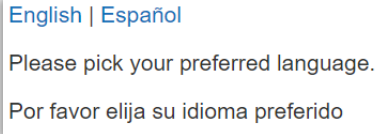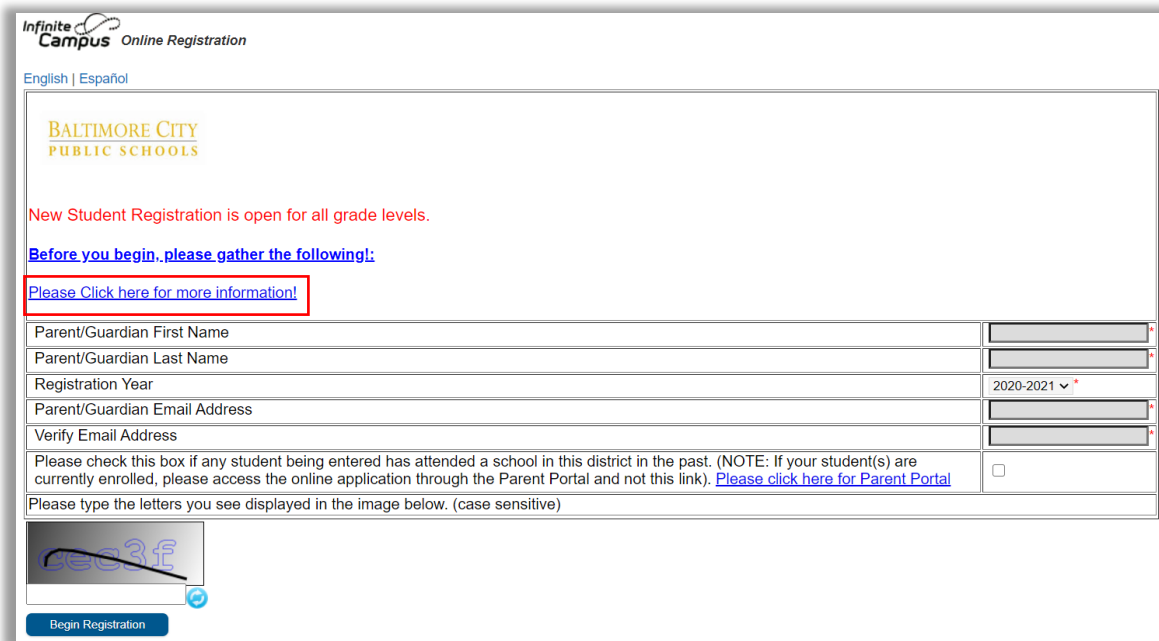# BALTIMORE CITY
PUBLIC SCHOOLS

Instructions for Accessing Online Registration – NEW to Baltimore City Public Schools

If during the Online Registration process you need assistance or have a question:
Please contact the enrollment official at the local school or email district office at
enrollment@bcps.k12.md.us.

1. If you are *NEW* to the district or returning from another school district and NONE of your children currently attend Baltimore City Public Schools continue to the next step. *If you have a child currently enrolled in Baltimore City Public Schools, log into your Parent Portal account to access Online Registration.*

2. Select your preferred language. Electronic communications regarding this application will be in this language.

> English | Español
>
> Please pick your preferred language.
>
> Por favor elija su idioma preferido

3. Click the "Please Click here for more information!" link to view a list of documents you will need to complete the application process.

Infinite Campus *Online Registration*

English | Español

BALTIMORE CITY
PUBLIC SCHOOLS

New Student Registration is open for all grade levels.

Before you begin, please gather the following!:

Please Click here for more information!

Parent/Guardian First Name	*
Parent/Guardian Last Name	*
Registration Year	2020-2021 ∨ *
Parent/Guardian Email Address	*
Verify Email Address	*
Please check this box if any student being entered has attended a school in this district in the past. (NOTE: If your student(s) are currently enrolled, please access the online application through the Parent Portal and not this link). Please click here for Parent Portal	☐
Please type the letters you see displayed in the image below. (case sensitive)	

Begin Registration

4. Enter your First Name, Last Name, and your valid email address. You will have to enter the email address twice. This email address will receive a message with the link to begin the application. *If you do not provide a valid email address you will not be able to complete the registration process.*

5. Indicate whether or not a student you are registering has attended Baltimore City Public Schools in the past.
    a. If any student is RETURNING to Baltimore City Public Schools from another district check the box and continue to the next step.
    b. If any of your children are currently enrolled in Baltimore City Public Schools, do not complete this form. Instead, click on the "Please click her for Parent Portal" to access your Online Registration through the Parent Portal.

