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Dear Parents:

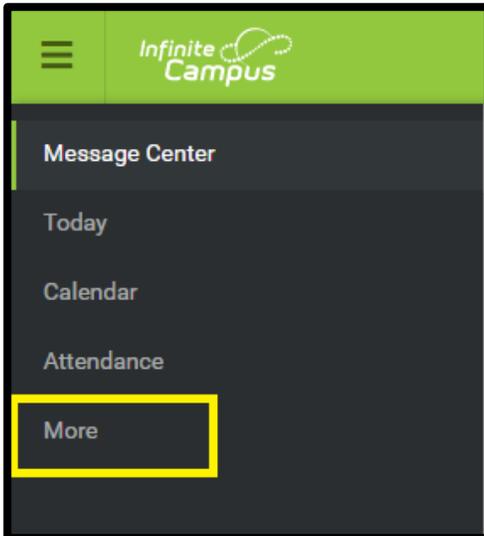
You can use the Infinite Campus Parent Portal to register your child(ren) for Distance Learning. Please follow the directions below to register each child that you wish to participate in Distance Learning. In addition, follow the instructions to verify and, if needed, update your email address and phone 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!

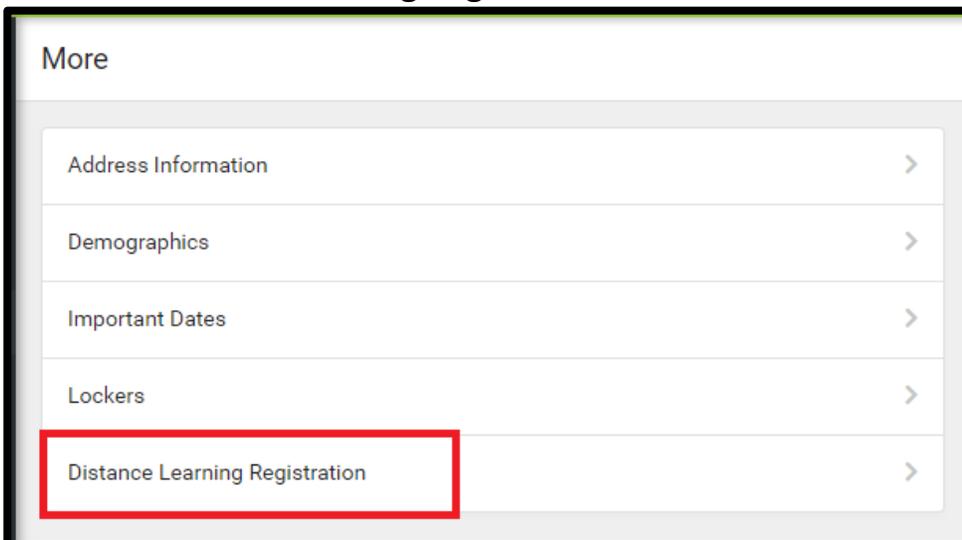


Registering your child(ren) for Distance Learning

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 *

- 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"**.



- 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

- 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 9th.* 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 a web application registration process. At the top, there is a progress bar with five steps: "Household", "Parent/Guardian", "Emergency Contact", "Student", and "Completed". The "Student" step is currently active and highlighted in blue. Below the progress bar, the form is titled "Student Name" with fields for "First Name" and "Last Name". Underneath, there are two expandable sections: "Demographics" and "Distance Learning Application". The "Distance Learning Application" section is expanded, showing a question: "Are you registering this student for Distance Learning?". 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 are "Previous" and "Next" navigation 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 registration process after selecting "Yes". The "Distance Learning Application" section is expanded. The question "Are you registering this student for Distance Learning?" is now answered with "Yes". Below this, there are two technology-related questions: "Please tell us who your internet provider is:" and "My child has a device that they will be using for distance learning:". Both have dropdown menus, with a red arrow pointing to the second one. A large red arrow points to a list of requirements for distance learning. At the bottom, there are "Previous" and "Next" navigation buttons, with the "Next" button highlighted by 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

A screenshot of the Infinite Campus Online Registration confirmation screen. At the top left is the logo "Infinite Campus Online Registration". Below it is a note: "* 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 paragraph: "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." Below this is a red "Submit" button. Further down, there are three lines of text: "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.", and "If you uploaded your documents to your application, please remember to bring them with you to your registration appointment for verification." Below the text is a blue "Back" button and a blue link: "[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.

A screenshot of the Infinite Campus Online Registration confirmation screen. At the top left is the logo "Infinite Campus Online Registration". The main content area contains a paragraph: "Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below." Below this is a blue link: "[Application Summary PDF](#)".

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