

BOYERTOWN AREA SCHOOL DISTRICT STUDENT REGISTRATION

Welcome to the Boyertown Area School District. If you are new to the district or if you are the parent/guardian of a school-age child, the Boyertown Area School District utilizes an online registration, Infinite Campus, for all new and returning student registrations to collect student demographic, emergency, and medical information. The system is a secure and green process, which allows the district to quickly obtain up to date information on your child. The online registration structure will also allow you to electronically sign the annual permission forms for school district policies such as the Technology Use Policy, School Handbooks and other items collected on an annual basis. This online process replaces all the hard copy student registration and other forms used in previous years.

Parents and/or legal guardians of new students **will need an active email account (that is checked regularly) to access and use the online registration system.** This email account will also be used for important communication updates from Boyertown Area School District and your child's school. For assistance in obtaining a free email account, there is a link on the Boyertown Area School District website, www.boyertownasd.org, to assist in doing this. This can be found on the Boyertown Area School District student registration page with additional valuable information.

The 2021-2022 school year kindergarten registration is available to any resident with a child who will reach 5 years of age on or before September 1, 2021.

The following items are required as part of the student registration process and as a convenience can be uploaded to the online registration application, emailed, faxed or brought to the Boyertown Area School District Education Center after the student's online registration application has been completed. The ability to upload these and other supporting documents is available to you during the registration process.

PROOF OF RESIDENCY:

Two forms of official documentation that proves your district residency. The documentation must show the parent/legal guardian's name and physical street address. Please note that an agreement of sale **does not** prove residency and is **not** an acceptable proof of residency. Refer to the **Residence Verification** form on the District Registration page for BASD accepted proofs of residency.

BIRTH VERIFICATION:

A copy of the original State sealed birth certificate. We will also accept a baptismal certificate, passport, or notarized hospital verification as long as the original documentation has an official seal. Please note we do not accept souvenir certificates that are provided by the hospitals. If you need to obtain another birth certificate from the Division of Vital Records and have access to a computer, you can request a new birth certificate by accessing the following website:
www.dsf.health.state.pa.us/health/site/

IMMUNIZATION RECORDS:

A copy of your child's **complete** immunization records. A list of the required immunizations can be found on the following website:
<http://www.health.pa.gov/My%20Health/Immunizations/School/Pages/default.aspx#.VkzLKmYo5RD> . If your child hasn't reached age 5 and will be receiving additional immunizations at the scheduled physical appointment, please provide verification from physician of those received to date. An updated list can be provided at a later time of those received at your child's five year physical appointment.

Please note: Students entering kindergarten are required to have a physical and dental examination, these exams must be completed after **September 1, 2020** and returned to the school nurse no later than **September 17, 2021**.

Please contact the Student Registration Office if you have any questions or concerns.

The Boyertown Area School District Education Center
Student Registration Office
911 Montgomery Avenue
Boyertown, PA 19512

Phone (610) 367-6031 opt 7
Fax (610) 473-5305
Email basdregistration@boyertownasd.org

