

## Annual Update for Emergency Cards

Dear Parents,

Welcome back to another exciting school year in Chandler Unified School District. This year we will be doing our emergency card updates online. Below are step-by-step directions and screen shots should you need any assistance. Please note that you will need to complete every pleat of every section in order to update your emergency card.



Welcome to Chandler Unified School District's Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. If you have a new address, please make sure to bring proper proof of residency to your child's school registrar. 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.

Student Name	Grade	Included in new App?	Reason if not included
Child's Name		yes	Included

Registration Year 17-18 ▼

Begin Registration



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

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Please sign on the line below.

Please type your name

Sign with your mouse or finger

Clear

Submit



This registration is for updating existing students.

Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent/Guardian information -- work and cell phone numbers, email addresses
- Student information -- demographic and health information
- Emergency Contact -- phone numbers
- Proof of Residency -- for address changes

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

If you need assistance, please call your child's school during business hours.



### Friendly Reminder:

There are three pleats in Student(s) Primary Household section. Each pleat must be looked at in order to save and continue to the next section.

Pleat 1: Home Phone

Pleat 2: Home Address

Pleat 3: Mailing Address

### Student(s) Primary Household Section

\* Indicates a required field



#### Home phone

Home Phone  
[Redacted] \*

All information is what we currently have in our system on your family. If you have any changes, please make them at this time. If you have no changes, please click next. You must look at every pleat in order to move onto the next screen.

Next ▶

Home Address

Mailing Address

Save/Continue

\* Indicates a required field

▼ Student(s) Primary Household    Parent/Guardian    Emergency Contact    Student    Completed

▶ Home phone

▼ Home Address

Your address as listed in the portal  
[Redacted]

The home address listed is no longer current

Clear Address Fields  
Click on your address if it appears in box [ ]

**If you are changing your address or enrolling for the first time, please bring in your proof of residency to the school office.**  
[Residency Information](#)

◀ Previous    Next ▶    **Click Next if there are no changes**

▶ Mailing Address

Save/Continue

If you have moved over the summer, please provide proper documentation to your child's registrar. Your application cannot be approved until they have received your proof of residency.

\* Indicates a required field

▼ Student(s) Primary Household    Parent/Guardian    Emergency Contact    Student    Completed

▶ Home phone

▼ Home Address

Your address as listed in the portal  
[Redacted]

The home address listed is no longer current

Please enter the date that the mailing address became inactive for this household. [ ] \*

\*Please verify or add the information below. Please update any information that is incorrect.

Number [ ] *	Prefix [ ]	Street Name [ ] *	Tag [ ]	Direction [ ]	Apartment [ ]
City [ ] *	State [ ] *	Zip [ ] *	Ext. [ ]	County [ ]	

Clear Address Fields  
Click on your address if it appears in box [ ]

Your address as entered above

**If you are changing your address or enrolling for the first time, please bring in your proof of residency to the school office.**  
[Residency Information](#)

◀ Previous    Next ▶    **Date you left your previous address**

▶ Mailing Address

Save/Continue

\* Indicates a required field

▼ Student(s) Primary Household    Parent/Guardian    Emergency Contact    Student    Completed

▶ Home phone

▶ Home Address

▼ Mailing Address

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

The household has no separate Mailing Address

◀ Previous

Save/Continue

Only uncheck the household has no separate mailing address checkbox if you would like your mail to be delivered elsewhere. Please enter the information as accurately as possible. Please use proper abbreviations and capitalization. It is important to us to get information sent to you in a timely manner.

▼ Mailing Address

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".

The household has no separate Mailing Address

Post Office Box  Number  \* Prefix  Street Name  \* Tag  Direction  Apartment

City  \* State  \* Zip  \* Ext.  County

Clear Address Fields

Click on your address if it appears in box

Your address as entered above

◀ Previous

Save/Continue

## Parent/Guardian Section

All areas highlighted in yellow will need your attention.

\* Indicates a required field



### Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
[Redacted]	[Redacted]	F		Existing	<b>Edit/Review</b>

Please list all primary Parent/Guardian's in this area.

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

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back

Save/Continue

Information that has been auto populated has been imported from what you have previously provided to your child's school.

\* Indicates a required field



Parent/Guardian Name: [Redacted]

#### Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name [Redacted] \*  
Middle Name [Redacted]  
Last Name [Redacted] \*  
Suffix [Redacted] v  
Birth Date [Redacted]  
Gender [Female] v \*

Please check this box if this person lives at the address listed below.

