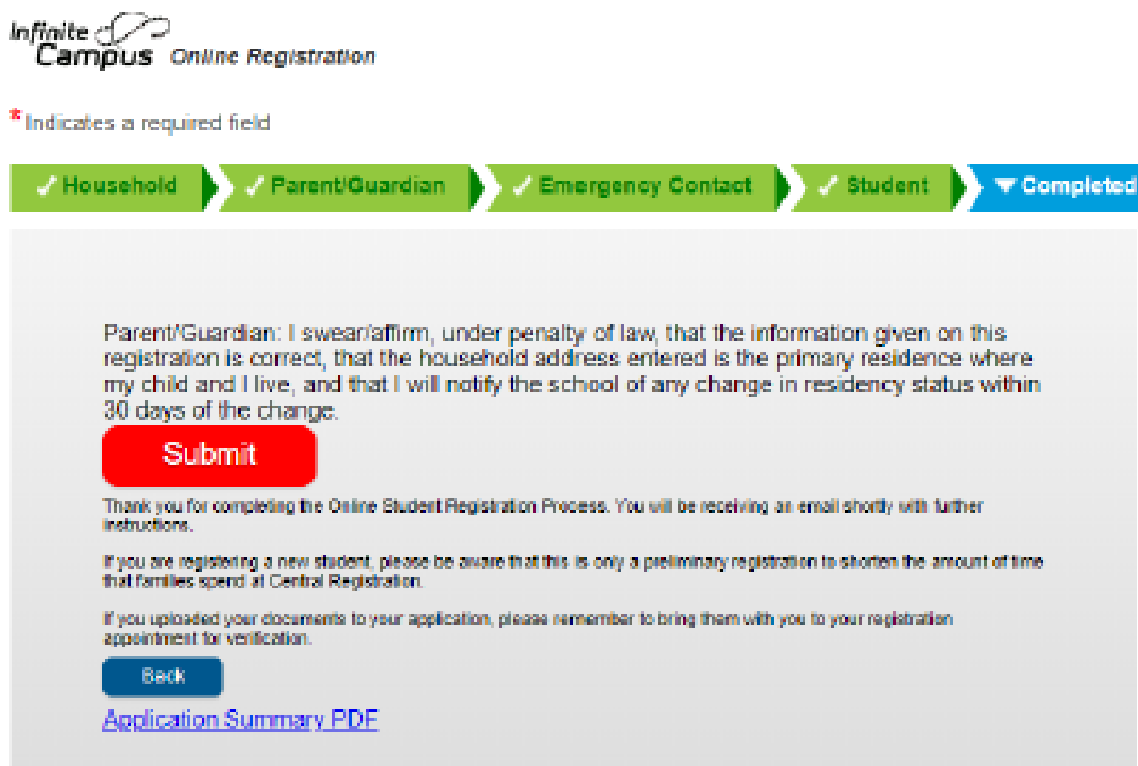
Description of Add Student

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Back Save/Continue

12. The next page will ask you to affirm all of the information you have provided is correct. If yes, click the red “Submit” button.



The screenshot shows the 'Infinite Campus Online Registration' interface. At the top, a progress bar consists of five chevron-shaped buttons: 'Household', 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. The 'Completed' button is highlighted in blue, while the others are green. Below the progress bar, a text box contains an affirmation statement for the Parent/Guardian, a large red 'Submit' button, and a 'Thank you' message. It also includes instructions for new students and a reminder to bring documents to verification. At the bottom of the text box are a blue 'Back' button and a blue underlined link for 'Application Summary PDF'.

Infinite Campus Online Registration

* Indicates a required field

✓ Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Student ▼ Completed

Parent/Guardian: I swear/affirm, under penalty of law, that the information given on this registration is correct, that the household address entered is the primary residence where my child and I live, and that I will notify the school of any change in residency status within 30 days of the change.

Submit

Thank you for completing the Online Student Registration Process. You will be receiving an email shortly with further instructions.

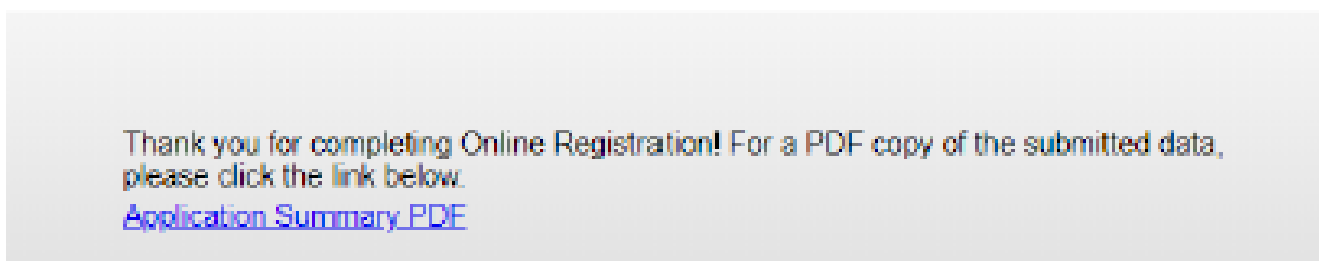
If you are registering a new student, please be aware that this is only a preliminary registration to shorten the amount of time that families spend at Central Registration.

If you uploaded your documents to your application, please remember to bring them with you to your registration appointment for verification.

Back

[Application Summary PDF](#)

13. Once you click “Submit,” you have the option to download and save a copy of your Houston Virtual distance learning registration documents. You will also receive a confirmation email once you submit your completed registration.



The screenshot shows a confirmation message on a light gray background. It says 'Thank you for completing Online Registration!' followed by 'For a PDF copy of the submitted data, please click the link below.' Below this is a blue underlined link for 'Application Summary PDF'.

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

[Application Summary PDF](#)

Please contact your child’s school if you have any difficulty logging in or registering your child(ren) for Houston Virtual distance learning. Thank you.

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