Student Registration Hours

BY APPOINTMENT ONLY

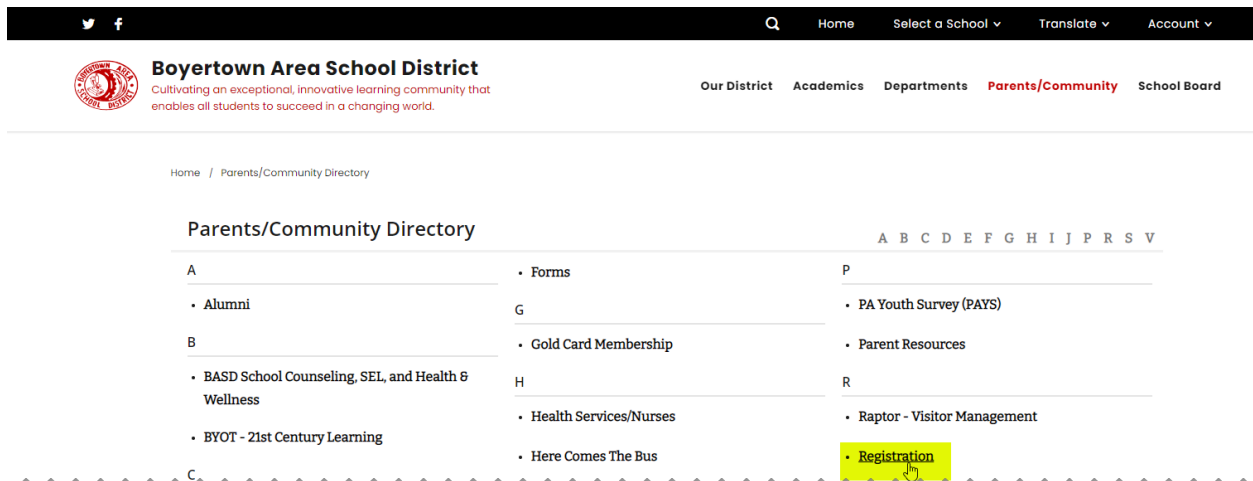
NEW STUDENT REGISTRATION PORTAL

To begin the process go the BASD website: www.boyertownasd.org

1. Click on ***Parents/Community***



2. Click on ***Registration***



3. Click on **2021-2022: New Student Registration** (left side of Registration page)

The screenshot shows the top navigation bar with social media icons, a search bar, and links for Home, Select a School, Translate, and Account. Below the navigation is the Boyertown Area School District logo and name, with a tagline: "To cultivate an exceptional, innovative learning community that enables all students to succeed in a changing world." The main navigation menu includes Our District, Academics, Departments, Parents/Community, and School Board. The breadcrumb trail reads: Home / Parents/Community / Registration / Registration. The page title is "Registration". A sidebar on the left lists: Registration, 2021-2022: New Student Registration (highlighted with a yellow box and a mouse cursor), Dental Examination Form, and Physical Examination Form. The main content area features a banner with a hand typing on a keyboard and the text "Student Registration". Below the banner, a message states: "We would like to welcome families moving into the Boyertown Area School District! We are happy you will be joining us. Registration of all school age children in grades K-12 can be found in this section." A note at the bottom of the banner says: "Please contact our **Central Registrar Office** if you have any questions or need additional information."

4. Click on the Registration Portal Link

The screenshot shows the "STUDENT REGISTRATION PORTAL" page. The top navigation bar is identical to the previous page. The main content area has a heading "STUDENT REGISTRATION PORTAL" and a message: "!! For Best Results, the Chrome Browser is recommended to use when completing your child's application !!". Below this, it says: "The Infinite Campus Student Registration Portal can be accessed by clicking the link below:". A yellow box highlights the URL: <https://boyertownpa.infinitecampus.org/campus/OLRLogin/boyertown>. On the left side, there is a sidebar with links: Physical examination form, New Student Multiple Occupancy Forms, Annual Renewal Multiple Occupancy Forms, Transportation Deviation Form, Setting Up Free Email Accounts, BASD Parent Childcare Informational, and BASD Deviation and Boundary Letter with FAQ Included.

Please make sure to select 21-22 Registration Year when starting the online registration.

The screenshot shows the "Infinite Campus Online Registration" form. The form title is "Infinite Campus Online Registration". The instructions state: "Please complete the information below to begin the registration process. **You can registration multiple students on one application. ONLY ONE APPLICATION PER HOUSEHOLD IS NEEDED.**" The form fields are: Parent/Guardian First Name, Parent/Guardian Last Name, Registration Year (highlighted with a yellow box and a dropdown menu showing "21-22"), Parent/Guardian Email Address, and Verify Email Address. There are red asterisks next to the first four fields. Below the email fields, there is a checkbox for "Please check this box if any student being entered has attended a school in this district in the past." and a CAPTCHA image with the text "EQ OYXB G". A "Begin Registration" button is at the bottom left.

