

ACSD Infinite Campus Online Registration Directions & FAQ



REGISTRATION FOR THE 26-27 SCHOOL YEAR FOR ACSD STUDENTS OPENS DATE JUNE 1, 2026 via Infinite Campus.

- Questions/Information: email registration@athenscsd.org or call 740-797-4544.
- If you need an Infinite Campus portal account or need your password reset, please email campus@athenscsd.org
- [ACSD Infinite Campus Online Registration Directions & FAQ](#)
- Note: [FinalForms](#) is used for Student ATHLETIC Registration only.
 - [FinalForms Directions & Information](#)

Student Registration - Online Only via Infinite Campus

- Infinite Campus allows you to complete and sign enrollment, and back-to-school forms for your students.
- If your students are already enrolled in ACSD, the exciting news is that Infinite Campus saves data from year-to-year, so registration will be very quick for you this year!
- Also, if you have incoming kindergarten or preschool students, Infinite Campus pre-populates information wherever possible, for each of your students, saving you time.

Please follow the directions below for the category you belong to. *Please note that we only need one residential, custodial legal parent/guardian (not a step-parent) to register student(s).*

Category 1: I have student(s) who are currently enrolled students at ACSD.

- You will need to log into your Infinite Campus Parent Portal. *See detailed directions on page 2.*
 - <https://athenscityoh.infinitecampus.org/campus/portal/parents/athensCity.jsp>

Category 2: I have a preschool or kindergarten student, a student re-enrolling at ACSD, or we moved here and are new to the district.

- You will need to click on the link below. *See detailed directions on pages 3-4.*
 - <https://athenscityoh.infinitecampus.org/campus/OLRLoginKiosk/athensCity>
 - *Once your application has been processed, it will send you an email with your activation key to register on the campus portal.*

How do families get this information regarding registration if they are new to the district or registering a student for the first time?

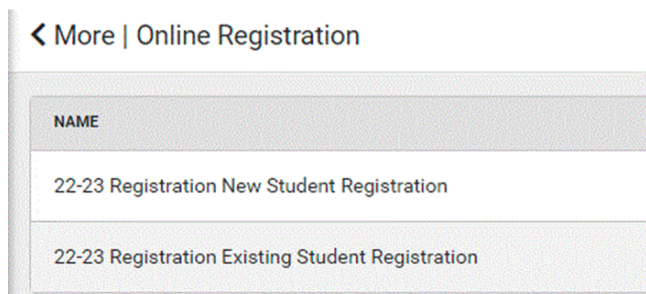
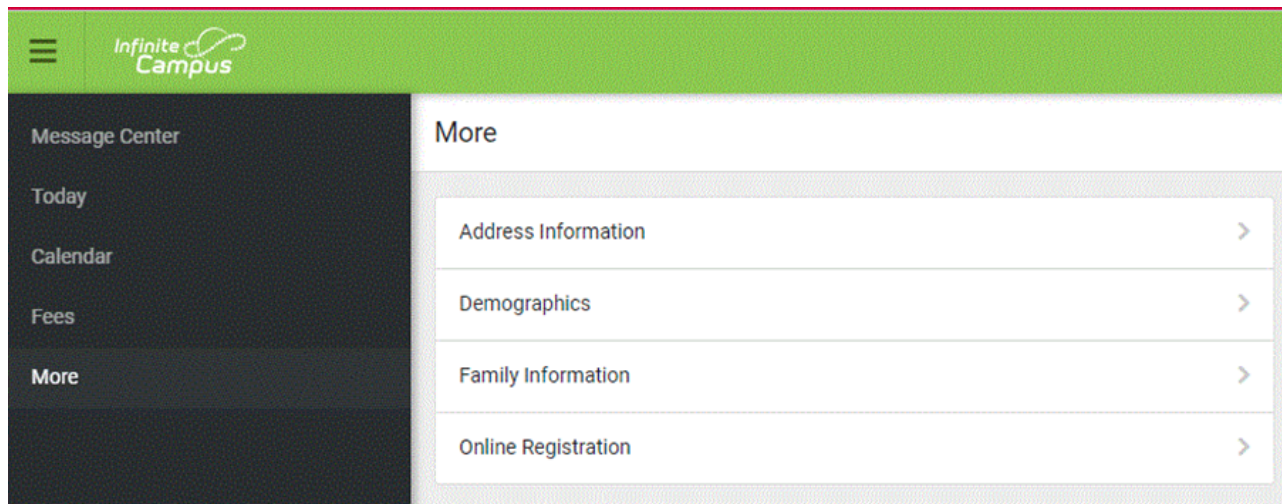
For anyone without current students in the district, the information will be posted on the [district website](#). It will also be available on our social media (available to anyone). See our [Keep in Touch - ACSD Social Media Handout](#) for more information.