[Redacted Address]

Next

#### Contact Information

Cancel

Save/Continue

\* Indicates a required field

✓ Student(s) Primary Household   ▾ Parent/Guardian   ⌂ Emergency Contact   ⌂ Student   ⌂ Completed

Parent/Guardian Name: [Redacted]

Demographics

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name [Redacted] \*  
Middle Name [Redacted]  
Last Name [Redacted] \*  
Suffix [Dropdown]  
Birth Date [Redacted]  
Gender [Redacted] \*

Please check this box if this person lives at the address listed below.

[Redacted Address]

I will not provide an address for this parent.

Number \*   Prefix [Dropdown]   Street \*   Tag [Dropdown]   Direction [Dropdown]   Apartment [Text]  
City \*   State [Dropdown] \*   Zip \*   Ext. [Text]   County [Text]

Clear Address Fields

Click on your address if it appears in box

Phone Number ( ) - -

Next >

If there has been a recent change in your household you can either provide the new address for a parent or check the box stating that you are not providing a new address.

Contact Information

Cancel   Save/Continue

It is important for us to have at least one parent email on file.

\* Indicates a required field

✓ Student(s) Primary Household   ▾ Parent/Guardian   ⌂ Emergency Contact   ⌂ Student   ⌂ Completed

Parent/Guardian Name: [Redacted]

Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Cell Phone ( ) - -

Work Phone ( ) - - x

Email \* [Redacted]

or

Has no e-mail

Secondary Email [Text]

Please make sure to have at least one email for at least parent in the household.

Previous

Cancel   Save/Continue

\* Indicates a required field

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

### Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
██████	██████	F	✓	Existing	<a href="#">Edit/Review</a>

Please list all primary Parent/Guardian's in this area.

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

✓ - Indicates that person is completed.

[Add New Parent/Guardian](#)

[Back](#)

[Save/Continue](#)

The yellow highlight has been removed, stating that the section is complete.

## Emergency Contact Section

You can add and remove emergency contacts. Please make sure to have at least one emergency contact on file if we are unable to reach a parent or guardian.

\* Indicates a required field

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

### Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
██████	██████	M		Existing		<a href="#">Edit/Review</a>
██████	██████	F		Existing		<a href="#">Edit/Review</a>

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.

[Add New Emergency Contact](#)

[Back](#)

[Save/Continue](#)

\* Indicates a required field

Progress bar with steps: ✓ Student(s) Primary Household, ✓ Parent/Guardian, ▼ Emergency Contact, Student, Completed

Contact Name: [Redacted]

▼ Demographics

Please complete the following information for each emergency contact for your students.

First Name [Redacted] \*

Middle Name [Redacted]

Last Name [Redacted] \*

Suffix [Dropdown]

Birth Date [Text]

Gender Male [Dropdown] \*

This person is no longer an Emergency Contact for any students in this family.

Next ▶

▶ Contact Information

Cancel Save/Continue

\* Indicates a required field

Progress bar with steps: ✓ Student(s) Primary Household, ✓ Parent/Guardian, ▼ Emergency Contact, Student, Completed

Contact Name: [Redacted]

▶ Demographics

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required. \*

Home Phone ( ) - -

Cell Phone ( ) - -

Work Phone ( ) - - x

Email [Text]

⋮

◀ Previous

Cancel Save/Continue



\* Indicates a required field



Contact Name: [Redacted]

Demographics

Please complete the following information for each

First Name [Redacted]

Middle Name [Redacted]

Last Name [Redacted]

Suffix [Dropdown]

Birth Date [Field]

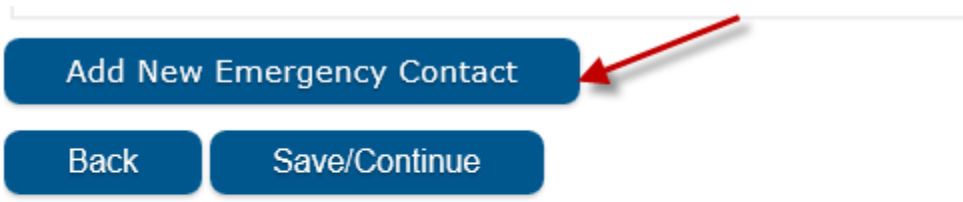
Gender Male [Dropdown]\*

This person is no longer an Emergency Contact

**Warning**

By checking this box you will not be required to complete any forms for this person and you will deactivate this person as an Emergency Contact for any current students in the family. If you wish to deactivate, please check OK.