Please note that fields marked with a red asterisk are required fields and data must be entered. You will be able to save your information and return at a later time for submission if necessary. **Your child's registration will not be considered complete until the online registration application is submitted and all required documentations are received and verified.**

**You will receive an email notification once your child's application is in the review process.
Please do not contact the Registration Office prior to receiving a notification email.**

Boyertown Area School District **Registration Frequently Asked Questions**

The Boyertown Area School District uses an online registration system for all newly enrolling families. Through **Infinite Campus**, a secure online enrollment system (OLR), families are able to enter their child's information electronically and upload additional requested documentation for completion of the registration process.

What are the benefits of Online Enrollment?

- Less repetitious paperwork for parents. The enrollment process has fewer electronic pages to complete.
- Going green! Only new and transfer students will need to complete a one page paper form before having access to online enrollment.
- Less data entry for office staff so that they can serve families better.
- No more long lines! Existing students will receive information by mail or email and will be able to access the online enrollment anywhere that has an internet connection.
- All mandatory student information is complete and accurate. Parents must complete all mandatory fields before they are able to submit their student's enrollment.
- Uniform data for reporting is stored securely; only specific staff will have access.
- Data is updated almost as quickly as the parents submit it. This gives Boyertown Area School District staff access to student information quicker so that they can better serve students in a timely manner.

What information is collected through Infinite Campus OLR ?

- Student Demographics
- Family Demographics
- Emergency Contacts
- Custody Information
- Free And Reduced Lunch
- Media Opt Out
- Permission Forms
- Acceptable Use Policy
- Release Forms

**Some requested documentation is not a district requirement and will not be included in the online enrollment process **

How secure is my student's information?

Infinite Campus understands that the student data must be secure at all times and that it must be securely transmitted only to specific designated data recipients. Their security systems and procedures are designed to protect student information consistent with accepted commercial practices. Infinite Campus provides security-related developments and solutions such as firewalls, secure password protection, encryption and secure socket layer (SSL), authentication methods, and regular monitoring and updating of their systems and processes.

If I have more than one student enrolling in the district do I need to complete a separate form for each child?

No. All students can be registered on one registration application.

What information do I need on hand to complete the online pre-registration?

Much of the information is basic family information that you may know, like birth date. But you will also need: previous school information, names and phone numbers of adults authorized to pick your student up, custody information, copies of immunizations on physician form, birth certificate, and residency verification. Once you have entered all the required information, you will be able to submit the application through Infinite Campus OLR to the Boyertown Area School District for review. ***If you are not given the option to submit the registration application, you will need to go back and make sure all required fields are complete. You will not be able to submit an incomplete registration application.***

Please note: All supporting documentation can be uploaded to the registration application before submission. This will enable the student to be registered more efficiently and without further delays.

I have completed and submitted registration application, but I realized I have made a mistake or need to make a change. How can I correct that?

Any changes after the online registration application has been submitted will need to be done by the Boyertown Area School District staff. Please email the Student Registration Office at basdregistration@boyertownasd.org with any changes that need to be made.

I am done with my child's registration application and have submitted it. Am I now finished enrolling my child(ren)?

No. You will receive email confirmation from the registration office indicating if there are missing items or if the student's registration application is being processed.

How can I check status of my child's submitted registration?

You will receive an email once your child's registration application has been reviewed.

I am not sure how to answer a question or complete a field on my child(ren) application or regarding the verifications requested, who would I contact for assistance?

You may contact any one of the school district buildings, email the Student Registration Department at basdregistration@boyertownasd.org, or call 610-367-6031 and follow the prompts for registration.

I don't have Internet or computer access to complete my child's registration. Can you help?

A kiosk can be found at the Education Center. See Student Registration Hours for appointment times. The Boyertown Community Library has computers and internet availability that can be used by families as well. Please contact the Boyertown Community Library directly for hours of operation at (610) 369-0196.