Summer Learning Registration for Parents/Guardians who have
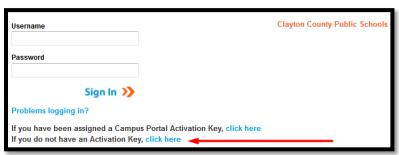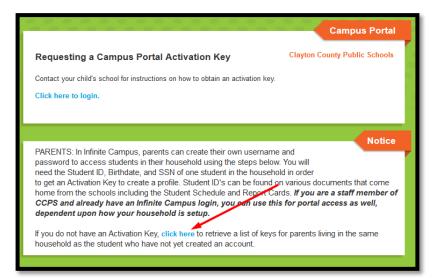
<u>NOT</u> been assigned a Portal Activation Key

Clayton's Student Toolkit for Academic Reporting Systems

1 Log in to the Parent Portal Website: https://sis.clayton.k12.ga.us/campus/portal/clayton.jsp
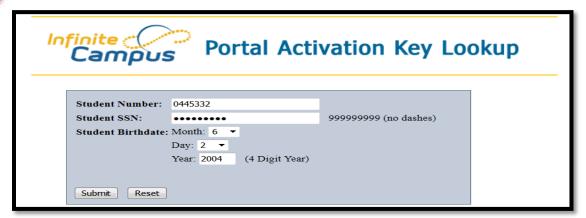
2 Select the 2nd "Click here" hyperlink

*If you have a Username and password, please see *Instructions for parents/guardians who have been assigned a Portal Activation Key.*

Clayton County Public Schools

Username

Password

Sign In »

Problems logging in?

If you have been assigned a Campus Portal Activation Key, **click here**
If you do not have an Activation Key, **click here**

3 Select the hyperlink in the <u>bottom</u> Paragraph to retrieve your list of keys

Campus Portal

Requesting a Campus Portal Activation Key   **Clayton County Public Schools**

Contact your child's school for instructions on how to obtain an activation key.

Click here to login.

Notice

PARENTS: In Infinite Campus, parents can create their own username and password to access students in their household using the steps below. You will need the Student ID, Birthdate, and SSN of one student in the household in order to get an Activation Key to create a profile. Student ID's can be found on various documents that come home from the schools including the Student Schedule and Report Cards. *If you are a staff member of CCPS and already have an Infinite Campus login, you can use this for portal access as well, dependent upon how your household is setup.*

If you do not have an Activation Key, **click here** to retrieve a list of keys for parents living in the same household as the student who have not yet created an account.

4 Enter the requested information (<u>all</u> information is required)

Infinite Campus **Portal Activation Key Lookup**

Student Number:	0445332	
Student SSN:	•••••••••	999999999 (no dashes)
Student Birthdate:	Month: 6	
	Day: 2	
	Year: 2004	(4 Digit Year)

Submit   Reset

Infinite Campus

Clayton's Student Toolkit for Academic Reporting Systems

5 The Activation Keys will then be displayed on your screen as shown below.
*You will need to write down this information prior to clicking on "Click Activate Your Parent Portal Account Now" Enter after the GUID (beginning with the number)
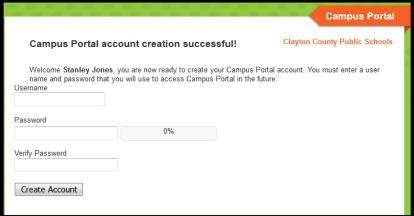
> **Susan Jones** GUID: 56B3D1A1-BB64-4CCE-A5BA-7738767AD5A6
> **Stanley Jones** GUID: 6E7D1AE4-F8A6-46D6-860E-60800C1F1DFB
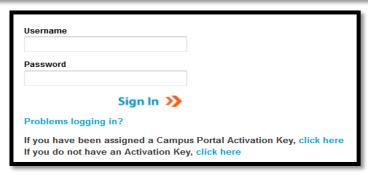>
> Activate Your Parent Portal Account Now

6 Once the account is created, you have the opportunity to create a username and password. Passwords *are* case sensitive

> **Campus Portal**
>
> **Campus Portal account creation successful!**   Clayton County Public Schools
>
> Welcome **Stanley Jones**, you are now ready to create your Campus Portal account. You must enter a user name and password that you will use to access Campus Portal in the future.
>
> Username
>
> Password   0%
>
> Verify Password
>
> Create Account

7 When you have successfully created your account, enter the Campus Portal login page and enter your newly created username and password.