Helpful Comprehensive Resource Documents

- [District and Building Website Calendar](#)
- [26-27 ACS District Calendar \(one page\)](#)
- [26-27 Family Involvement Event Dates](#)
- [26-27 Calendar of Events: ACSD](#)
- [ACSD Family Resources](#)
- [Keep in Touch - ACSD Social Media Handout](#)

EXISTING STUDENT - ANNUAL UPDATE

1. Log into your **PARENT PORTAL**
2. Click on the **MORE** tab on the left side of the screen
3. Click on **ONLINE REGISTRATION**
4. You will see two different options. One for New Student and one for Existing Student Registration. Click **START** on the **EXISTING STUDENT REGISTRATION**.
5. If you have more than one student, you will need to update each student.



ADDING NEW STUDENT TO EXISTING FAMILY

1. If you have a new student. Once you are done updating your existing student(s), please go back to the main page of Online Registration.

< Online Registration | Existing Student Registration

2. Click **START** on **New Student Registration** and fill out the requested information.
3. Student Primary Household, Parent/Guardian, Emergency Contact, Other Household, should already have data in it. Please review and make sure the data is correct.
4. Under **STUDENT**, you will add your new student. If you have more than one new student, you can add them all under this tab.

WHAT INFO WILL I NEED?

- 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.

- Child identification
 - Birth Certificate
 - Visa and I-20 for international students (International Students) - Must provide entry date to the country on the VISA
- Legal Residential Parent/Guardian Driver's License or State Issued ID Card - Must be presented at registration appointment for proof of identity.
- Student's Immunization Records - Along with documentation from physician
- Proof of Residency
 - Home Owner - One of the following must be uploaded or presented: Tax Bill, Mortgage Coupon, Insurance Statement, Declaration PayCheck Stub, Bank Statement, Signed Purchase Agreement with Occupancy Date
 - Tenant - Signed Lease Agreement with Property Owner
 - Sharing a home with another individual or family - Following are acceptable, (have to have your name and the residence address): utility bill, County Registrar of Voters, vehicle registration, canceled check

NOTE: If you are applying for open enrollment (Intra-district and inter-district), submitting registration information does not guarantee acceptance to the district. You will be contacted by the school district regarding the decision.

Special Situations - Required if applicable

- Custody Decree - Complete, current legal documentation must be presented at the time of registration. Notify the registrar of any future revisions.
- Guardianship - Complete, current legal court documents must be presented at the time of registration
- Special Education Paperwork - The current ETR/MFE and IEP for students with disabilities, or the current Section 504 Accommodation Plan, or Gifted Identification information must be presented at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition
- Free and Reduced Meal Parent Disclosure Form
- Free and Reduced Meal Application
- Early Entrance to School Application

Kindergarten Only

- Physical Examination Form
- Oral Assessment Form

Transfer Student Only

- Grade Documentation - Current report card or progress report

If you need assistance, please call (740) 797-4544 during business hours or leave a message and a representative will be back in touch with you the next business day or email registration@athenscsd.org

WHERE DO I START?

1. Go to <https://athenscityoh.infinitecampus.org/OLRLoginKiosk/athenscity>
2. Click **Start New Registration**
3. Type your NAME, DATE OF BIRTH, EMAIL, and if the student(s) have previously attended, then click Registration.
4. You will receive a **Confirmation Number AKA Application Number**. *Please write that down and keep it in case you need to come back to the application.*
5. Click **Confirm**
6. A separate box will come up asking you to type and sign your name confirming that you are the **LEGAL** parent/guardian of the student(s). IF the box does not come up, please check your pop-up blocker settings
7. Go through each tab and fill out the requested information
8. If you have more than one student, you can add all of them under the Student tab
9. If you need to leave before you are finished with the application. Please hit Save and write down the Application Number. When you are ready to finish the application, please click on the link on our website at <https://www.athenscsd.org/registration>
10. If your student(s) plans to participate in a sport, activity, or club, please visit Final Forms to register them through that.

Infinite Campus Online Registration FAQ

How do I register my students for the upcoming school year?

Please follow the directions below for the category you belong to. Please note that we only need one residential, custodial legal parent/guardian to register student(s).

Category 1: I have student(s) who are currently enrolled students at ACSD.

- You will need to log into your Infinite Campus Parent Portal. *See detailed directions on page 2.*
 - <https://athenscityoh.infinitecampus.org/campus/portal/parents/athenscity.jsp>

Category 2: I have a preschool or kindergarten student or we just moved here and are new to the district.

- You will need to click on the link below. *See detailed directions on pages 3-4.*
 - <https://athenscityoh.infinitecampus.org/OLRLoginKiosk/athenscity>

What do I do if I am having technical issues with the Infinite Campus website?

If you require any technical support during the process, please email registration@athenscsd.org

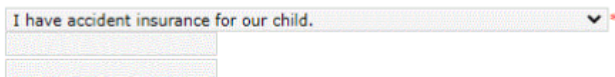
What information do I need to enter about my insurance?