6. After completing all necessary fields, click "Begin Registration". You will receive a confirmation page informing you that an email with the link to the application was sent to one you entered. Open your email to view the message. If you do not see it in your inbox check your spam/junk folder.

Thank you for starting the Online Registration process. The email address you entered will receive an email shortly. That email will contain a link that will lead you to the official registration page. Thank you. **Please check your junk/spam folder**

7. The email message will explain which documents are required and how to determine your zone school. The message will also include a link to the application. Click the link to begin.

Congratulations! Welcome to the Baltimore City Public School Online Registration.

Children who turn four or five by September 1, 2020, can register for pre-k or kindergarten

Before you begin, please gather the following:!
Please Click here for more information!

Please click the link below to begin the registration process.
https://baltimore.infinitecampus.org/campus/OLRLoginEmail/bcps?appGUID=205A3BC8-61EC-4368-A9D3-F5750CD09CEE

Household information:- Proof of Address (only two (2) of the following examples are required)

Complete, recent utility bill (gas, electric, water, telephone, or cable)*

Deed or title to residential property

Fully-executed, property sales agreement Military housing order Mortgage settlement sheet

Original, signed (by landlord and tenant) lease agreement reflecting the name(s) of the parent(s)/guardian(s) as tenants

Property tax bill or statement

Recent bank or mortgage statement*

Recent employer pay stub*

Recent homeowner, renter, or medical insurance statement*

Zone School:- Please Click here for your zone school information!

8. Select your preferred language (again). District communications will use this selected language, if available.

English | Español

Please pick your preferred language.

Por favor elija su idioma preferido

9. Verify you are the person who is authorized to complete the application and the data you enter in it will be accurate and true to the best of your knowledge. Type your first and last name and then electronically sign on the signature line.

BALTIMORE CITY PUBLIC SCHOOLS   Application Number 5243

Infinite Campus Online Registration

English | Español

Welcome Michele Custom! 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.

Type your First and Last Name here.

Please sign on the line below.

Electronically sign your name here.

Clear

Submit

10. An instruction page will appear. Read it carefully and follow the instructions.

English | Español

BALTIMORE CITY
PUBLIC SCHOOLS

Congratulations! Welcome to the Baltimore City Public Schools Online Registration.

Children who turn four or five by September 1, 2020, can register for pre-k or kindergarten.

Before you begin, please gather the following!:

- Household information:- Proof of Address (only two (2) of the following examples are required)
  - Complete, recent utility bill (gas, electric, water, telephone, or cable)*
  - Deed or title to residential property
  - Fully-executed, property sales agreement
  - Military housing order
  - Mortgage settlement sheet
  - Original, signed (by landlord and tenant) lease agreement reflecting the name(s) of the parent(s)/guardian(s) as tenants
  - Property tax bill or statement
  - Recent bank or mortgage statement*
  - Recent employer pay stub*
  - Recent homeowner, renter, or medical insurance statement*
  - Recent letter from Social Security Administration, Social Services, Maryland Vehicle Administration, Internal Revenue Services, or Maryland Judicial System*
  *Recent = within the last sixty (60) days
- Parent information:- home, work, and cell phone numbers, email addresses
  - Photo ID of the parent/legal guardian (driver's license, passport, alien/permanent resident card, military ID, employment authorization card, ISAP card, DHS/DOJ/DOS immigration and refugee resettlement forms)
- Student information:- Proof of Student Identity & Age
  - Birth certificate or other government-issued document (passport, military ID, birth registration, DHS/DOJ/DOS immigration and refugee resettlement forms)
- Income information:- Proof of Monthly Income – Prekindergarten enrollees only (must provide name, date, amount of income for a period of one month)*
  - Earnings – wages and salary (paycheck stub, pay envelope, letter from employer stating gross wages paid and how often they are paid)
  - Earnings of self-employed business person or farmer (business or farming documents – ledger books or self-issued paycheck stub or last year's tax return)
  - Cash income (letter from employer stating wages paid and frequency and employer's contact information)*
  - Child support or alimony (copies of checks or other proof of payments received, bank statements, court decree, or notarized agreement)
  - Retirement/pension (official statement of benefits received, pension award notice)
  - R.R. benefit or railroad retirement (official statement of benefits received, railroad retirement award letter)
  - SNAP/TANF/Medicaid (SNAP/TANF documentation or signed, dated letter from the SNAP/TANF office verifying benefits)
  - Social security retirement (retirement benefit letter, official statement of benefits received, monthly check)
  - Supplemental security income (SSI) (SSI eligibility letter, SSI check, official statement of benefits received, bank statement indicating deposit into account)
  - Unemployment compensation/disability or workers' compensation (notice of eligibility from state employment office, copy of disability award letter/unemployment compensation award letter, check stub, agency records)
  *Recent = within the last sixty (60) days
- Zone School:- Please Click here for your zone school information!

