



# CENTRAL DEWITT COMMUNITY SCHOOL DISTRICT

331 East 8th Street, Box 110, DeWitt, IA 52742

Phone: 563-659-0700

Fax: 563-659-0707

[www.cd-csd.org](http://www.cd-csd.org)

Dr. Dan Peterson  
Superintendent

Phone: (563) 659-0700

Fax: (563) 659-0707

Welcome to the 2021-2022 School Year at Central DeWitt Community School District!

Registration is now 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. (There will be no one available the afternoon of Tuesday, August 17<sup>th</sup>). The Administration Office will also stay open until 7 p.m. on Wednesday, August 11 and Wednesday, August 18 to help people complete registration.

With the parent app, 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://cd-csd.infinitecampus.org/campus/portal/cd-csd.jsp>  
(\*\*\*\*\*This is a new, updated URL\*\*\*\*\*)

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 purchase optional items such as activity tickets, PTO sponsorships and yearbooks click on school store. All required fees need to be paid after you complete the registration process.

Over the summer, the school district had to move to a new payment processor. In doing so, all saved payment options and recurring payments needed to be deleted. Before you can pay your fees and purchase optional items, you will need to set up payment options.

When setting up your payment method, we encourage everyone to use the e-check option. The school district has been offering electronic payments for several years. During this time, the school district has absorbed any fees that are charged for e-checks and credit/debit card use. When using e-checks, the cost is \$.35 for each transaction. When using a credit/debit card, the cost is \$.35 plus anywhere from 3.5-4.8% of the transaction. This has been a loss of money for the school district over that time. Moving forward, we are going to pass those costs onto those making the purchases. This is why we're encouraging e-checks, so this makes as small of a difference as possible for those making online payments.

## **Your student(s) are now registered for the 2021-2022 school year.**

2020-2021 free/reduced eligibilities will be honored up until Oct. 6, 2021. If you qualified last year, your status will remain the same up until Oct. 6, 2021, but **you must complete a new form to qualify beyond that date.**

All students will receive meals at no charge in the upcoming school year due to the extension of the USDA Food & Nutrition Service food program. However, this WILL NOT qualify you for additional benefits. Families must complete a free and reduced lunch application or must have one on file for the current school year to be considered for additional benefits.

Completing a free and reduced lunch application is also important as it assures your student's status is accurate and it helps ensure proper funding for our school district. Many grants and additional funding opportunities for the school district are based on our free and reduced lunch percentage.

You are now able to apply for free and reduced meals electronically through your Parent Portal account. To access that, go to More and then 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.

### **Important Dates:**

- Thurs. Aug. 19<sup>th</sup> at 5:30 – 6:30 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
- Thurs. Aug. 19<sup>th</sup> at 6:00 – 7:00 pm: Intermediate Unpack Your Backpack
- Thurs. Aug. 19<sup>th</sup> at 6:30 – 7:30 pm: Middle School Open House
- Mon. Aug. 23<sup>rd</sup>: 1st Day of School (K-12)
- Thurs. Aug. 26<sup>th</sup>: 1st Day of Preschool

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

If your family needs assistance with school supplies, please contact Sarah Johnston at 563-659-4711.