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Dear Parents:

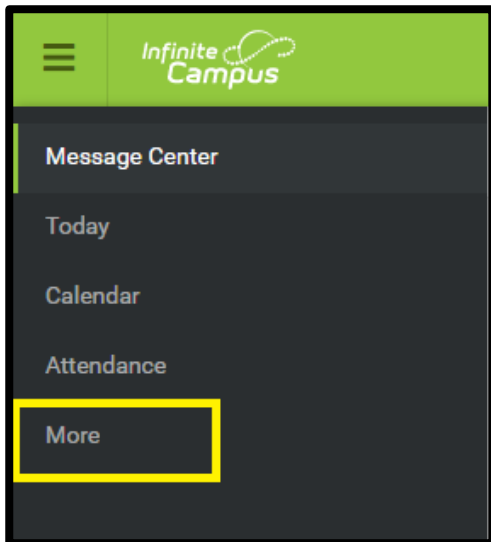
You can use the Infinite Campus Parent Portal to register your child(ren) for Distance Learning. Please follow the directions below to register each child that you wish to participate in Distance Learning. In addition, follow the instructions to verify and, if needed, update your email address and phone numbers including cell, work, and other numbers. It is very important to verify your information to ensure that you receive information pertaining to Distance Learning.

Thank you!

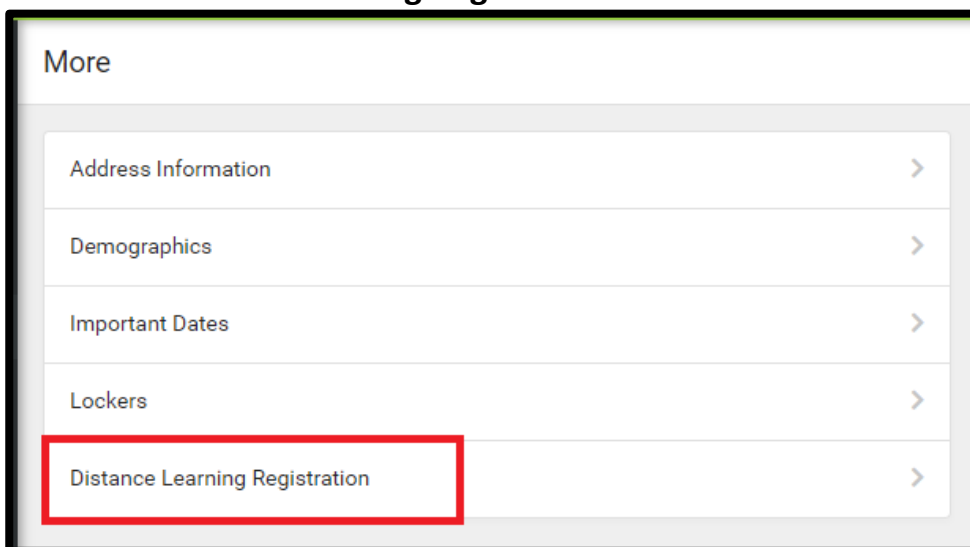


## Registering your child(ren) for Distance Learning

1. Log into your Parent Portal Account.
2. On the left-hand side of the screen, click on **“More”**



3. Click on **“Distance Learning Registration”**





- A new window will open displaying all children in your household. When you are ready to start the registration process, select **“Click to Begin Registration”** 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 2020-2021 school year. 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
[REDACTED]	[REDACTED]	yes	Included	no
[REDACTED]	[REDACTED]	yes	Included	no

Registration Year: 20-21 ▼\*

[Click to Begin Registration](#)

- Next, after reading the brief overview of the application process, click on **“Begin”**

Infinite Campus Online Registration

Application Number 37903

[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 update your contact information as necessary, click “**Next**” to continue. When you have completed and verified all 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 not displayed that should be, please contact the ATS clerk at the school beginning July 9<sup>th</sup>.* The student 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	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.

Add New Student

Back    Save/Continue



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

A screenshot of the "Distance Learning Application" form. At the top, there is a progress bar with five tabs: "Household", "Parent/Guardian", "Emergency Contact", "Student", and "Completed". The "Student" tab is currently selected and highlighted in blue. Below the progress bar, the form has a section for "Student Name" with fields for "First Name" and "Last Name". Underneath, there is a "Demographics" section and a "Distance Learning Application" section. In the "Distance Learning Application" section, the question "Are you registering this student for Distance Learning?" is displayed. To the right of the question is a dropdown menu with "Yes" and "No" options. A large red arrow points to the "Yes" option. Below the question, there are "Previous" and "Next" buttons.

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”**.

A screenshot of the "Distance Learning Application" form, showing the "Technology" section. The "Are you registering this student for Distance Learning?" question is now answered with "Yes". Below this, the "Technology" section asks for the internet provider and whether the child has a device. A red arrow points to the dropdown menu for the internet provider. Below the technology questions, there is a certification statement: "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:" followed by a list of requirements. A large red arrow points to this list. The requirements include: committing to distance learning for a minimum of one grading period; having a device that connects to the internet at home; having internet access at home; being available for instruction during regular school hours; logging in and participating in the class; meeting all academic and attendance requirements; taking state-mandated standardized tests; and being an active student in the Houston County School District. Below the requirements, there is a section for "Additionally, students in distance learning:" with a list of limitations. At the bottom, there is a statement: "You will be asked to sign acknowledging you have read the above Distance Learning requirements at the end of the registration process." and "Previous" and "Next" buttons. The "Next" button is highlighted with a red box.



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, link provided. Select **“Yes”** from the drop-down to agree. To confirm you are enrolling your child in the distance learning program and agree to the Distance Learning Terms, select **“Yes”** from the drop-down. You can then use your mouse to sign your name to indicate that you agree to both. When 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 on each child, you will notice they have a green check mark under the **“Completed”** column, and they are no longer highlighted in yellow. Please verify information on each child in the household whether you choose to register them for distance learning or not. 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 screen will ask you to affirm that all the information you have provided is correct. If so, click the red **“Submit”** button

This is a screenshot of the 'Infinite Campus Online Registration' interface. At the top, it says 'Infinite Campus Online Registration'. Below that, a note states '\* Indicates a required field'. A progress bar shows five steps: 'Household', 'Parent/Guardian', 'Emergency Contact', 'Student', and 'Completed'. The 'Completed' step is highlighted in blue. The main content area contains a statement for the Parent/Guardian to affirm, followed by a large red 'Submit' button. Below the button, there is a thank-you message and two informational paragraphs. At the bottom, there is a blue 'Back' button and a link to 'Application Summary.PDF'.

13. Once you click **“Submit”**, you have the option to download and save your application. You will also receive a confirmation email stating that your application has been submitted.

This is a screenshot of the 'Infinite Campus Online Registration' interface after submission. It shows the 'Infinite Campus Online Registration' header. The main content area contains a thank-you message and a link to 'Application Summary.PDF'.

If you have any issues logging in or registering your child(ren), please contact your child's school. Thank you!