Note: Required fields are marked with a **red asterisk**, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

Please Click here for more information!

Begin Online Registration/Update

11. Click "Begin Online Registration/Update" to begin the application. You may need to make the window full screen. Click ⊟ ⬜ ✕ in the upper right corner to make it full screen.

12. Make note of the Application Number. You will need this number to:

   a. stop and return to the application at a later date

   b. request assistance regarding the application

BALTIMORE CITY
PUBLIC SCHOOLS

Application Number 5243

Infinite Campus Online Registration

* Indicates a required field

▼ Student(s) Primary Household ⚲ Parent/Guardian ⚲ Emergency Contact ⚲ Other Household

▼ Primary Phone

Primary Phone
( )   -   *
For more information click on this link.

Next ▶

Make note of the Application Number for future reference.

▶ Home Address
▶ Mailing Address
Save/Continue

13. You must complete all of the forms in the order presented. Any field with an * (red asterisk) is required. You will not be able to move on in the application without completing all required fields. Click "Next" to move to the next pleat.

If you try to click "Next" before filling out required fields, you will see these validation errors. Complete all required fields before clicking "Next"

14. On the Home Address pleat of the application you can upload the two (2) proofs of residency, proof of parent/guardian identity, and income verification. If you are unable to electronically provide the documents, please contact the enrollment official at the local school or email district office at enrollment@bcps.k12.md.us

15. If you have a separate Mailing Address, uncheck the "The household has no separate Mailing Address" checkbox and complete the Mailing Address information. If you do not have a separate mailing address, click "Save/Continue".

16. Once you have completed a section of the application, it will turn green and have a white checkmark next to it. You may return to the section at any time before submitting the application by clicking on it. Reasons you may want to return to a section:

   a. Information provided is incorrect and needs to be corrected

   b. Documents were not available for upload at the time you completed the section but now you have them to upload

Completed Section *Current Section* *Unavailable Section*

✓ Student(s) Primary Household ▶ ▼ Parent/Guardian ▶ ⊘ Emergency Contact ▶
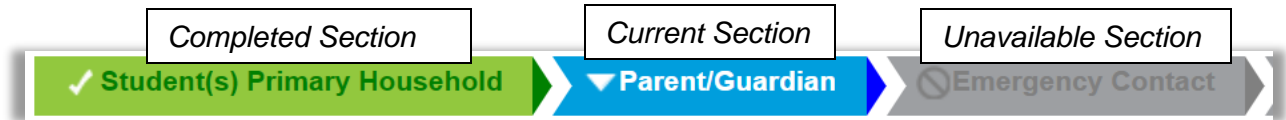
17. The next section is the Parent/Guardian section. Enter your information as the Parent/Guardian first.

✓ Student(s) Primary Household ▶ ▼ Parent/Guardian ▶ ⊘ Emergency Contact ▶

Parent/Guardian Name: Parent Example

▼ Demographics

Enter the p

First Nam[e]

Middle Na[me]

Last Name

Suffix

Birth Date

Gender

Add Parent/Guardian Title

Please add any Parent/Guardian including yourself in this area.

Ok

   a. If you live with the student, click "Next".

   b. If you do not live with the student, uncheck the "Please check this box if the person lives at the address listed below" checkbox and complete the information for where you live. Click "Next".