> **Campus Portal account creation**   **Clayton County Public Schools**
>
> Congratulations! You have successfully created your Campus Portal account. Click here to enter Campus Portal login page.

> **Username**
>
> **Password**
>
> **Sign In >>**
>
> **Problems logging in?**
>
> If you have been assigned a Campus Portal Activation Key, **click here**
> If you do not have an Activation Key, **click here**

Infinite Campus

8 Select **Online Registration** from the left side of the page

> Online Registration
> SLDS Portal
> Clayton County Public Schools

9 The Online Registration screen will appear showing all students in the household. Select [Begin Registration]

10 Confirm that you are the authorized user of the account by first typing your name, then signing (*both steps must be completed to continue*). Click **Submit**

> **Infinite Campus** Online Registration
>
> Welcome Susan Jones! 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.
>
> Susan Jones ←
>
> Please sign on the line below.
>
> [Clear]
> [Submit]

11 Select [Begin] to begin the Online Registration process.

12 Verify the home phone is correct and click "Next" to continue

13 Verify your home address as shown. If incorrect, select the box and fill in your new or corrected address. **Please note:** ALL fields with red asterisk (*****) are required and you will not be able to continue until completed.

> Your address as listed in the portal
> 42 Wallaby Way
> Jonesboro, GA 30236
> ☐ The home address listed is no longer current
>
> [Clear Address Fields]
> As you enter, click on your address if it appears in box
>
> If the address is correct select next if not, select the box above to enter corrected information
>
> ◄ Previous   Next ►

14 If you have a mailing address separate from your physical address, that information can be entered here. If not, select ☑ The household has no separate Mailing Address and continue.
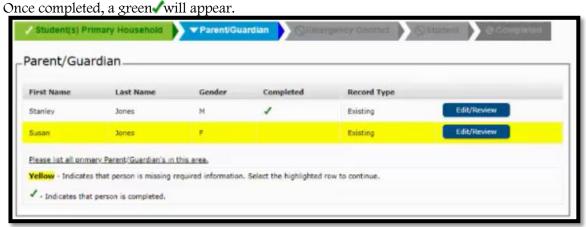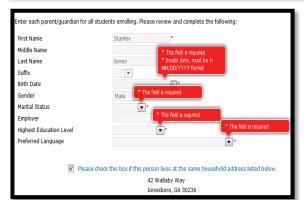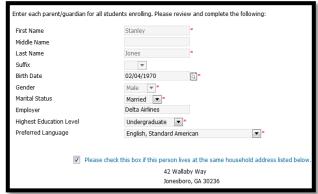
15 The Parent/Guardian screen shows the individuals listed in Infinite Campus as parent/guardian of the students in this household. The Yellow highlighted information shows that required information is missing and must be edited or reviewed to proceed. Select Edit/Review to complete the information. Once completed, a green ✔ will appear.

16 Select Continue to enter Contact Information on this person *(Contact Preferences have been pulled from existing data in Infinite Campus)*

17 Begin to Edit/Review the next Parent/Guardian if applicable.

18 Once all guardians are complete, select Save/Continue.

19 If an Emergency Contact is needed, Please add him/her here. If not, click continue

20 The Student Section of the registration is very similar to that of the parent/guardian section. Persons highlighted in yellow must be edited/reviewed before moving forward in the application.

Select Edit/Review to begin on the first student

21 Review all demographic information and make corrections if needed. Select "Yes" for the Summer Learning Program and click "Next"

22 Select your 1st and 2nd Program Choice along with answering questions 1-3 regarding your child's interest. You will also need to indicate if your child will need transportation. Select Next.

23 The next screen displays your child's Race Ethnicity as shown in Infinite Campus. **This information cannot be changed in the Summer Learning registration.** Please contact your child's school for modifications.

