

# DOWNTOWN AREA SCHOOL DISTRICT INFINITE CAMPUS ANNUAL REGISTRATION GUIDE



Registration questions related to existing students - Contact the main office of your child's school  
New student registration questions - Contact central registration at PCura@dasd.org  
Technology-related questions - Contact service desk at servicedesk@dasd.org

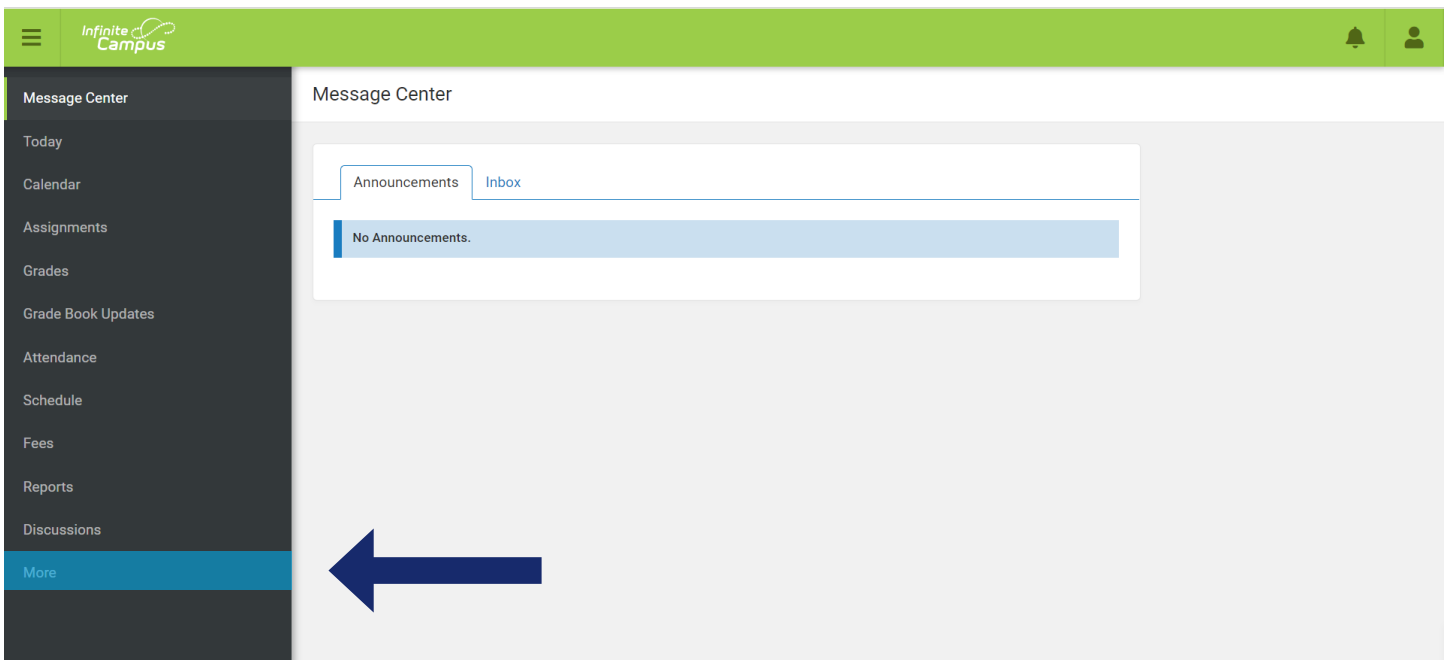
## STEP 1

Sign on to the Infinite Campus Parent Portal using your parent username and password at [www.dasd.org/parentportal](http://www.dasd.org/parentportal).

If you do not know your username or password, use the Forgot Username/Password links or contact service desk at servicedesk@dasd.org.