Lives with Student

Student(s) Primary Household ✓ | ▼ **Parent/Guardian** | ⊘ Emergency Contact

Parent/Guardian Name: Michele Custom

▼ **Demographics**

Enter the parent/guardian you wish to enter. Please review and complete the following:

First Name	Michele	*
Middle Name		
Last Name	Custom	*
Suffix		
Birth Date		
Gender	Female ▾	*

☑ Please check this box if this person lives at the address listed below.

123 Blessing St
Baltimore, MD 21223

For more information click

[Next ▶]

▶ Contact Information

▶ Migrant Worker

[Cancel] [Save/Continue]

Does Not Live with Student

☐ Please check this box if this person lives at the address listed below.

123 Blessing St
Baltimore, MD 21223

☐ I will not provide an address for this parent.

Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click "Save".
Please do not enter the entire address into the street name field.
Example: If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N,S,E,W field, Sesame should be entered into the Street Name Only field, and St should be entered in the St,Ave,Blvd,etc. field.

Street Number	N,S,E,W	Street Name	Street Abbreviation	N,S,E,W	Apartment
*	▾	*	▾	▾	

City	State	Zip	Ext.	County
*	▾ *	*		

[Clear Address Fields]

┌─Click on your address if it appears in box──────┐
└──┘

Phone Number ( ) -

18. Enter Contact Information and Contact Preferences. *At least one phone number is required.* When completed, click "Next".

▼ **Contact Information**

At least one Phone Number is required.*

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Contact Preferences
Emergency High Priority Attendance Behavior General Teacher Private

		Emergency	High Priority	Attendance	Behavior	General	Teacher	Private
Cell Phone	( ) -							
Work Phone	( ) - x							
Other Phone	( ) - x							
Email	* mom@email.com	☑	☑	☑	☑	☑	☑	☐
or								
Has no e-mail	☐							
Secondary Email								

Description of Contact Preferences
Emergency - Marking this checkbox will use this method of contact for emergency messages
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
Attendance - Marking this checkbox will use this method of contact for attendance messages.
Behavior - Marking this checkbox will use this method of contact for behavior messages.
General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.
Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
Private - Mark if number or email should be listed as private.

19. Indicate whether or not you are a Migrant Worker. This information is used for State Reporting. When finished, click "Save/Continue".

20. If you need to add another Parent/Guardian click the "Add New Parent/Guardian" button and repeat steps 17-19. Once finished with adding Parent/Guardians, click "Save and Continue".

If a parent is missing required information, the parent will be highlighted in yellow. Click the "Edit/Review" button to go into the parent/guardian's information to add what is required.

21. Click "Add New Emergency Contact" to add the person who is to be contacted in the event a parent/guardian cannot be reached. *Parent/Guardians should not be entered in this section.* Repeat for any additional Emergency Contacts. Click "Save/Continue".

Emergency Contact Information

Please enter Emergency Contacts. Do not enter Parent/Guardian(s) here if already entered in Parent/Guardian section.

Ok

Name and Contact Information are required (at least one phone number).

The Verification pleat is where you indicate where the Emergency Contact lives.

a. If the person lives in the household with the student, check the "Please check this box if this person lives at the address listed below" checkbox.

b. If the person does not live in the household, enter their address in the address fields.

22. If children live with the student and are not yet of age to attend school (Ages 0-3 years), please enter their information in the Other Household section. Otherwise, click "Save/Continue". *This is NOT where you enter the Student's information.*

✓ Student(s) Primary Household	✓ Parent/Guardian	✓ Emergency Contact	▼ Other Household	⊘ Student

Other Household

First Name	Last Name	Gender	Completed	

Please list all other children of the Primary Household not currently enrolled in school.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Younger child who lives with the Student but not old enough to enroll.

Add New Household Member (Child not currently enrolled)

Back   Save/Continue

No younger child lives with the student

Example Other Household

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

Name: : Little Brother Example

▼ **Demographics**

First Name   Little *
Middle Name   Brother
Last Name   Example *
Suffix   ⌄
Birth Date   01/01/2019
Gender   Male ⌄ *

23. Click "Add New Student" to enter the information for the student(s) to be enrolled. You will add students one at a time, completing one student before adding any additional students.

a. Complete the Demographics pleat. Be sure to fill in all required fields.
   i. To complete the "Zone School" field, click the "Check your Zone School". Select the listed school for the appropriate grade of the student.

b. If requesting a School Placement or if you have received a Placement Letter, select "Yes" from the School Placement Request drop-list. You will be asked to complete the Placement School Choice fields and to upload a Placement Letter.