Clayton's Student Toolkit for Academic Reporting Systems

24 Indicate the sequence you would like to be contacted in case this is needed by the Summer Learning program. In the example below; although *Stanley* is listed first, *Susan* will be called first since her sequence number is 1. Click "Next"

At least one person must be marked as 'Guardian'.*

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*
Stanley Jones	Father	✓	✓	✓	✓		2
Susan Jones	Mother	✓	✓	✓	✓		1

25 Verify the relationships are correct (if applicable) and click next

Name	Relationship*	or	No Relationship
Adrienne Jones	Sibling		

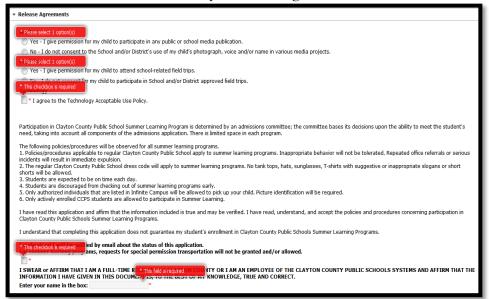**26** Read each Release Agreement and select Yes or No for each statement. Enter your name to affirm the Information is true to the best of your knowledge. Click Save and Continue

▼ Release Agreements

* Please select 1 option(s)
  ○ Yes - I give permission for my child to participate in any public or school media publication.
  ○ No - I do not consent to the School and/or District's use of my child's photograph, voice and/or name in various media projects.

* Please select 1 option(s)
  ○ Yes - I give permission for my child to attend school-related field trips.
  ○ No - I do not consent for my child to participate in School and/or District approved field trips.

* This checkbox is required
  ☐ * I agree to the Technology Acceptable Use Policy.

Participation in Clayton County Public School Summer Learning Program is determined by an admissions committee; the committee bases its decisions upon the ability to meet the student's need, taking into account all components of the admissions application. There is limited space in each program.

The following policies/procedures will be observed for all summer learning programs.
1. Policies/procedures applicable to regular Clayton County Public School apply to summer learning programs. Inappropriate behavior will not be tolerated. Repeated office referrals or serious incidents will result in immediate expulsion.
2. The regular Clayton County Public School dress code will apply to summer learning programs. No tank tops, hats, sunglasses, T-shirts with suggestive or inappropriate slogans or short shorts will be allowed.
3. Students are expected to be on time each day.
4. Students are discouraged from checking out of summer learning programs early.
5. Only authorized individuals that are listed in Infinite Campus will be allowed to pick up your child. Picture identification will be required.
6. Only actively enrolled CCPS students are allowed to participate in Summer Learning.

I have read this application and affirm that the information included is true and may be verified. I have read, understand, and accept the policies and procedures concerning participation in Clayton County Public Schools Summer Learning Programs.

I understand that completing this application does not guarantee my student's enrollment in Clayton County Public Schools Summer Learning Programs.

* This checkbox is required ...fied by email about the status of this application.
...rams, requests for special permission transportation will not be granted and/or allowed.

☐ *

I SWEAR or AFFIRM THAT I AM A FULL-TIME R... * This field is required ...N COUNTY OR I AM AN EMPLOYEE OF THE CLAYTON COUNTY PUBLIC SCHOOLS SYSTEMS AND AFFIRM THAT THE INFORMATION I HAVE GIVEN IN THIS DOCUMENT IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

Enter your name in the box: [   ] *

Infinite Campus

27 You will return to the student screen, select *Save/Continue* to arrive at the final screen to submit your registration.

Changes can be made prior to submitting the application by clicking on either tab at the top of your screen.

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

Online changes cannot be made once the application has been submitted. If you wish to make changes, please email the Program directly. Email address for all programs are located on the Clayton County Public Schools website:
http://www.clayton.k12.ga.us

You must submit your application by clicking the following button. Once you submit, you will no longer be able to edit the application.

If you need to make a change to the application, please email the Program directly. Email addresses for all Programs can be located on the Clayton County Public Schools website.

Submit

Back

Application Summary PDF

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