KenTon Online Registration System

For New Families

WELCOME!

This guide is for NEW Parents/Guardians who do not yet have an Infinite Campus Parent Portal user account.

Existing families must register using the Parent Portal. Please email ICportal@ktufsd.org if you have forgotten your user account information.

Central Registration 716-871-2090

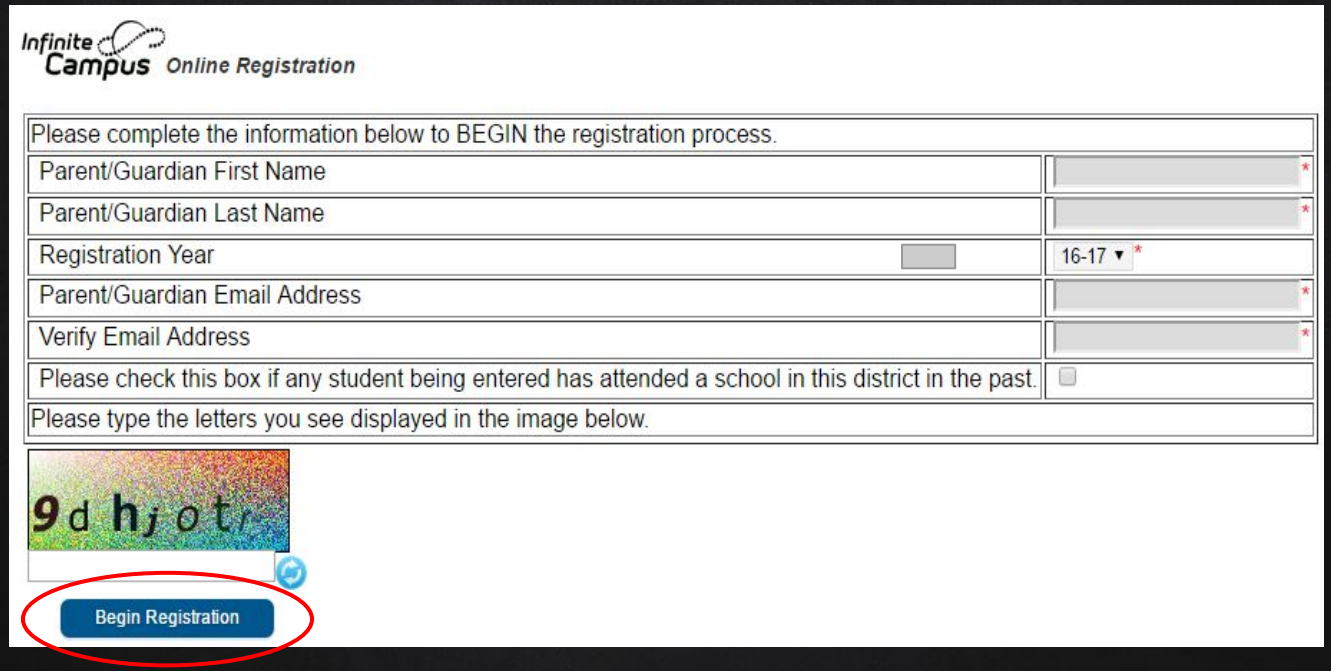
New Parent/Guardian Login Process

If you are a new parent/guardian enrolling a new student, and you do not yet have an Infinite Campus Parent Portal user account or any current students in the KenTon School District, please proceed with the following instructions.

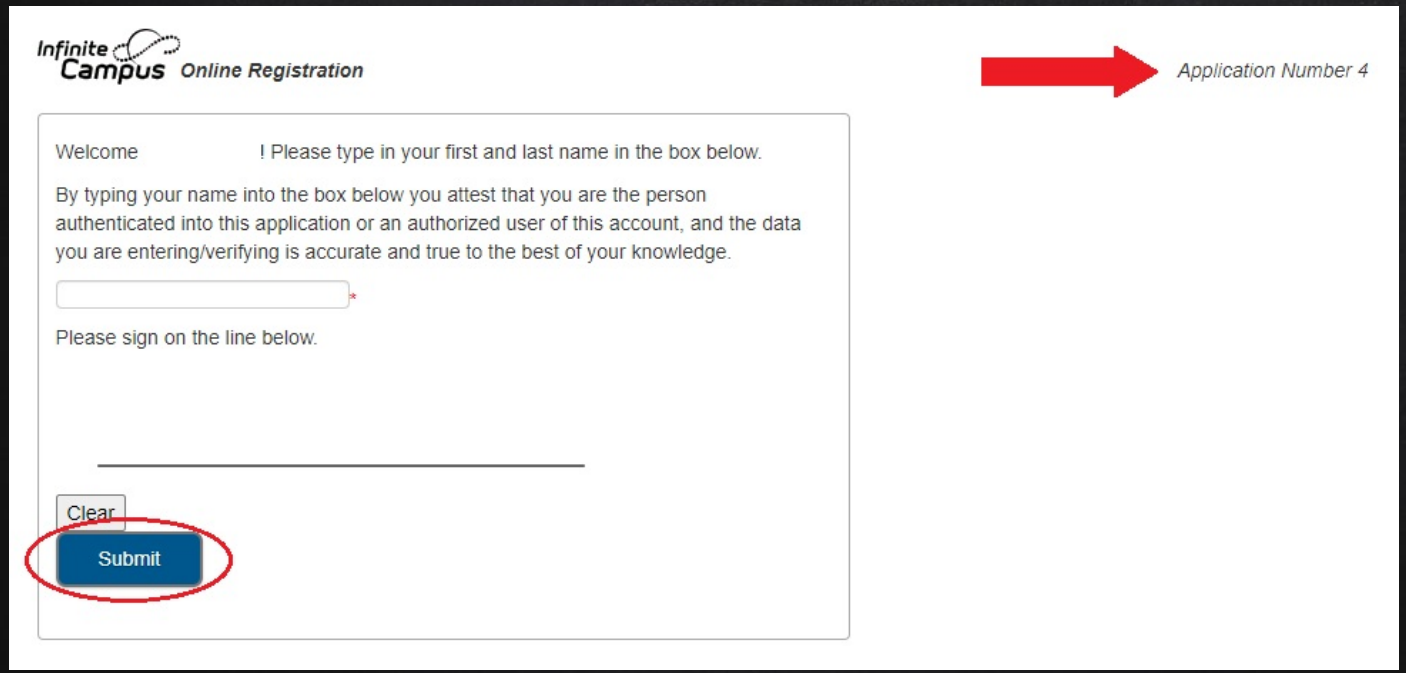
You may start the enrollment process by clicking on the following link:
https://kenmoreny.infinitecampus.org/campus/OLRLogin/kenton