If you need help, click the "Need help? click here to schedule an online appointment" link to schedule an online appointment.

    c. If available, upload a copy a proof the student's age and identity (birth certificate, birth registration).

When the Demographics pleat has been completed, click "Next".

24. Indicate whether the student takes medications or is not, click "No Medications".
    a. To add Medications: Click "Add Medication" and enter in the required data. Comments will be visible to approval admins and nurses. Repeat if there are multiple medications a student takes.

    b. If available, please upload a copy of the student's immunization records.

Click "Next" to move on to the next section. Complete all sections with necessary information and when available, upload necessary documents. When documents are uploaded they will appear similar to the image below.

Please upload a copy of immunization records.

OLR immunizations sample.jpg (60 KB) Remove File

25. When you get through to the Health Services – Medical or Mental Health Conditions pleat, indicate whether the student has a medical or mental health condition.
   a. If no condition exists, click the "No medical or mental health conditions" check box and click "Next".

   b. If a student has a condition:
        i. Click the "Add Condition" button.
        ii. Select the appropriate Condition from the drop list.
        iii. Enter any comments/instructions (if necessary).
        iv. Repeat for any other conditions.
        v. When finished click "Next".

▼ **Health Services - Medical or Mental Health Conditions**

No medical or mental health conditions ☐

or

Condition*	Comments and Instructions	
Asthma		Remove Condition
Condition*	Comments and Instructions	
Diabetes		Remove Condition

Add Condition

26. Complete the Student Services pleat. If the student has an IEP, 504, or GIEP, please upload a copy (if available) by clicking the "Upload Supporting Documents" button. When finished click "Next". **Note:** Please feel free to upload other documents that you would like the enrollment officials to consider in reviewing your application.

27. Complete the Language Information pleat. The information is for Federal and State Reporting. If a language other than English is indicated on two or more of the three required questions, the student will be assessed for English language support services. Additional criteria for testing may be considered.

28. If the student is transferring from another school district, please provide the information for the Previous School, including whether the student is currently expelled or suspended from a school.
   a. If the student is suspended or expelled from another school, please explain.

29. Define the Relationships the Parents/Guardians have to the student.
   a. Indicate which parents have guardian rights, who should receive mail, have access to the student's information via the parent portal, and who should receive messenger messages.

   b. If a Parent does not live with the student in the Primary household but the student lives with the parent in a secondary household, click the "Secondary Household" button.

   c. Select the "Contact Sequence". Whoever should be contacted first should have "1" as the "Contact Sequence". Sequence numbers must be unique for each person.

   d. DO NOT SELECT "No Relationship" if the parent/guardian listed has a relationship to the student. This will delete all of the relationship fields for that parent.

   e. Once finished, click "Next".

30. Define the relationship the Emergency Contact has to the student as well as the contact sequence. Click "Next".

31. If applicable, define the relationship the Other Household members have with the student.

32. For Pre-K and Kindergarten registration, please complete the Prior Care pleat. For students in Grades 01-12, this pleat will not be visible.

33. Complete the Release Agreements pleat.
   a. To access the Technology policy. Click the "Please click here for Technology Policy" link.

   b. Sign your name in the space provided.

   c. When finished click "Save/Continue".

34. The student will be listed in the Student section of the application. Repeat steps 23-33 for any other students you wish to enroll. When finished click "Save/Continue".

35. **Before clicking Submit**, click the 'Application Summary PDF" to generate a copy of the application. Print or save this copy for your records. **Once the application is submitted you will not have access to make any modifications!**

   a. Review the information for accuracy. If any part of the application is incorrect, click into the section where the information is inaccurate and correct it. You will not have access to correct the information after you click Submit!

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

You must submit your application by clicking the following button.

Submit

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

Back

Application Summary PDF

REVIEW THIS DOCUMENT FOR ACCURACY BEFORE CLICKING SUBMIT

Click here to review all of the information provided in the application.

