



Brian Gannon  
Technology Coordinator  
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Dear South Milwaukee Families,

The 2020-21 school year is quickly approaching. No matter what learning format the school year starts with, it is imperative that every student register for school. Registration not only allows us to schedule your child in courses, it also allows us to communicate with you in a timely manner. Without registration, we will not be able to keep you updated in regards to changes to your child's school year.

Online registration will open on August 3, 2020 at 10:00am. The link to begin registration will be posted on the district website under **For Families > School Registration**. These instructions will be posted there as well. In order for our schools to accurately schedule students prior to the start of the school year, all families must complete registration by August 21, 2020 at 8:00pm.

In the past, we have held two in-person registration days to help families with the process. Due to the COVID19 pandemic, we **will not** be offering that this year. Schools will be sending more information about how to get support if needed.

In order to be prepared for registration, please have the following information readily available:

- Student address, date of birth, medical conditions
- 3 or more emergency contacts - with phone numbers
- Parent/Guardian address, email, phone numbers

If your child is new to the district, we will also require the following information:

- Birth Certificate
- Proof of Residency (Signed lease agreement, property tax bill, utility/cable/landline phone bill)
- Previous school information

Please see the following pages for step-by-step instructions on how to register your child.

Thank you for helping us prepare for the upcoming school year. We look forward to working with your child to help them grow academically, socially and emotionally.



## South Milwaukee Student Required Online Registration

For the 2020-21 school year, South Milwaukee School District will transition to a new Student Information System (SIS). We have moved from PowerSchool to Infinite Campus. This change makes the registration process even more important. Please follow the steps below to provide us with accurate information about your child(ren).

All returning student's parents/guardians must complete the online registration process before school begins for each student returning to the school district for the 2020-2021 school year.

The link for the online registration will open on **August 3rd**, and can be found on the District and School websites.

### Registration Steps -- NEW Process! All parents/guardians must complete the online registration process.

Please note: Online registration through Infinite Campus can be completed on a desktop, laptop or mobile device.

- 1) Visit the SDSM District website and click on "For Families" > "School Registration"
- 2) Click on "Infinite Campus Online Registration"
- 3) The initial screen will ask for your name and email in order to create an account that you can come back to. Fill in all required fields and click "Begin Registration" You will then be sent an email with further instructions and the link to begin registering. It is imperative that you enter an email address that you check frequently. This will also be the address that all future communications from the district are sent to. You will have the option to enter additional email addresses during registration.

 Infinite Campus Online Registration

Please complete the information below to BEGIN the registration process.	
Parent/Guardian First Name	<input type="text"/>
Parent/Guardian Last Name	<input type="text"/>
Registration Year	20-21 ▾
Parent/Guardian Email Address	<input type="text"/>
Verify Email Address	<input type="text"/>
Please check this box if any student being entered has attended a school in this district in the past. <input type="checkbox"/>	
Please type the letters you see displayed in the image below.	



[Begin Registration](#)


- 4) You will next be asked to verify that you are who you say you are and that the data you are about to enter is accurate. Type your name and use your mouse, trackpad, or finger to sign the line.

Infinite  
Campus Online Registration

Welcome Homer Simpson! 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.



- 5) You will be taken to an instruction page that will describe the information you should have prepared as well as the proper format for dates (MM/DD/YYYY) and phone numbers (xxx-xxx-xxxx).
- 6) Finally, you will begin the actual registration process. Please take your time and be as thorough as possible.
- 7) Once complete, you will receive an email confirmation with instructions on how to set up your Infinite Campus portal. We are requiring families to create this portal account so that we can communicate with you in a timely manner throughout the school year and so that you can stay informed of your child's grades, announcements, calendars, etc.
- 8) Once logged into the Infinite Campus portal, you will also be able to pay student fees online. Payments can also be sent to your child's school.

Throughout registration and during the school year, please check the district and school website for important updates.