Please Note: Parents/Guardians can complete registration at home on their computer or mobile device, or contact the Central Registration Department for Kiosk registration dates and hours. For an in-person appointment, please go to https://www.ktufsd.org/appointment

Please fill in the required fields to create your parent account and begin the registration process. Make sure to select the correct school year. Click **Begin Registration** when ready.



You will need to type your name in the box as an electronic certification, as well as provide your signature. Click Submit when ready.



Take note of your "Application Number" in case you need to save and return to your application.

Click Begin to start the new student online registration process.

Infinite Campus Online Registration

Application Number 3

Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

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.**

If you need assistance, please call (716) 871-2090 during business hours or leave a message and a representative will be back in touch with you the next business day.

Attention!

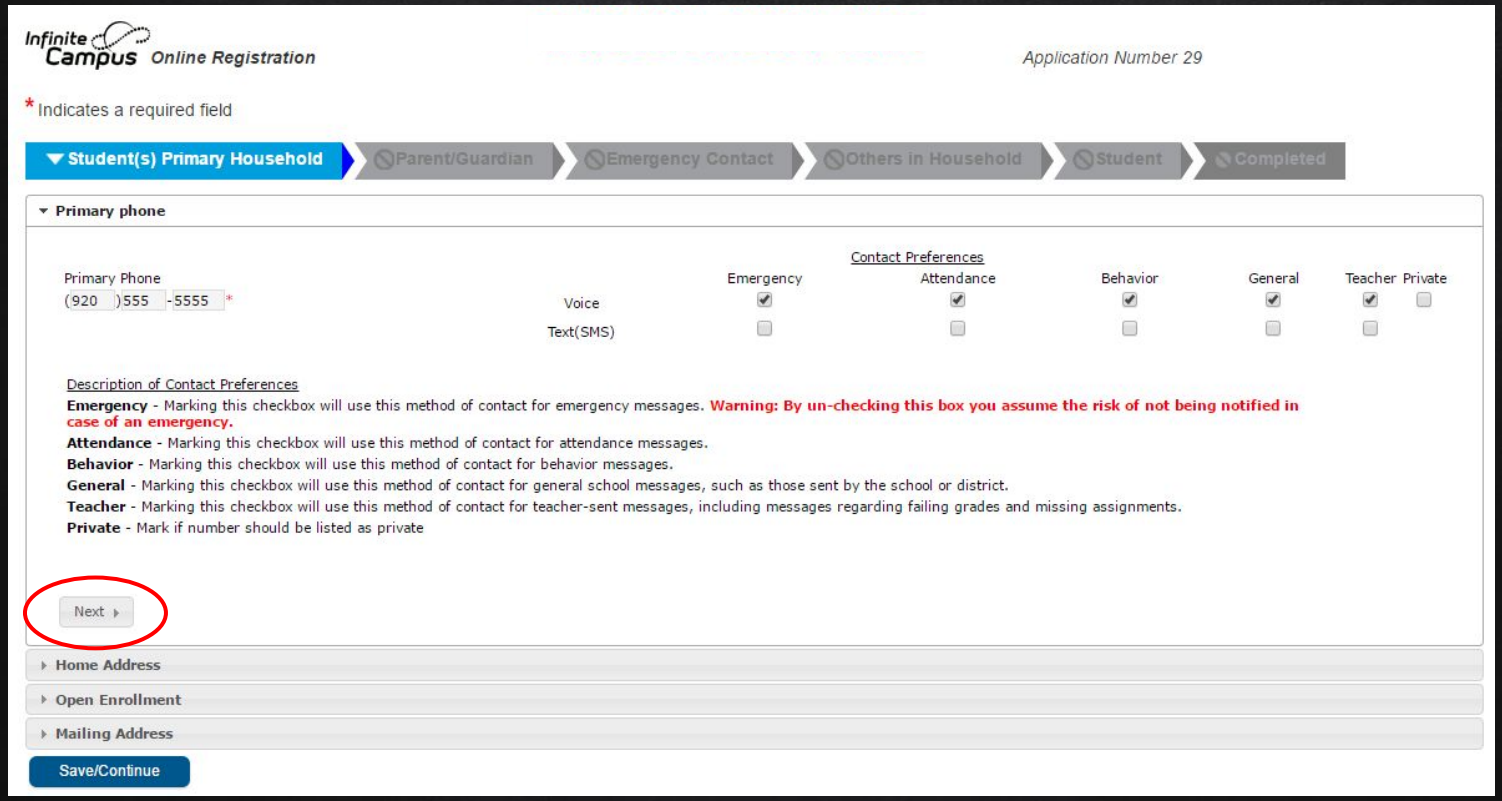
Make sure you have photos/scans of the following items:.