Baltimore City Public School - Online Registration Summary
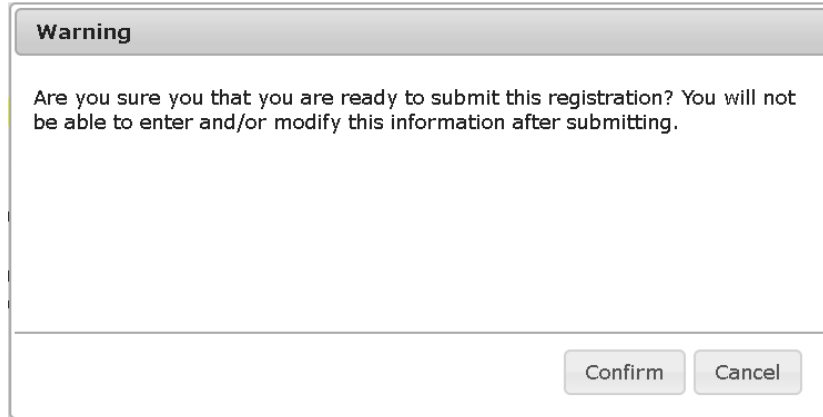
Page 1 / 2
Example, Student Person | 13

Modified By:
Modified Date:
Application End Year: 2021

Confirmation Number: # 13
Application Created By: Parent Example

Household

Primary Phone
Home
Phone: (555)555-5555

Home Address
1 Benn Way
Baltimore, MD 21236
Household has no separate Mailing Address

Documents Uploaded:
HomeAddress   OLR Utility bill   Proof of Residency
                 sample.pdf

Parent/Guardian

Example , Parent   Gender: F
Birthdate: 01/01/1981   Household: Yes

Contact Information
Cell: (555)555-5555
Work:
Other:
Email: mom@email.com
Secondary
Email:

Migrant Worker
Migrant Worker: No

Emergency Contact

Contact , Emergency Person   Gender: M
Birthdate: 01/01/1981   Household: No

Contact Information
Home: (555)555-5545
Mobile: (555)555-5554
Work:
Email:

Verification Information
Address Line 1: 123 Main St Apt 4
Address Line 2: Baltimore, MD 21236

Other Household

Example , Little Brother   Gender: M
Birthdate: 01/01/2019   Household: Yes
No further data for this household member

Student

Example , Student Person   Gender: M   DOB: 01/01/2015
Nickname: Stu

Demographics
placementSchool1 starting literal:
Student Cell Number:
Student Email:
MonthIncome starting literal:
placementSchool starting literal: 0004 Steuart Hill Academic Academy
placementSchool2 starting literal: 0007 Cecil Elementary
Date Entered U.S.: 01/01/2015
Foreign Exchange: No
libraryFirstCard starting literal: Yes
Enrollment Grade: Kindergarten
Birth Country: United States
placementReq starting literal: Yes

Race Ethicity
American Indian or Alaska Native
Is Hispanic/Latino: No

Health Services - Medications
Medication Name: Example Medication
Comments:
Where taken: Both
Type: Daily

Health Services - Emergency Information
Primary Care Provider:
Primary Care Phone:

Housing
Homeless: No

If it is inaccurate, click into the area of the application to make the necessary changes before submitting.

Once Submit is selected, you will NOT have access to modify the application.

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

36. Click Submit to submit the application. A warning pop up will appear informing you that you will not have access to the application once you click submit. Click "Confirm" to submit or "Cancel" to go back into the application. **Once the application is submitted you will not have access to make any modifications!**

Warning

Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submitting.

Confirm   Cancel

37. **WAIT FOR THE CONFIRMATION SCREEN!** If you do not wait for the confirmation screen before closing the browser window your application may not submit and will not be processed. You must see the screen below before you close the browser window.

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.
Application Summary PDF

38. You will receive an email indicating the application has been submitted. If you do not receive this email, check your junk/spam folder. If it is not in the junk/spam folder, please contact the enrollment official at the local school or email district office at enrollment@bcps.k12.md.us.

The school will be in touch if any additional information or documentation is required.

Need Assistance? Have a Question?
Please contact the enrollment official at the local school or email district office at enrollment@bcps.k12.md.us. Have your Application (Confirmation) Number ready.

Saving and Returning to an Application:

1. If you cannot complete the application all at one time, click "Save/Continue". This will save where you are currently in the application.

2. To access the application again, click the link the original email.

3. When you return to the application, it will highlight where you left off for you to go back in to complete the missing required information. Click the appropriate area and click "Edit/Review"