

Steps for School Registration 2024-2025

STEPS	Forms and Information
1: REVIEW ANNUAL NOTICES AND HANDBOOKS	
The district is required to annually provide you with the opportunity to review and acknowledge specific policies, program information and expectations. During the registration process you will be required to indicate the opportunity and acknowledgements of abiding by the information presented. These notices are linked to the right for your review. Please review the Technology Use Handbook and the Student Handbook for your student's attendance center. You will be asked to acknowledge your review and agreement to your child adhering to these expectations. 7th-12th grade students will also be asked to do the same when they return to school.	★ Annual Notices ★ Title 1 Program Information ★ Iowa Vocational Rehab Services (High School Only) ★ Technology Use Handbook ★ Elementary Student Handbook ★ Preschool Handbook ★ Jr./Sr. High School Handbook ★ 2024-2025 School Supply List
2: REVIEW DISTRICT FEES and SCHOOL MEAL PROGRAM GUIDELINES	
Fees and meal charges are updated annually by the board. Please review the linked documents for information about the 2024-2025 fees and meal charges. Students eligible for meal assistance may choose to apply for a waiver of all or part of the fees through the school lunch application.	★ District Fees for 2024-2025 ★ Meal Charges for 2024-2025
3: REVIEW HEALTH/SAFETY INFORMATION AND COMPLETE ATHLETIC REGISTRATION	
Information from Nurse King pertaining to Health Services through the school as well as other safety considerations are linked to the right. Students taking medication and/or requiring a type of health plan will be asked to provide additional information, including prescription details. You may want to have them available for entry. Students in Grades 7th-12th are required to complete additional forms per Iowa Code or for participation in school activities. These forms include: ■ Students that are planning to participate in any athletic program are required to have a current sports physical, and complete the activity registration through Bound. Instructions for activity registration can be found here. DROP-OFF and PICK-UP of STUDENTS Safety of students during drop-off and pick-up is very important. Please take the time to review the following communications related to these times.	★ Health Information from Nurse Stephanie King Health Forms ★ Release for Medication Administration ★ Certificate of Dental Screening ★ Certificate of Vision Screening ★ School-Age Physical ★ Sample Diabetic Plan ★ Bee Sting/Allergy Action Plan ★ Diet Modification Request Form ★ Food Allergy and Anaphylaxis Emergency Plan ★ Asthma Action Plan ★ Seizure Response Plan Activity Participation Forms ★ Sports Physical ★ Activity Registration Instructions Drop-Off and Pick-Up ★ Message from West Burlington Police Chief Jesse Logan ★ Fire Lane Enforcement
4: COMPLETE REGISTRATION FOR YOUR STUDENT(S)	
Please review the FAQ page. Returning Family Registration: ■ Parents may register returning students and additional students who are eligible to register by completing the online process by logging into your infinite campus parent portal. See the step-by-step instructions if needed. This includes Kindergarten students who attended preschool at West Burlington. In-person assistance will be available at your convenience if needed. Those times are on the FAQ page. Should you have questions or need assistance, please contact the Administration Office at (319) 752-8747, option 3.	

New Family Registration

- Parents of students new to the district and do not have any other students already attending West Burlington must register students by [clicking this link](#). You will follow the on-screen instructions. The school district will send you instructions via email, after registering, to create your parent portal. Once you have created your Infinite Campus parent portal, use these [step-by-step instructions](#) to pay fees or apply for free/reduced lunch. In-person assistance will be available at your convenience if needed. Those times are on the [FAQ page](#). Should you have questions or need assistance, please contact the Administration Office at (319) 752-8747, option 3.
- **If your student is transferring/new to West Burlington (does not include Kindergarten students) you will need to stop by the Admin office at 314 W. Van Weiss Blvd. to sign a request for student records.**

Deadline for registration is August 22, 2024.