- *Student's birth certificate/baptismal certificate/government ID with date of birth*
- *Photo of student*
- *Current immunization records and physical*
- *Photo ID of parent/guardian*
- *Two proofs of residency in the district (*see website for acceptable proofs of residency*)*
- *Academic record/transcript from previous school (if possible)*
- *Proof of custody, if applicable.*

Please click here for details on required documents

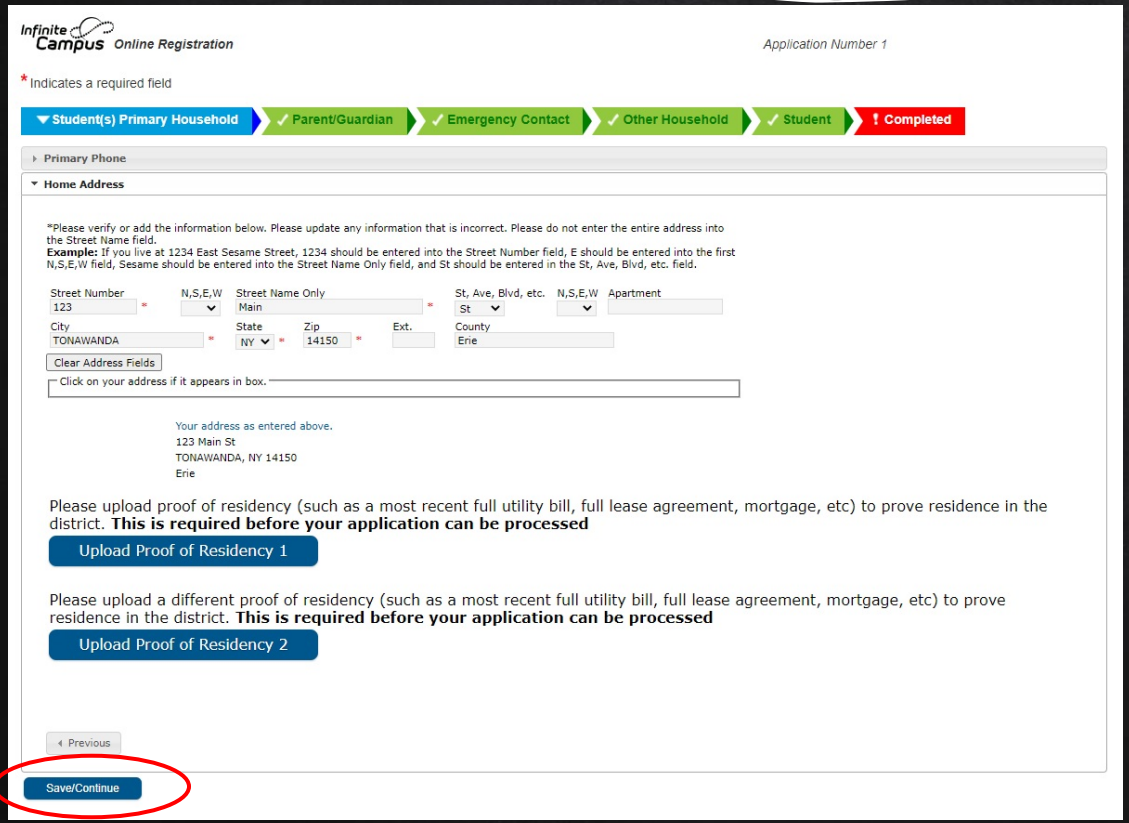
Begin

You will notice a progress row across the top. Each section contains multiple tabs used to gather information. Please note: The system will not allow you to skip or move ahead sections if required information is missing.