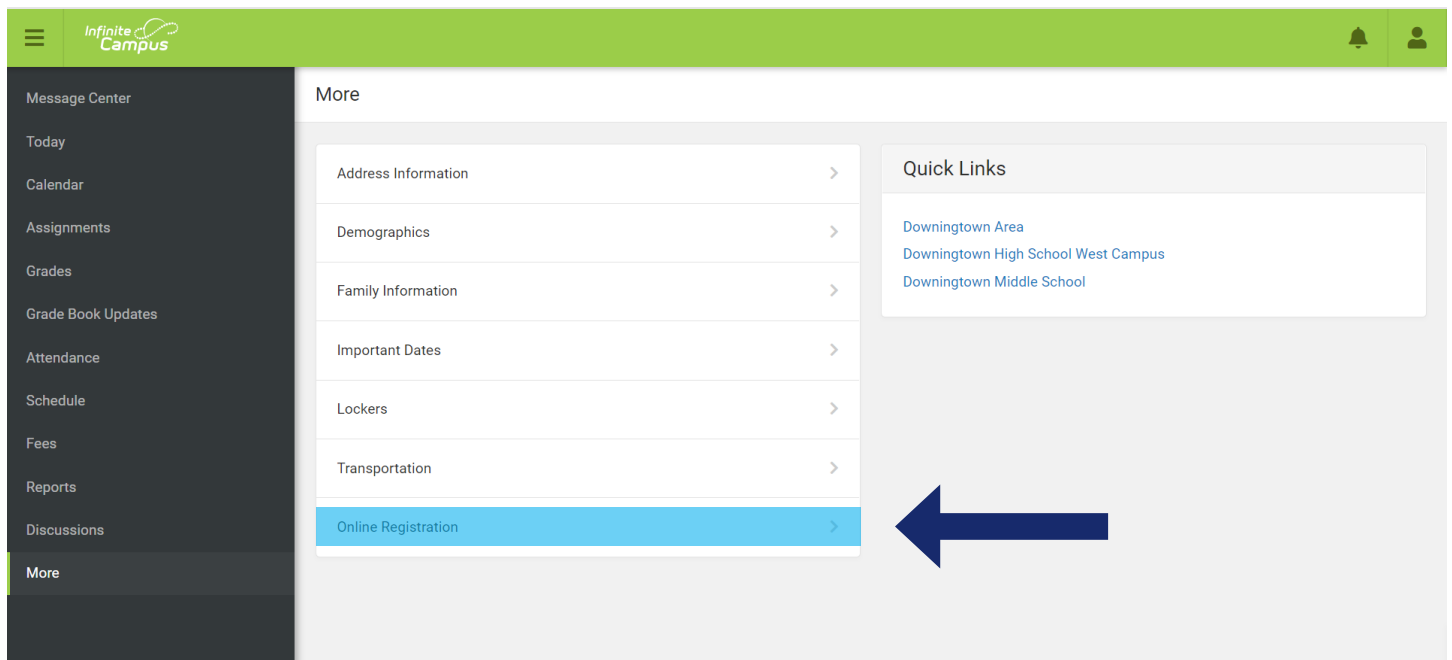
## STEP 2

Once signed in, select **More** from the left navigation bar.



## STEP 3

Options will appear in your main window. Select [Online Registration](#).

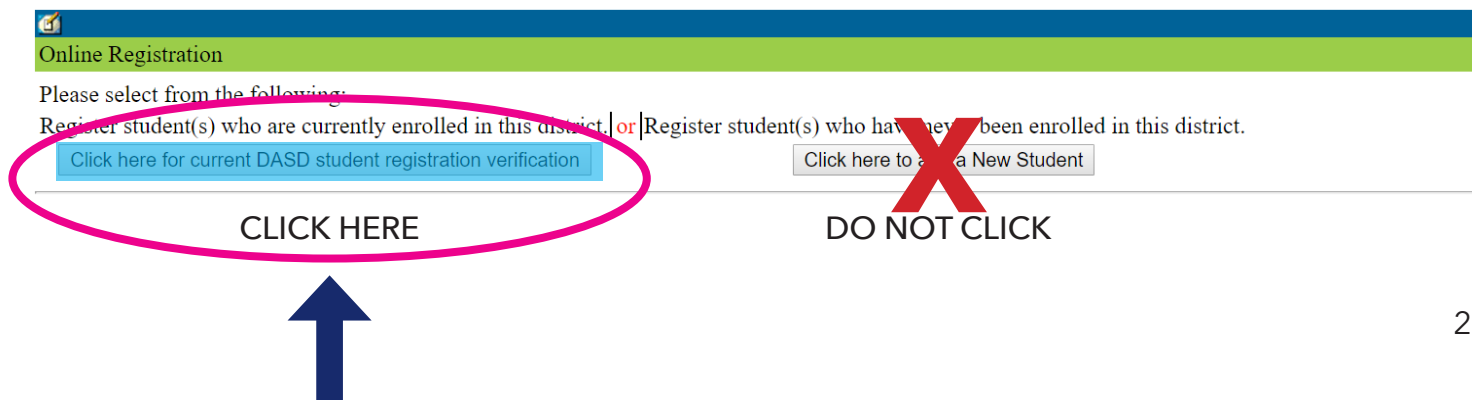


## STEP 4

All currently-registered students will be in Infinite Campus. To begin registration for these students, select [Click here for current DASD student registration verification](#).