Confirm Cancel



\* Indicates a required field



Contact Name:

▼ Demographics

Please complete the following information for each emergency contact for your students.

First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	*
Suffix	<input type="text" value="v"/>	
Birth Date	<input type="text"/>	<input type="button" value="Q"/>
Gender	<input type="text" value="v"/>	*

Next >

▶ Contact Information

Cancel Save/Continue

\* Indicates a required field



Contact Name: [Redacted]

▶ Demographics

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.\*

Home Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Cell Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
Work Phone	( <input type="text"/> ) <input type="text"/> - <input type="text"/> x <input type="text"/>
Email	<input type="text"/>

◀ Previous

Cancel Save/Continue

## Student Section

\* Indicates a required field



### Student

First Name	Last Name	Gender	Completed	Record Type	
[Redacted]	[Redacted]	M		Existing	<a href="#">Edit/Review</a>

Please include all students that need to be enrolled.

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

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

If you have more than one student, you will need to edit/review all of them to complete the online annual update.

[Add New Student](#)

[Back](#)

[Save/Continue](#)

\* Indicates a required field



**Student Name:**

#### Demographics

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's name exactly as it appears on the birth certificate. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

Legal First Name	<input type="text" value="[Redacted]"/>	*	Gender	Male	▼	*	Enrollment Grade	03	▼	*
Legal Middle Name	<input type="text" value="[Redacted]"/>		Birth Date	<input type="text" value="[Redacted]"/>		*	Birth City	<input type="text"/>		
Legal Last Name	<input type="text" value="[Redacted]"/>	*	Date Entered U.S.	<input type="text"/>			Birth State	<input type="text"/>	▼	
Suffix	<input type="text"/>						Birth Country	<input type="text"/>	▼	
Nickname	<input type="text"/>						Enrolled School:	<input type="text" value="Current Enrollment"/>		
Student Email Address	<input type="text"/>									

[Next >](#)

- ▶ Race Ethnicity
- ▶ Families in Transition
- ▶ Relationships - Parent/Guardians
- ▶ Relationships - Emergency Contacts
- ▶ Health Services - Health Information
- ▶ Do Not Release
- ▶ Parent/Guardian Acknowledgements

[Cancel](#) [Save/Continue](#)

\* Indicates a required field



Student Name: [Redacted]

Demographics

Race Ethnicity

Is Hispanic/Latino  No  Yes \*

\*Please check all that apply. If not Hispanic, at least one is required.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Information cannot be changed as it is imported from information you have previously provided the registrar at your child's school. If you need to make changes, please contact your registrar.

Previous Next

Families in Transition

Are you currently living with a relative or friend due to financial hardship?

Yes

No

Are you in living in a shelter, car, or in an unstable living situation?

Yes

No

Please answer both questions.

Previous Next

Relationships - Parent/Guardians

Per FERPA, only legal guardians should have these boxes checked (guardian, mailing, portal, and messenger). If you have checked any of these boxes, you should have proof of legal guardianship provided to the school. This information will be verified by your school. At least one person must be marked as 'Guardian'. \*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	or	No Relationship
[Redacted]	MOTHER	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1		<input type="checkbox"/>

Description of Contact Preferences

**Guardian** - Marking this checkbox will flag this person as legal guardian to the student.

**Mailing** - Marking this checkbox will flag this person to receive mailings for the student.

**Portal** - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.

**Messenger** - Marking this checkbox will flag this person to receive messages from the District's messenger system.

**Secondary Household** - Marking this checkbox will indicate that the student has a secondary household membership with this person

**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

**No Relationship** - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

Previous Next

Contact Sequence:  
 1-4 Parent or guardian  
 5 and higher Emergency Contact

▼ Relationships - Emergency Contacts

A minimum of (1) Emergency Contacts are required\*

Name	Relationship*	Contact Sequence*	or	No Relationship
	EMERGENCY	7		<input type="checkbox"/>
	EMERGENCY	6		<input type="checkbox"/>
	OTHER	4		<input type="checkbox"/>
	GRANDMOTHER	5		<input type="checkbox"/>

Description of Contact Preferences  
**Contact Sequence** - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.  
**No Relationship** - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