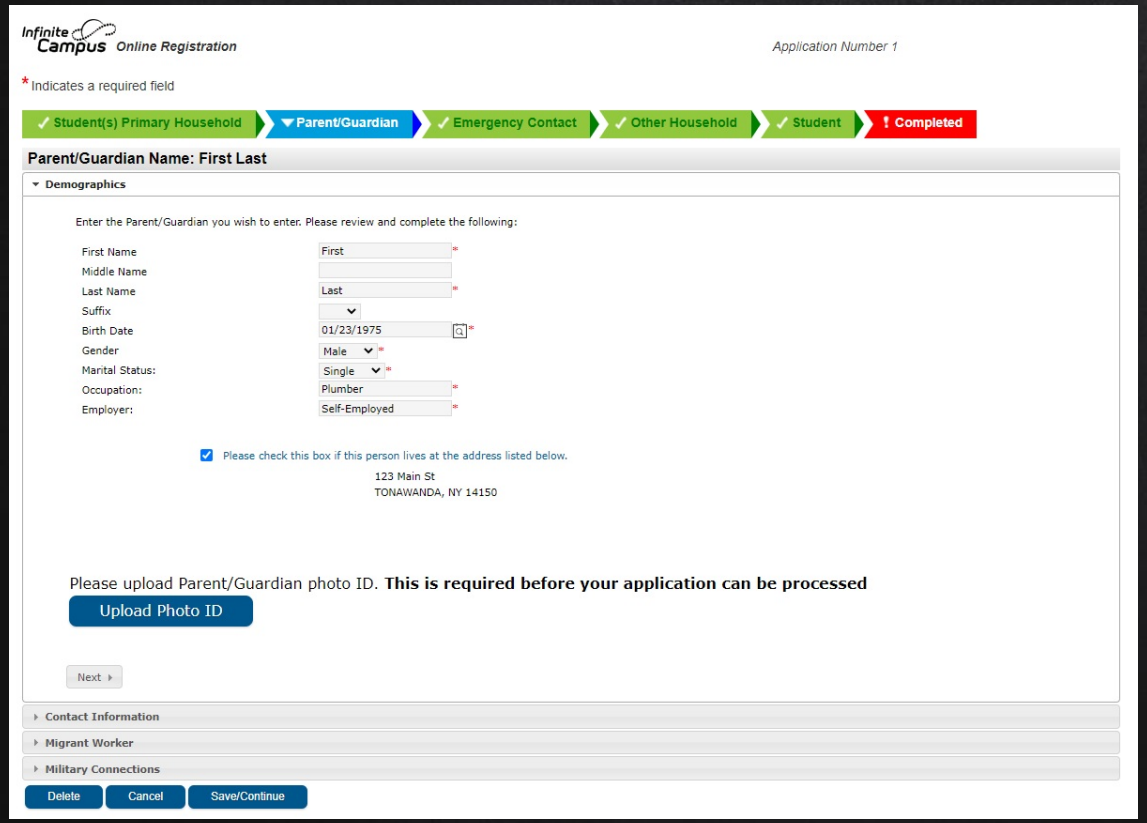


Begin by entering your Primary Phone number and choosing contact preferences. Click **Next** when ready.

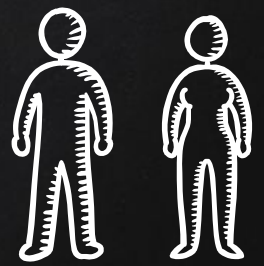
Enter the student's home address, upload required documents and click **Next.** Continue through all of the fields in the Student Primary Household section. When finished, click **Save/Continue** to go to the next section.



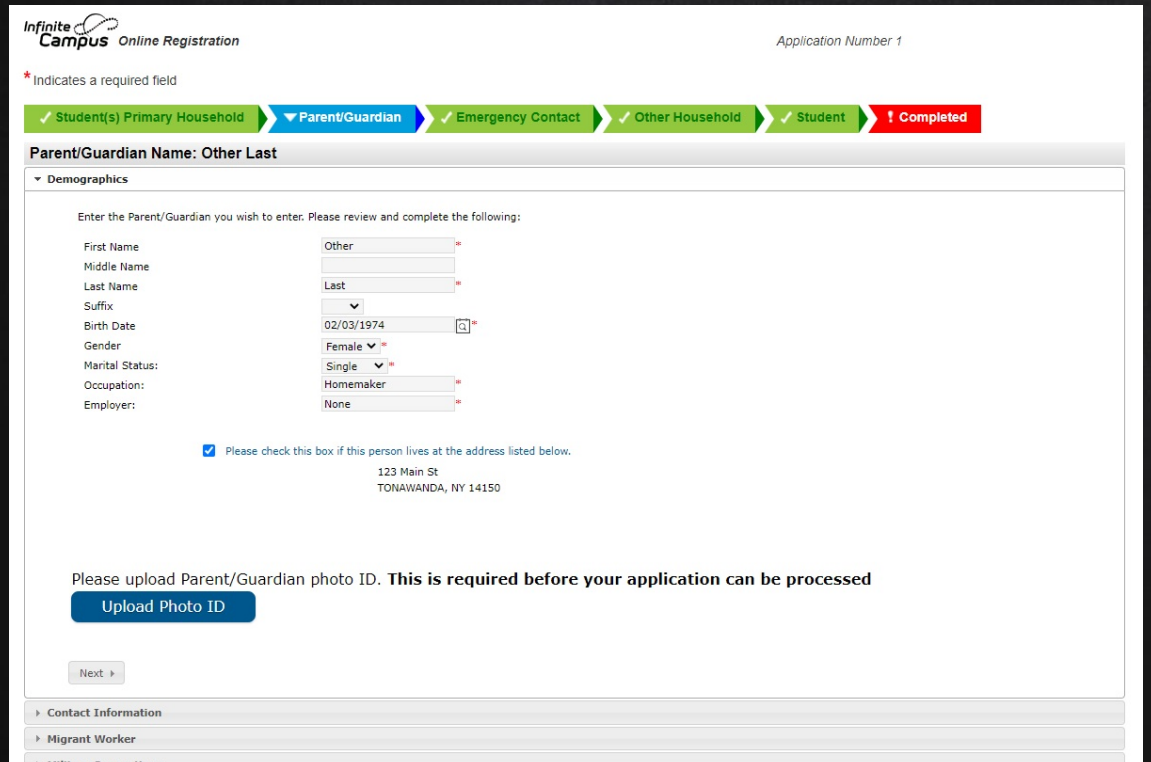
In the Parent/Guardian section, please include ALL parents and guardians, including yourself, regardless of whether they live in the same household as the student.



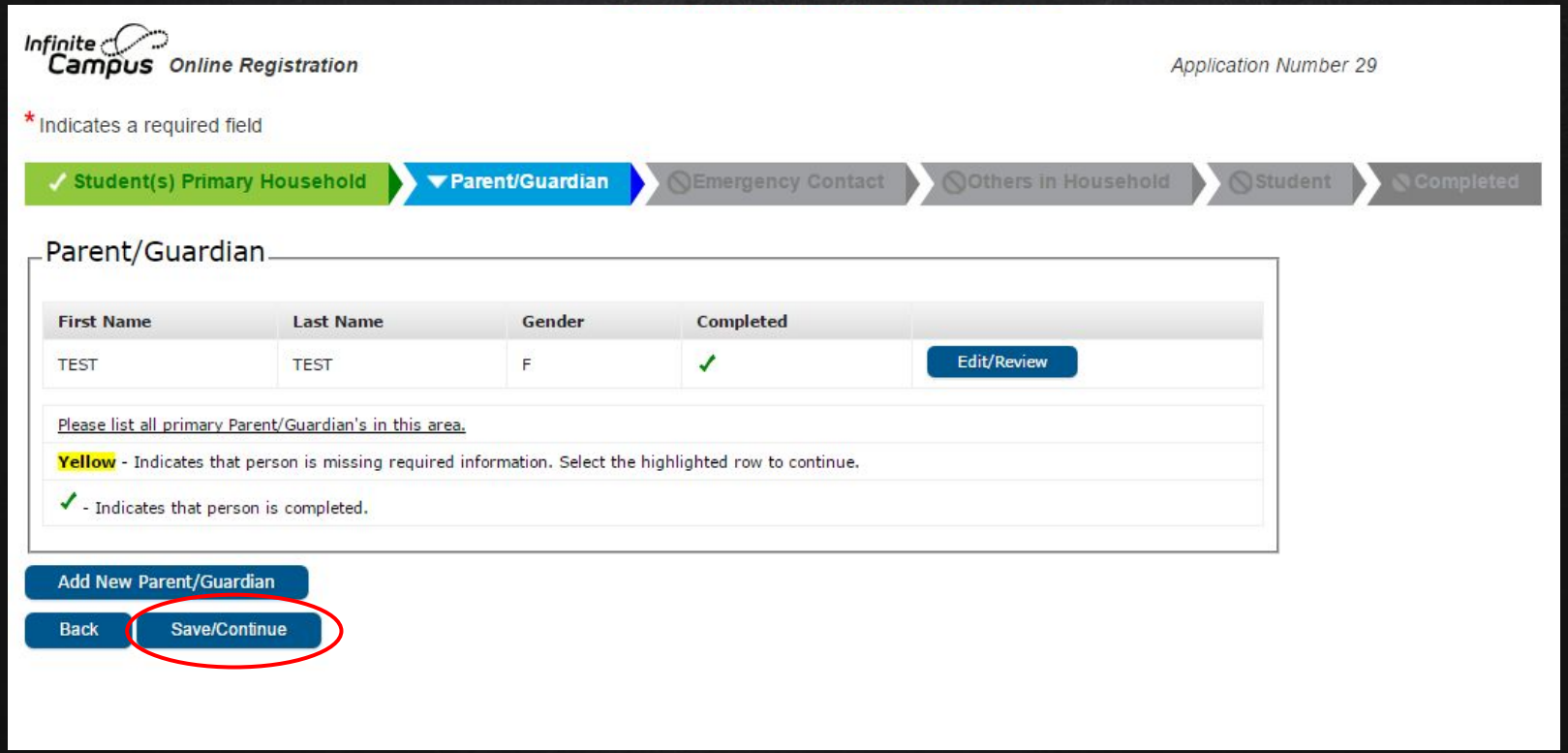
Primary Parent/Guardian photo ID is required for registration



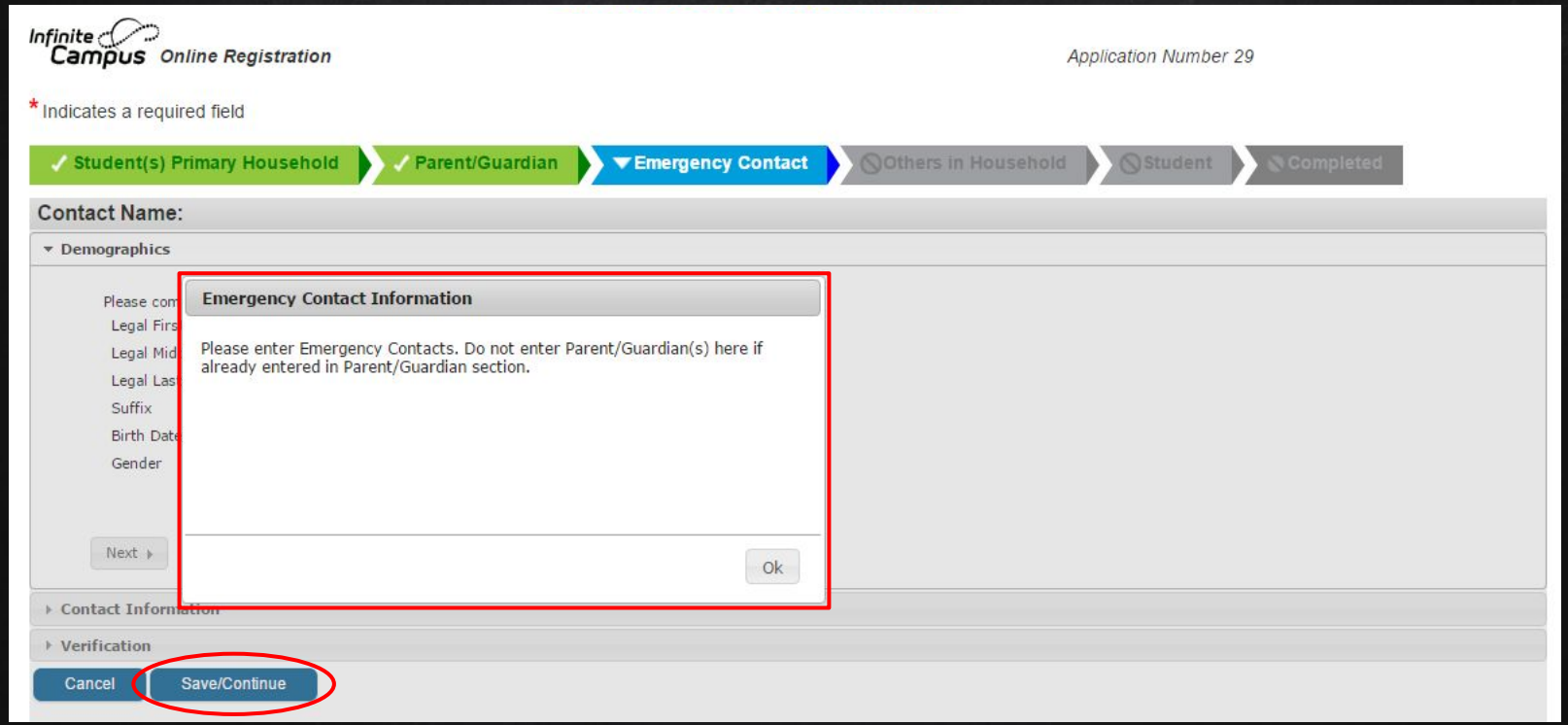
Continue entering information in all of the fields of the Parent/Guardian section. Click **Next** when ready. Continue through all of the tabs in the Parent/Guardian section. When finished, click **Save/Continue** to go to the next section.



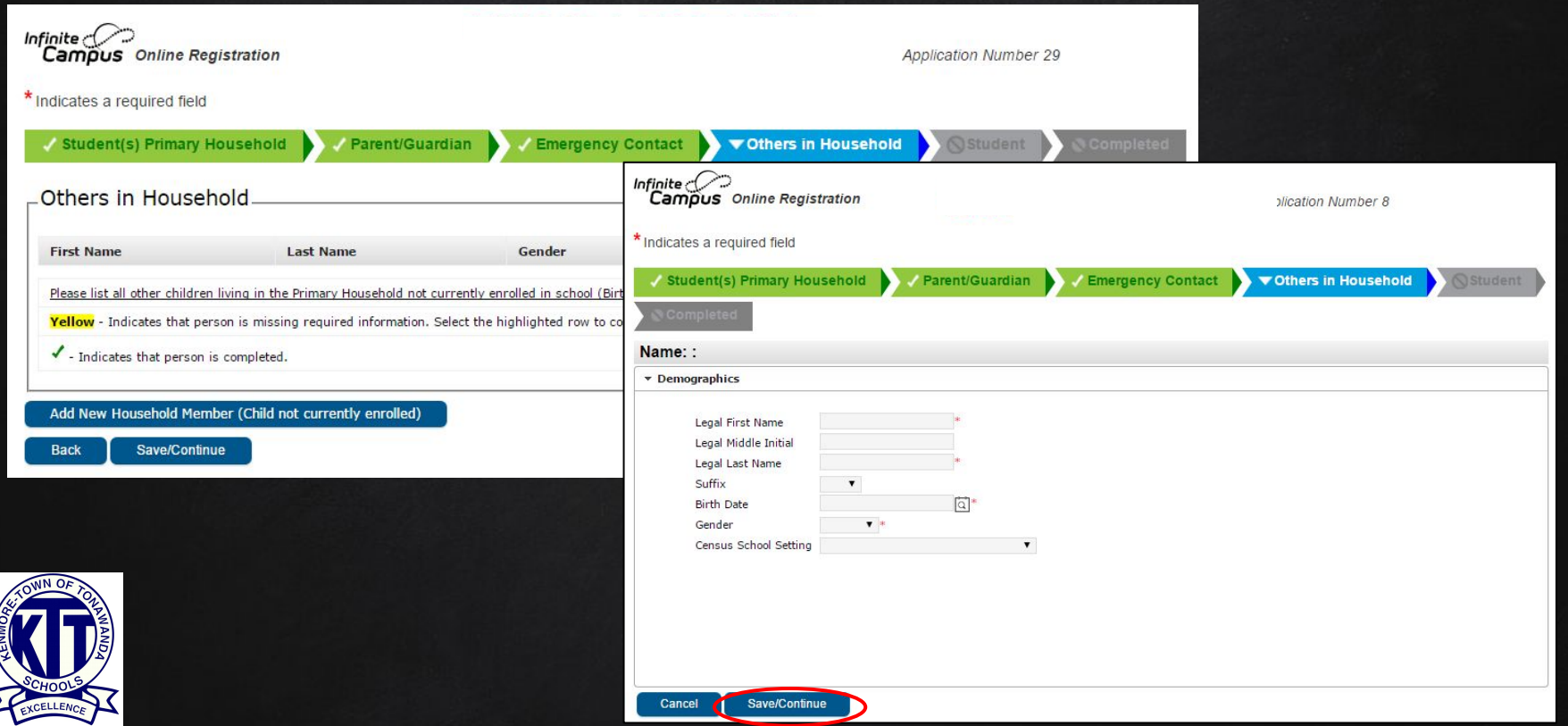
You will need to repeat this section for any additional parents/guardians. Click Save/Continue when ready.



At least one Emergency Contact is required. Do NOT enter a parent or guardian as an emergency contact. Continue through all of the fields in the Emergency Contact section. When finished, click Save/Continue to go to the next section.



Please use the Others in Household section to enter any children in your household **who are not attending KTUFSD** (birth to age 21). When finished, click **Save/Continue** to go to the next section.



The final section is the Student section. Here you will enter the following:

- Demographics
- Race/Ethnicity
- Housing
- Student Services
- Language Information
- Previous School (if applicable)
- Relationships to Contacts
- Health Information
- Legal
- Internet and Devices
- Release Agreements

You will need to complete this section for EACH STUDENT being enrolled.

Click Next when ready.

Continue through all of the fields in the Student section. When finished, click Save/Continue to go to the next section.

There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. **Please enter the student's name exactly as it appears on the birth certificate**. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

Legal First Name *
Legal Middle Name *
or
Has no middle name
Legal Last Name *
Suffix
Nickname
Student Cell Number ( ) -
Student Email Address

Gender *
Birth Date *
Birth Country United States *
Foreign Exchange*
Yes, this is a foreign exchange student.
No, this is not a foreign exchange student.

Type of School Enrollment: Public *
Enrollment Grade *

Please upload Student's birth certificate/baptism certificate/government ID with date of birth. **This is required before your application can be processed**

Upload Birth Certificate

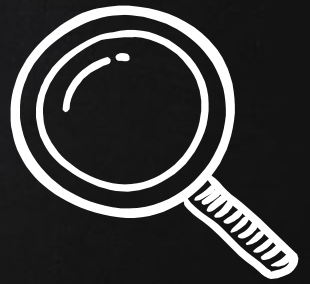
Please upload a photo of the student.

Upload Photo

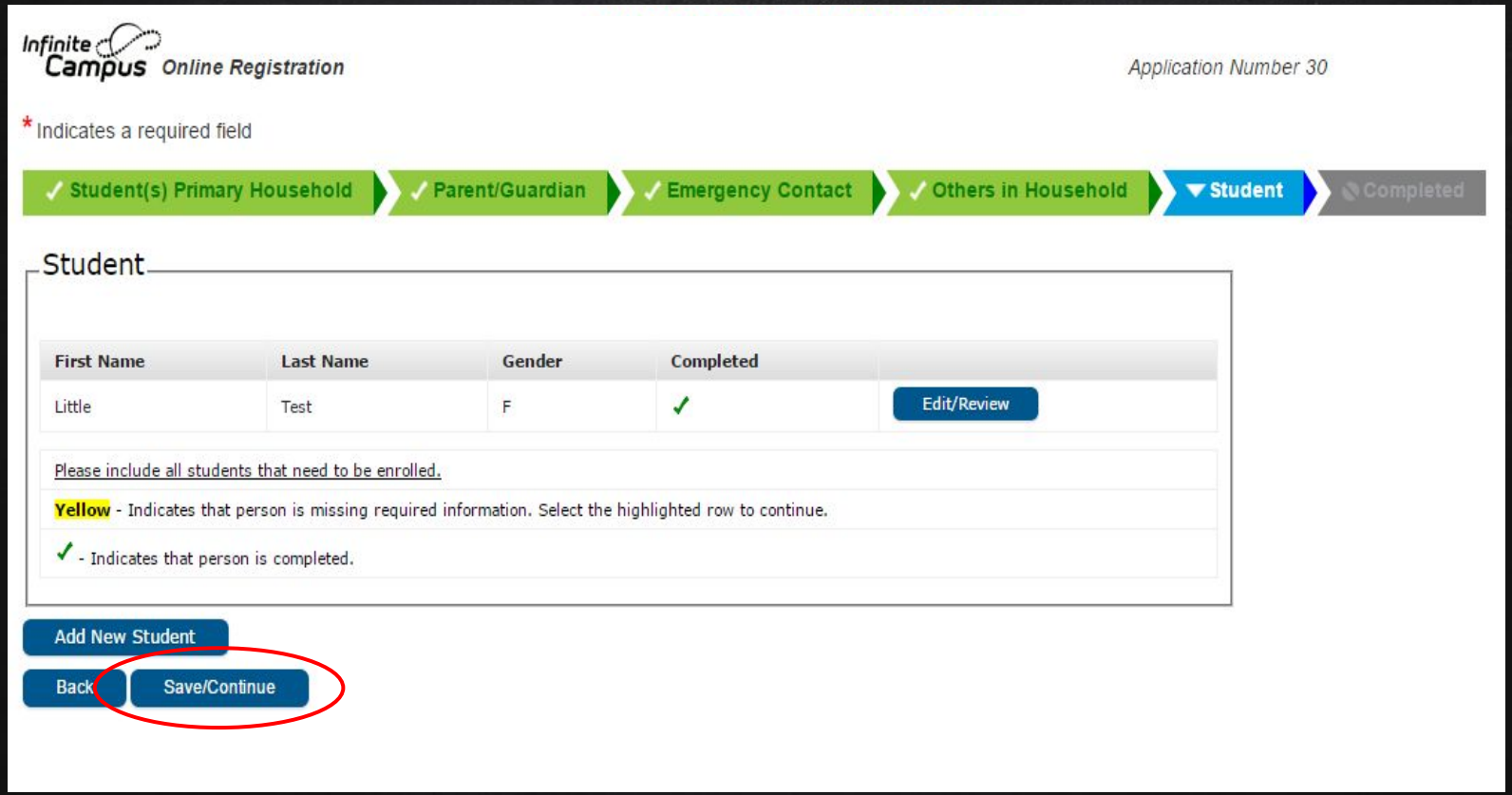
Next

- Race Ethnicity
- Housing
- Student Services
- Language Information
- Relationships - Parent/Guardians
- Relationships - Emergency Contacts
- Health Services - Emergency Information
- Health Services - Medical or Mental Health Conditions
- Health Services - Medications
- Legal
- Release Agreements

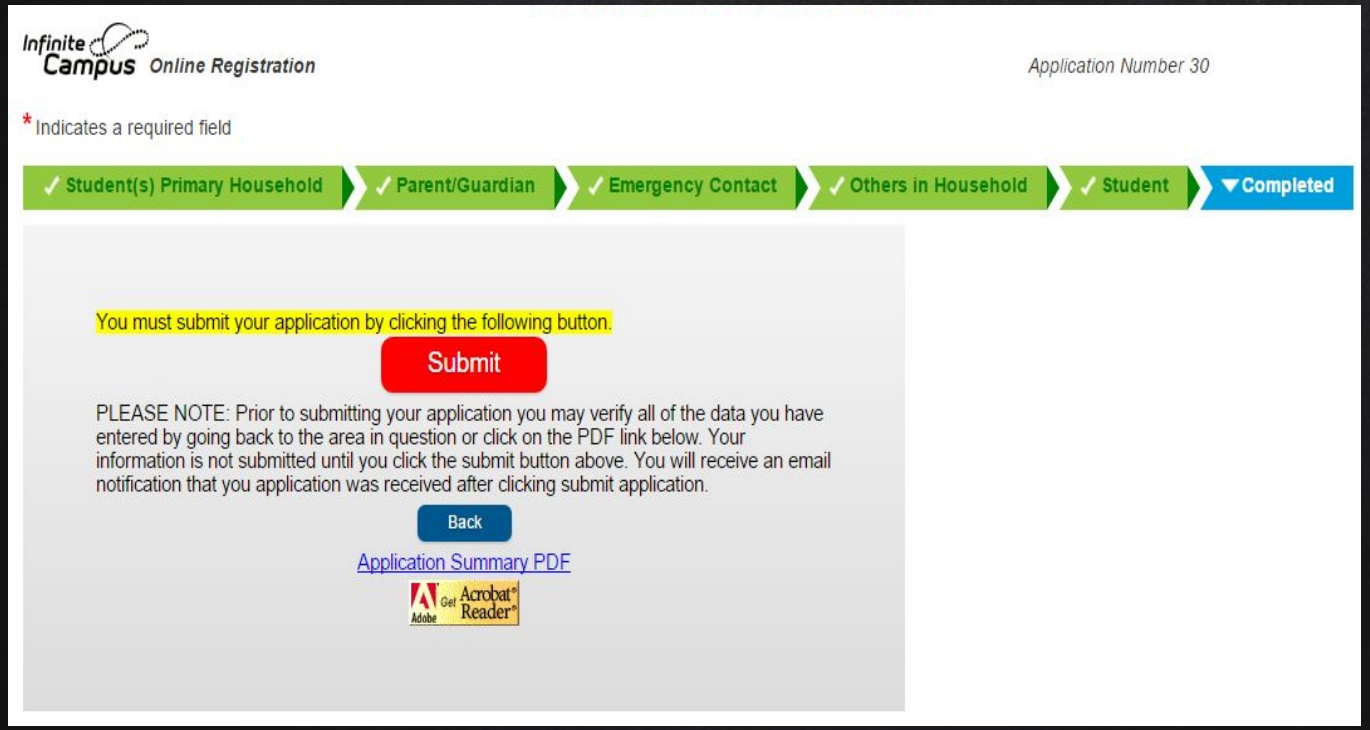
Cancel Save/Continue



Repeat this section for any additional students. When finished, click Save/Continue to move to the Completed section.



You can review all of the information you have entered by clicking on a section, or by selecting the Application Summary PDF.



Once you have verified that all information is correct, click the red SUBMIT button on the Completed page.

Registration Complete!

Thank you! You have now completed the online registration process for NEW families. You will receive an email shortly confirming receipt of your registration. After office personnel have had a chance to review your application, you will receive another email regarding the application's approval.

NOTE: You will need to provide your student's birth certificate and immunizations, your photo ID, and 2 proofs of KenTon residency prior to your application's approval.

For school registration dates and times, and related registration information, please visit our district website: https://www.ktufsd.org

Thank you!

Any questions?

Please contact our District Registrar
central_registration@ktufsd.org
716-871-2090