If your child is not yet registered to attend a school in DASD, please contact registration at [PCura@dasd.org](mailto:PCura@dasd.org).

**Please do not click the new student button if your child is already enrolled in a DASD school.**



## STEP 5

Infinite Campus will display a list of the students who are currently enrolled in DASD.

Select **Begin Registration**. If this list is inaccurate, please contact the main office of your child's school.

Infinite Campus  
Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

**Existing Student Registration**  
This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.  
[Click here to go to New Student Registration](#)

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
		Yes	Included	No
		Yes	Included	No

Registration Year: 19-20

Begin Registration

## STEP 6

Infinite Campus will display an electronic signature page.

Enter your **name in the text box** and use your mouse or touchpad to **draw your signature** on the signature line.

Select **Submit** when complete.

Infinite Campus Online Registration

Welcome [redacted]. Please type in your first and last name in the box below.

The electronic signature below and its related fields are treated by Downingtown Area School District like a handwritten signature on a paper form. By completing these items, you are verifying that all information is accurate to the best of your knowledge

Please sign on the line below.

Clear

Submit

# STEP 7

Review the welcome screen and select **Begin**.



Welcome to Downingtown Area School District's online registration.

We ask families to complete an online registration each year to ensure that we have the most accurate and up-to-date demographic, contact and medial information for our students.

Thank you for your help in continuing to make DASD an engaging, safe and secure learning environment for all students.

Please note:

- **Registration must be completed by October 31, 2019**
- Required fields are marked with a red asterisk (\*)
- Take care to use correct spelling, capitalization and punctuation

Questions:

- For questions related to the registration verification process of existing students, please contact the main office of your child's school.
- For technical questions, contact the IT department at [servicesdesk@dasd.org](mailto:servicesdesk@dasd.org).
- To register a child who is new to the district, contact Pam Cura at (610) 269-8460, ext. 6229 or [pcura@dasd.org](mailto:pcura@dasd.org).

Thank you again for your assistance.

Please click "Begin" to start.



# STEP 8

Complete the fields in each screen.

- Any field marked with a **red asterisk (\*)** is required.
- Use the **Next** and **Save/Continue** buttons to move through the fields.
- Any items highlighted in yellow have not yet been reviewed and need your attention. Please update using the **Edit/Review** button.



\* Indicates a required field



## Emergency Contact

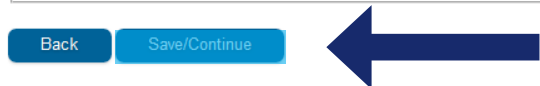
First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
[Redacted]	[Redacted]			Existing		Edit/Review
[Redacted]	[Redacted]			Existing		Edit/Review
[Redacted]	[Redacted]			Existing		Edit/Review

in AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

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

**✓** - Indicates that person is completed.

The maximum number of Emergency Contacts is 3



# STEP 9

Review the policies and release agreements, sign and date.

**Handbook Agreement**

Each year the Principals update and revise the Parent / Student Handbook and the Student Code of Conduct. The handbook contains useful information regarding the building programs and policies, curriculum summaries, and the complete school discipline code for the Downingtown Area School District.

[Please visit this link to review your building's handbook.](#)

I have received, read, understand and will comply with the contents of the Student Handbook and the Student Code of Conduct.

I, the student, agree Yes ▾ \*

As the parent/guardian of a student receiving school district services I have received, read, understand and reviewed with my child the Student Handbook and the Student Code of Conduct. I have also answered questions s/he asked.

I, the parent/guardian, agree Yes ▾ \*

**Family Educational Rights and Privacy Act**

[Click here for District FERPA Information](#)

Please review our webpage link above to to review Board Policy 216-AG-3 Notification of Rights Under FERPA regarding the sharing of student directory information and photographs and to download the opt-out form.

Please sign on the line below

Clear

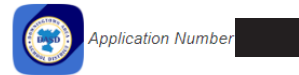
Date of Agreement

← Previous

Cancel Save/Continue

# STEP 10

Submit application. You may also print a pdf of your application from this screen for your records.



\* Indicates a required field

- ✓ Student(s) Primary Household
- ✓ Parent/Guardian
- ✓ Emergency Contact
- ✓ Other Children
- ✓ Student
- ▼ Completed

You must submit your application by clicking the following button.

**Submit**

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 you application was received after clicking submit application.

**Back**

[Application Summary PDE](#)