◀ Previous   Next ▶

▼ Health Services - Health Information

No medical or mental health conditions

or

Existing Condition*	Condition Status*
	<input type="radio"/> This condition is current <input type="radio"/> This condition is not current

Add Condition

My child has allergies to certain food or insects.  
 Yes  
 No

My child carries an inhaler or epipen.  
 Yes  
 No

I hereby request and give my consent for the person designated by the principal to administer Acetaminophen (non-aspirin) to my child.  
 Yes  
 No

I agree that in the case of serious injury, my child will be taken to the nearest hospital by ambulance if necessary, and emergency care will be provided there until I can be contacted. **ANY EXPENSE OR EMERGENCY TRANSPORTATION AND/OR TREATMENT SHALL BE MY SOLE RESPONSIBILITY.** I also understand that it is my responsibility to provide the school with any personal or emergency changes that occur during the school year.

Emergency Transportation

Answer all questions.

Please check this box

◀ Previous   Next ▶

▼ Do Not Release

PLEASE DO NOT RELEASE MY CHILD TO THE PERSON(S) LISTED BELOW.  
 Please list full names and provide the school with court orders or restrictions orders (unless already on file):

Full Name:

Full Name:

◀ Previous   Next ▶

▼ Parent/Guardian Acknowledgements

**Acknowledgement of Handbook and School Rules**

\* I have received information, understand and accept the responsibilities in the agenda including:

- Student Code of Conduct
- Attendance Procedures
- Student Dress Code
- Internet Usage Agreement
- BYOT Responsible Use Agreement
- Transportation Policy
- Parent and Student Transportation Agreement
- School Insurance Information

[Handbooks and Course Catalogs](#)

**Media Release**

Our child's photograph **may** be used for official school publicity which may include the school newsletter or website, district website/marketing, etc.

- Yes  
 No

Please answer all questions.

**Internet Permission**

Our son/daughter **may** participate in internet activities.

- Yes  
 No

**Student Confinement; Parent Notification and Consent**

Please indicate your agreement or disagreement for confinement during the current school year in the event it becomes necessary for disciplinary purposes if your student poses imminent physical harm to him/herself or others. I have read this notification and agree/disagree to the following:

- Yes, I **agree** to allow the District to confine my child for disciplinary purposes.  
 No, I **do not** agree to allow the District to confine my child for disciplinary purposes.

**Address Release**

I agree to release my address, phone number, and/or email address to parent organizations and/or district-related organizations.

- Yes  
 No

**Residency Affirmation**

Please chose only one option below:

- I affirm that the residency information on this report is current, and there are no changes.  
 There are changes and I have updated the information.

By signing below, I affirm all of this information is correct and I acknowledge responsibilities for the information.

\_\_\_\_\_

◀ Previous

Cancel

Save/Continue

\* Indicates a required field



### Student

First Name	Last Name	Gender	Completed	Record Type	
██████	██████	M	✓	Existing	<a href="#">Edit/Review</a>

Please include all students that need to be enrolled.

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

✓ - Indicates that person is completed.

The yellow highlight is gone, which means this section is complete.

[Add New Student](#)

[Back](#)

[Save/Continue](#)

### Completed Section

\* Indicates a required field



You must submit your application by clicking the following button.

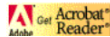
[Submit](#)

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 your application was received after clicking submit application.

[REVIEW APPLICATION](#)

[Back](#)

[Application Summary PDF](#)



\* Indicates a required field



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 your application was received after clicking submit application.

[Application Summary PDF](#)



#### Warning

Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.

[Confirm](#) [Cancel](#)

If you would like a copy of your application summary click on the PDF link when you get to the last page.



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

[Application Summary PDF](#)



Once you submitted your application, you will receive an email that it has submitted. Please do not reply to this email. If you have any questions, please contact your child's school. You will be updated through email as the registrar goes through all of the applications once the update window is closed. Should you have any changes after the window closed, you will need to go into your child's school and provide those details.

[Reply](#) [Reply All](#) [Forward](#) [IM](#)



campus@smtp2.cusd80.com



10:17 AM

**OLR Status - Status Change Notification**

Retention Policy 90 Day Retention Policy (90 days)

Expires 10/8/2017



Dear [REDACTED]

Thank you for participating in Chandler's Online Registration.

Your status is: Submitted-Existing

Application Number: 71

Thank you.