Log into Infinite Campus. In the Index column, click on   .
Then click   and

date of birth in the search field. *Is the student already in the system?*

Simply verify, update, and add (if necessary) demographic data as you review the Student Registration Form.

PARENT/GUARDIAN

Next, repeat those steps to
for each parent/guardian for that student.

1. Add Person - *Student*

2. Add Person   *Parent(s)/Guardian(s)*

		Student Registration Form
	Go to to create a new parent/guardian record.	N/A
	Add last name, first name, middle name (if stated), suffix (if applicable), gender, and birthdate (if stated).	Under the student information on the first page
	Repeat for each adult member of the	Under the student information on the first page

3. Enroll the Student

		Student Registration Form
	Go to In the tab, enter last name and first name or initial.	N/A
	In the tab, click . Enter the grade, start date, and start status (you may need to scroll up to get to this section).	To determine *start status*, review the MOST RECENT SCHOOLS ATTENDED chart on the back of the page
	Funding necessary.	Back page, right above the MOST RECENT SCHOOLS ATTENDED

4. Create the Household

		Student Registration Form
	Go to . Start by searching for the new student. Enter his/her last and first names. When you find the	

4. Create the Household (cont.)

		Student Registration Form
	Add the first *Household Phone Number.* **If there is none listed, enter the cell phone number.** *Do not fill in Household Name (Override) and do not leave household phone number blank!*	First page
	Under household locations, enter a start date. Check the box for mailing for the primary household. Check the box for secondary if there is a secondary household for the student.	First page
	Add start dates to all household members. -	N/A
	Enter relationship info and a start date. Check the GuardianCheck the	

Additional Steps Involved *Important!*

	Student Registration Form
To add additional parent contact information (i.e. alternate phone numbers, email addresses), go to and search for each parent/guardian. On the section to enter contact details. In this tab, right above drop-down menu.	Contact info - first page PARENT EDUCATION top of the back page
If a student has any details that need to be noted as a Legal Bindings Flag (i.e. custody agreements, court orders), go to and search for the student. On the tab, click . In the drop-down menu,	

Did the student ever attend your school site in the *current school year*? (*No Show* students would

If YES...

If NO...

Click on Student Information, then General, then search for the student. Click on the Enrollments tab, then click on your school and the current year.

Click on Student Information, then General, then search for the student. Click on the Enrollments tab, then click your school and the current year. At the top, select DELETE to delete that
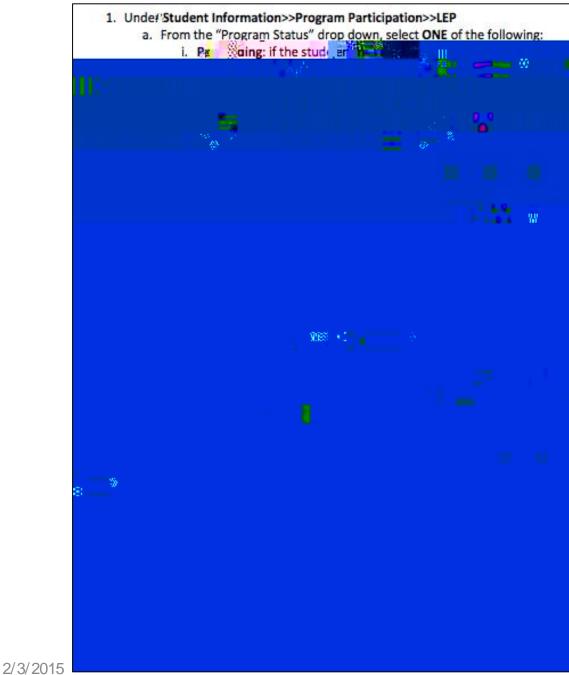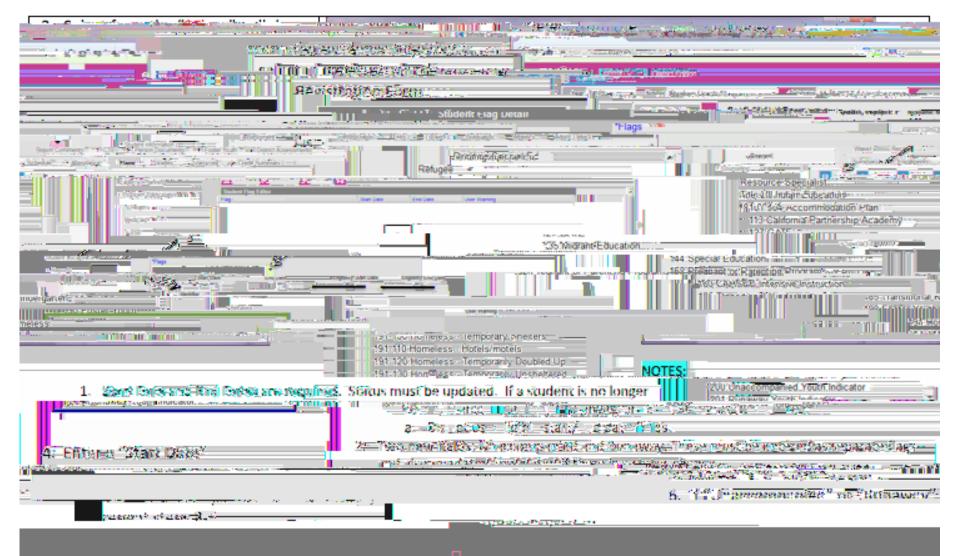
Note: This will delete all student data, including student schedule.

Enter an _____, located just to the right of the Start Date. The End Date is the last day the student attended or will attend your school.

Enter an _____, located one row below and to the right of End Date. If the student transfers to another CA school after the year began, enter

*Reference
Document:*

Reference :

1. Under **Student Information>>Program Participation>>LEP**
   a. From the "Program Status" drop down, select **ONE** of the following:
      i. Pending: if the student...

Reference Document:

Reference Document:

CALPADS End Status Codes and Descriptions   *Page 1 of 3*

	End Status	End Status Description	When to Use
Exit	E125	Special Ed, prior Completor	Exited a special ed transition program; previously reported as receiving certificate of completion, or passed CHSPE or GED.
	E130	Died	

Reference Document:

End Status	End Status Description	When to Use
T160	Regular, non-discip transfer to public CA School	Non-

Transfers

Reference Document:

End Status		End Status Description	When to Use
School Completion Status*	100	Graduated, HS Diploma	Met state and local graduation requirements and received a standard high school diploma - incl foster who met at previous district.
	104	Completed grad req, failed CAHSEE	Met all state and local graduation requirements, without passing CAHSEE. No diploma, no evidence in a program leading toward a high school diploma or its equivalent.
	106	Grad, CAHSEE mods & waiver	Met all state and local graduation requirements, passed CAHSEE with a modified passing score, and obtained a waiver; special ed only.
	108	Graduated, CAHSEE Exempt	Met all state and local high school graduation requirements; obtained exemption from CAHSEE; special ed only.
	120	Special education certificate of completion	Student with IEP left school; recieved certificate or document of educational achievement or completion.

Reference Document: