



# CENTRAL DEWITT COMMUNITY SCHOOL DISTRICT

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Superintendent

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Welcome back to another great year at Central DeWitt Community School District!

Registration is open and will consist of logging in to your Parent Portal, updating your student/household information and paying fees. If you don't have a computer or Internet access you are welcome to come to the Administration Office, 331 E. 8<sup>th</sup> St., DeWitt, between 8 am and 4 pm Monday through Thursday to register on a computer there. The Administration Office will also stay open until 7 p.m. on Tuesday, July 30 and Tuesday, August 13 to help people complete registration. With the new parent app, this year you are also able to complete online registration on your phone.

## REGISTRATION PROCESS

### 1. UPDATE STUDENT/HOUSEHOLD INFORMATION

Log in to your Infinite Campus Parent Portal at:

[https://centralcommunityia.infinitecampus.org/campus/portal/central\\_clinton.jsp](https://centralcommunityia.infinitecampus.org/campus/portal/central_clinton.jsp)

Click on the three lines on the top left hand side and when the menu appears, click on more and then online registration.

If you have any problems accessing the portal site or if you are a new family and need Parent Portal information, please contact Sarah Johnston at [sarah.johnston@cd-csd.org](mailto:sarah.johnston@cd-csd.org) or (563) 659-4711.

Once you are in the Online Registration module, most information will be pre-populated, please review each tab and make any corrections. There is a **red** asterisk at fields that are mandatory and need to be completed. Once you have completed each tab, you will arrive at a Submit screen, please click the Submit button to finish the process.

### 2. PAY FEES

Go back to your Portal account and click on the Fees Tab. All required fees will be listed. To pay optional fees click on fees and then on manage accounts. All required fees need to be paid after you complete the registration process. Please use the e-check payment option, if possible, as there is a charge to the school district for credit card payments.

**Your student(s) are now registered for the 2019-2020 school year.**

2018-2019 free/reduced eligibilities will be honored up until Oct. 4, 2019. If you qualified last year, your status will remain the same up until Oct. 4, 2019, but **you must complete a new form to qualify beyond that date.** You are now able to apply electronically through your Parent Portal account under the Tab called Meal Benefits. A paper application can be found at our district website under the District info tab and then under Parent Information and Forms, or you can pick an application up at the Central Administration Center, 331 E. 8<sup>th</sup> St., DeWitt. We will also be sending paper copies home with each student the first week of school.

All **incoming 7<sup>th</sup> grade students and a parent along with all new 7<sup>th</sup>-12<sup>th</sup> students and a parent** must attend a mandatory computer meeting or the student will not be issued a laptop for the 2019-2020 school year. That meeting is set for Aug. 21<sup>st</sup> at 6:30 pm in the CDPAC (located in the high school). If you attended the 7<sup>th</sup> grade orientation meeting this spring you do not need to attend. If you have questions regarding this computer meeting, please contact Jen Vance at [jen.vance@cd-csd.org](mailto:jen.vance@cd-csd.org) or Tammy McClimon at [tammy.mcclimon@cd-csd.org](mailto:tammy.mcclimon@cd-csd.org)



#### Important Dates:

- Wed. Aug. 21<sup>st</sup> at 5:00 – 6:00 pm: Elementary Unpack Your Backpack – You and your child will have a chance to meet their teacher, locate their desk and locker, and bring all of their school supplies
- Wed. Aug. 21<sup>st</sup> at 5:30 – 6:30 pm: Intermediate Unpack Your Backpack
- Wed. Aug. 21<sup>st</sup> at 6:00 – 7:00 pm: Middle School Open House
- Wed. Aug. 21<sup>st</sup> at 6:30 pm: Mandatory Computer Laptop meeting in the CDPAC for new students and parents to the district and 7<sup>th</sup> grade parents and students, unless you attended the 7<sup>th</sup> grade orientation in the spring, then you do not need to attend.
- Fri. Aug. 23<sup>rd</sup>: 1st Day of School

We are not holding physicals at the school this year. Physical and concussion forms are available on the district website under Parent Information and Forms or may be picked up at the high school office.

#### Forms/Other Information available on our district website

- School Supply Lists
- Student Fee Schedule
- District Calendars/School Calendar (summary form)
- Required Notices
- Health Information
- Parental Authorization and Release Form for Administration of Medication to Students
- Parental Authorization for Asthma or Airway Constricting Medication Self-Administration Consent Form

Community Action of Eastern Iowa will be providing free school supplies to low-income Clinton County children whose households meet federally established income guidelines. You must be signed up by July 31<sup>st</sup>. School supplies will be available in August for families in our district. You will be required to show proof of residency. The Community Action Office is located at 240 N. Bluff Blvd., Suite #203 in Clinton. If you have any questions please feel free to contact Community Action at (563) 243-5220.