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

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



Smply 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 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, dick . Enter the grade, start date, and start status (you may need to scroll up to get to this section).	To determine <i>start status</i> , 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	Contact info - first page	
	section to enter contact details. In this tab, right above	PARENT EDUCATION top of the back page	
	drop-down menu.		
IJ ŊA ¥€@r)1	If a student has any details that need to be noted as a Legal Bindings Flag (i.e. custody agreements, court orders), go to 3(ov)5(e)] JETBI/F5 14.04 IF14440 1 10 068,459.91 mb3808 and search for the student. On the tab, dick . In the drop-down menu,	114 485 E00 000 4 74 76 19 4 3 ED 3560 1127 6 6 8 2 7 9 1 1	I4∦&35F0

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

If NO...

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

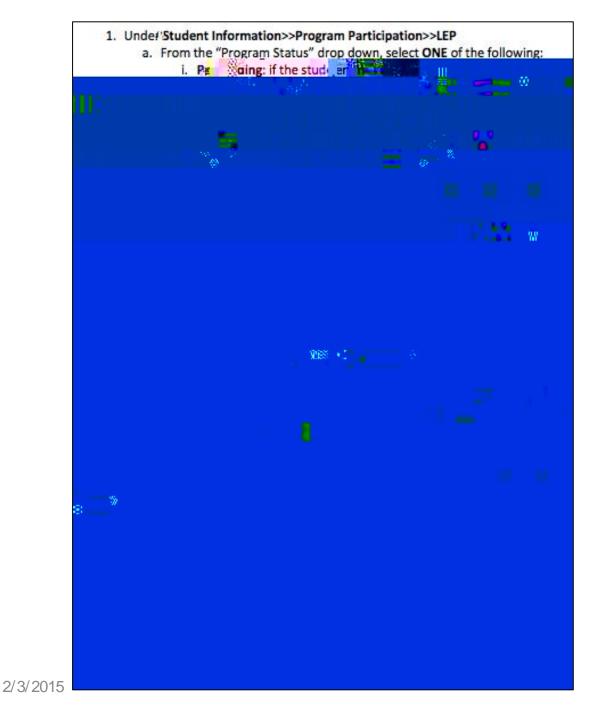
*Note: This will delete all student data, including student schedule.

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.

If YES.

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

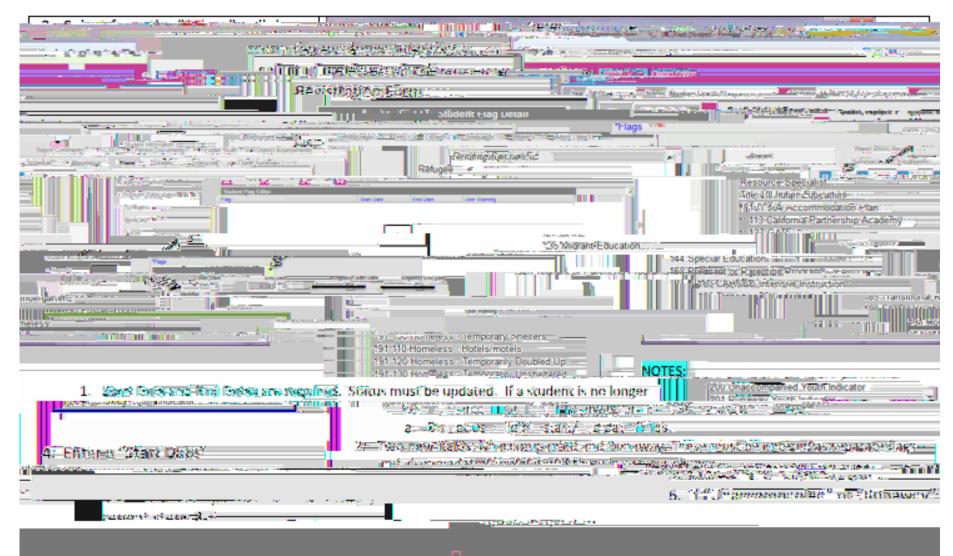




Reference Document:

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Reference Document:



2/3/2015

CALPADS End Status Codes and Descriptions Page 1 of 3

End Status	End Status Description	When to Use
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	
	E125	E125 Special Ed, prior Completor

CALPADS End Status Codes and Descriptions Page 2 of 3

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

CALPADS End Status Codes and Descriptions Page 3 of 3

End Status	End Status Description	When to Use
100	Graduated, HSDiploma	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	
	100	100 Graduated, HSDiploma