



Please see below for 3 year and 4 year old preschool registration instructions. Make sure you choose the correct link and/or instructions for your student. You will need to bring in proof of age (birth certificate, etc.) and immunization records to the elementary or district office before your child's registration is considered complete. Please call the elementary or district office with any questions at (319)752-8747, #3.

### A few hints/tips before you begin:

- ★ **In the student tab, when it asks for a grade, please choose "EC3 or EC4" (early childhood).**
- ★ Make sure you click "Next" for each box of questions and then "Save/Continue" at the bottom of each tab.
- ★ Any required information will be highlighted in red if you did not fill it out. You must fill out the required information before continuing.
- ★ For existing families, none of your other students will be listed under the student tab. Please only complete registration for your preschool student.
- ★ You will see emergency contact information in the 3rd tab. If one of your emergency contacts listed is NOT an emergency contact for your preschool student, you will be able to make the change in the student tab under emergency contacts.
- ★ If you are not able to complete the online registration for any reason, please come to the district office to use one of the computers.

<b><u>NEW</u> Falcon Families (if you have no other students attending West Burlington)</b>	<b><u>EXISTING</u> Falcon Families (you already have a student attending West Burlington)</b>
<ul style="list-style-type: none"> <li>• Click <a href="#">here</a> for the link to start the registration process.</li> <li>• Click the bubble for "Start New Registration".</li> <li>• Click the bubble for "Preschool 2025-26"</li> <li>• Enter the information about <b>yourself</b> then click "Begin Registration" in the blue box.</li> <li>• Click "Confirm".</li> <li>• Type in your name then click "Submit"</li> <li>• Read over the information then click "Begin".</li> <li>• Enter in the required information.</li> <li>• Once you get through each tab, submit your registration.</li> </ul>	<ul style="list-style-type: none"> <li>• Login to your parent portal (if you do not remember your username or password, please contact the district office to reset it).</li> <li>• On the left hand side, click "More".</li> <li>• In the middle, click "Online Registration".</li> <li>• You will see "Preschool 2025-26 New Student Registration" click "Start" on the right hand side.</li> <li>• Type in your name then click "Submit".</li> <li>• Read over the information then click "Begin".</li> <li>• Enter in the required information.</li> <li>• Once you get through each tab, submit your registration.</li> </ul>

**\*\*Completing the registration process does not guarantee a spot in our PK. Once you complete all necessary components of the registration process, you will receive a notification from Infinite Campus and your child's name will be placed on a list for consideration. We will communicate official acceptance into our PK program mid-April via US Mail.**