



REGISTRATION FOR 2024-2025 SCHOOL YEAR

We hope you are having a great school year! While we are at the half-way mark of the current school year, we are already preparing for the 2024-2025 school year.

SUHSD will begin its 2024-2025 registration process on Monday, **January 29**, 2024 via Infinite Campus Parent Portal. All students will need to complete **Online Registration (OLR)** via Infinite Campus Parent Portal. For families with more than one student, they will only need to fill out OLR **one time**.

Best practices with the registration process include **clear communication** and a **team approach**! We highly recommend schools having a registration team led by an AP in collaboration with school registrar, counselors, nurse, and/or any additional support staff to design a plan to ensure a successful registration process!

1. Infinite Campus Parent Portal

- The goal is to ensure all parents/guardians have an active account in Infinite Campus Parent Portal as this is the **first step** in being an active student in SUHSD.
- Infinite Campus Parent Portal link for the 2024-2025 school year will be **open** on **Monday, January 29, 2024**.
- Through the IC portal parents/guardians are able to do the following:
 - View announcements from the district and schools.
 - View household information.
 - View student attendance.
 - View student fees.
 - Manage the types of notifications you receive through email.
 - **Complete Online Registration**. (Check Portal Messages for Availability Date)
 - Complete the [Online Intra District Transfer Request](#) (Questions regarding transfers can be emailed to: student.services@sweetwaterschools.org)
 - Complete student Lunch Application. (Check Portal Messages for Availability Date)
- Our Information Technology department will send out weekly letters to parents/guardians (new feeder students and current students who did not activate their accounts) to invite them to activate their accounts. The letter will include: the **link to the portal and their**

GUID/activation key. They will also send a weekly message that reminds parents to complete online registration.

2. Online Registration - OLR

- OLR is designed to streamline the registration process and save time
- **OLR opens on Monday, January 29, 2024. *CAUTION:** Because it is still early in the year - both the 2023-2024 and 2024-2025 school years will be open. 2023-20224 will remain open until March 1, 2024 for any students enrolling now. Students enrolling now will need to do OLR for this year and for next year. For students enrolling for next year, please ensure parents select the 2024-2025 school year.
- OLR allows parents/guardians to provide, verify and/or correct their student's information without having to fill out paper forms every year.
- Parents who do not have internet access at home should be able to visit their SUHSD school of residence or any public library to use a computer to complete OLR.
- OLR instructions can be found: **ENGLISH** and **SPANISH**
- Our Information Technology department will send out weekly letters to parents/guardians with an active account to invite them to complete their OLR. The letter will include: **parent/guardian's username and their GUID/activation key.** First letter will be sent on **Monday, January 29, 2024.** If your site wishes to also mail out letters to your families, you may request an electronic file with I.T. Operations. Please request at: it.help@sweetwaterschools.org Please note duplicating and postage costs are to be covered by each school site. ***CAUTION:** It is important to note the letter is intended to be sent/provided directly to parents/guardians as providing it to students can potentially create unintended issues. Therefore, do not give letters to students as anyone would then be able to use their information (username/activation key)
- School Registration Teams can also assist parents/guardians by accessing the GUID sheet which includes the parent/guardian's usernames and activation key. The GUID sheet can be accessed by **copying and pasting** this link: **file:///smitfs01/olr_applications.** Once you copy and paste, select the **OLR_UserVsGUID.xlsx report.** If you do not see the current year, go to the **Data** tab and then **Refresh All.** It will prompt you for a **password** which is **"reports"**

3. Immunization Records

- All students are required to have their vaccinations fully completed/up to date before the start of school in CA in grades TK – 12 unless exempted as provided by law. Create a clear plan on how parents/guardians can submit/upload a current immunization record. If they are finalizing immunizations over the summer, plan for them to have the opportunity to submit an updated record the week prior to the start of school or within a timeframe that works best for the Registration Team. For more information about school immunization requirements and resources, please visit [SUHSD Student Health Services](#) or the

California Department of Health website [Shots For School](#) or contact your local health department or county office of education.

4. Open Enrollment - Online Intradistrict Transfer Request

- Open Enrollment window is from **Monday, January 29 - Friday, March 1, 2024**
- Detailed information for parents can be found in the Student Support Services page: [HERE](#)
- School teams have access to monitor transfers as they come in or out of their school in Infinite Campus - Staff Management - Transfer Request Administration.
- All parents/guardians will receive a response before the end of March, 2024.
- Parents/guardians with an approved request will have 15 days to contact the school to begin their enrollment process and students can then be projected by the site registrar.
- Parents/guardians with a denial will be given 10 days from their notice of denial to request an appeal meeting.
- Any questions regarding transfers can be directed to: student.services@sweetwaterschools.org

Please let us know if you have any questions.

Sonia Picos and Dr. Dan Winters