In the Health Services - Emergency Information, it asks you to enter insurance information if you have insurance. Enter the name of your insurance company, your ID, Policy and Plan Numbers in the Type field.

Insurance Information (if you have it)

Insurance Company:

Policy Type:

A screenshot of a web form showing a dropdown menu for insurance information. The dropdown is currently open, displaying the text "I have accident insurance for our child." with a downward arrow icon on the right. Below the dropdown are two empty text input fields.

Do I need a registration appointment?

Parents/guardians registering new student(s) - preschool, kindergarten, new to the district - WILL need a registration appointment and show proof of ID before the start of the school year in August. You will need to contact the building to set up an appointment. Phone numbers are listed below:

- Athens High School - 740.797.4521
- Athens Middle School - 740.593.7107
- The Plains Intermediate School - 740.797.4572
- East Elementary School - 740.593.6901
- Morrison-Gordon Elementary School - 740.593.5455

Parents/guardians for currently enrolled students **DO NOT** need to make a registration appointment.

Do I need to upload required documentation?

You can upload required documents (i.e. birth certificate, VISA, immunization records, custody papers, etc.) directly to Infinite Campus or present these documents when they go in for their registration appointment.

What are the required documents for students NEW to the district?

- **Child identification -**
 - **Birth Certificate**
 - **Visa and I-20** for international students
 - Must provide entry date to the country on the VISA.
- **Legal Residential Parent/Guardian Driver's License or State Issued ID Card** - Must be presented at registration appointment for proof of identity.
- **Student's Immunization Records** - Along with documentation from a physician.
- **Proof of Residency -**
 - Home Owner - **One** of the following must be uploaded or presented: Tax Bill, Mortgage Coupon, Insurance Statement, Declaration Paycheck Stub, Bank Statement, Signed Purchase Agreement with Occupancy Date
 - Tenant - Signed Lease Agreement with Property Owner
If parent/guardian residing with student in home of family or friend refer to "Tenant" requirements
 - Sharing a home with another individual or family - Following are acceptable, (have to have your name and the residence address): utility bill, County Registrar of Voters, vehicle registration, canceled check
- *Only legal residents of the district may enroll. Misrepresentation may result in prosecution.*
NOTE: If you are applying for open enrollment (Intra-district and inter-district), submitting registration information does not guarantee acceptance to the district. You will be contacted by the school district regarding the decision.

Special Situations

- **Custody Decree** - (if applicable) Complete, current legal documentation must be presented at the time of registration. Notify the registrar of any future revisions.
- **Guardianship** - (if applicable) Complete, current legal court documents must be presented at the time of registration.
- **Special Education Paperwork** - (if applicable) The current ETR/MFE and IEP for students with disabilities, or the current Section 504 Accommodation Plan, or Gifted Identification information must be presented at the time of registration, if applicable. An official request will be made to the previous school for these documents as appropriate; however, having the documents upfront facilitates a smoother transition.

- **I-20** (International Students)
- **Free and Reduced Meal Parent Disclosure Form** - (if applicable)
- **Free and Reduced Meal Application** - (if applicable)
- [Early Entrance to School](#)

Kindergarten Only

- **Physical Examination Form**
- **Oral Assessment Form**

Transfer Student Only

- **Grade Documentation** - Current report card or progress report

Where and How do I upload required documentation if I need to?

Throughout the application, there are places where you can upload certain documentation. You can scan your files or take photos of them. You can then click the Manage Documents button and upload the saved files from your device to Final Forms. They must be in PDF, JPG or PNG format. Below is where you can find those places:

- Parent/Guardian Tab - Demographics - Photo ID
- Student(s) Primary Household - Home Address - Proof of Residency
- Student Tab - Demographics - Upload Birth Certificate
- Student Tab - Previous School - Upload Recent Transcript or Report Card
- Student Tab - Relationships - Parent/Guardian - Court Papers (Custody)
- Student Tab - Health Services - Medications - Immunizations Record

What do I enter for the question “How Did Student Arrive in School District?”

Note: Only parents/guardians registering new students to the district will see this form. On the Additional New Student Info form, it will ask parents/guardians how the student arrived in our school district. You will be able to select from the options below. If a student is entering preschool or kindergarten for the first time, you will select “Enrolling for the first time in Ohio public/community school because of age.”

Transferred from Home Schooling in Ohio

Transferred from another Ohio public/community school

Transferred from a nonpublic school in Ohio

Transferred from out of state/out of country

Not enrolled in an Ohio public/community school since 2008 for a reason other than listed above

Enrolling for the first time in Ohio public/community school because of age

How do I get information regarding registration if we are new to the district or registering a student for the first time?

For anyone without current students in the district, the information will be posted on the [district website](#). It will also be available on our social media (available to anyone). See our [Keep in Touch - ACSD Social Media Handout](#) for more information.