How to Complete Annual Verification

(parent directions)

Each year parents/guardians of <u>currently enrolled</u> CRCSD students must update and verify their students' information by completing Annual Verification before the first day of school.

- 1) Log into your **Parent portal**:
 - a) Go to the CRCSD Website: <u>https://crschools.us/</u>
 - b) Click Infinite Campus Login



c) Scroll to the down on the page and click on Student/Parent Login to Infinite Campus

Are you new to Cedar Rapids Community School District or unsure if you have an Infinite Campus account? <u>Please contact</u> your student's school for assistance



d) Click on Campus Parent



e) Then enter your username and password.

If you need assistance with your parent portal login information please contact your student's school.



2) Once in your Parent Portal: Click More from the menu on the left and then registration from the options.

Home	More
Calendar	Address Information
Assignments	
Grades	Assessments
Grade Book Updates	Demographics
Attendance	Family Information
Schedule	Important Dates
Fees	Lockers
Message Center	Transportation
More	Registration
	Student Reports

3) Click start:

✓ More Online Registration		
NAME	STATUS	ACTION
23-24 School Year	NOT STARTED	Start

4) Make sure all your students are viewable

Online Registration								
Welcome! Annual Verification is done yearly by the primary household parent/guardian to confirm your students' enrollment for the upcoming school year. STOP immediately and contact your students' school if: • You do not see <u>ALL</u> of your students listed in the table below. • You see all your students listed but it says that one or more is Not in this Household . • You see all your students listed but it says No Guardian Rights . You will be able to add a new student, such as a Kindergartener, in the <u>student section</u> of this verification. If you need assistance please contact your students' school during business hours or email registration@crschool.us. If all your students are viewable and included click the <i>Begin</i> button below to continue.								
STUDENT NAME	GRADE	INCLUDED	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?				
Ezra TEST FAMILY	01	Yes	Included	No				
Samuel TEST FAMILY	06	Yes	Included	No				
Dana TEST FAMILY	12	Yes	Included	No				
Begin								

5) Click begin and follow the prompts.