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# Southeast Polk

COMMUNITY SCHOOL DISTRICT

**Learn. Lead. Live.**

*Success for college, career, and civic life.*

**Campus Portal**

Southeast Polk CSD

Username

Password

[Sign In >>](#)

If you don't have a Portal account or have forgotten your username or password, please use the automated form linked below.

**District Announcements**

2016-05-16

**Forgot Password?** If you have forgotten your password, username or do not have an Infinite Campus Portal account, please complete this [automated form](#) for assistance.

Go to our district website and click on Campus Portal and log in.

If you have difficulty logging in, please use the link that is on the sign-in page.

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Schedule

Academic Plan

Fees

Reports

Discussions

More

Message Center

Announcements (1 new)

Inbox

Southeast Polk Junior High

06/12/2019

Back to School Information

August 5, Open House, 11 - 7

August 7, Open House, 11 - 7

August 19, 8th Grade Orientation, 4 - 6 pm

August 20, 7th Grade Orientation, 6 - 8 pm

More Information.

Canvas is our new Learning Management System. It provides a variety of course resources. Students login using the digit "pairing code" which will link parent account. It will remain as long as the student is enrolled in the course. [This document](#) provides more information.

Click Here

THEN...

Family Information

Health

Important Dates

Lockers

Silver Cord

Online Registration Verification

Click Here

To begin online registration, click on the link **"More"** -- it is along the left hand side as shown in the graphic to the left.

Then click on the link "Online Registration Verification".

The next several sections of online registration will have you verify information that is already in our system.

Click Here

THEN...

- Family Information
- Health
- Important Dates
- Lockers
- Silver Cord
- Online Registration Verification

Click Here

Household
Parent
Emergency Contact
Student
Review
Staff Approval
Student Processing

Home phone

Home Phone

(515 )967 -3111

Voice

Emergency

Text

High Priority

Attendance

Behavior

General Teacher

Private

Description of Contact Preferences

Emergency - Marking this checkbox will use this method of contact for emergency messages.

High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification, such as weather-related delays and cancellations.

Attendance - Marking this checkbox will use this method of contact for attendance messages, such as those sent by the Attendance Dialer Wizard.

Behavior - Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.

General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.

Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.

Private - Mark if number should be listed as private.

Next

Home Address

Mailing Address

Save/Continue

Home Address

Please verify or add the information below. Please update any information that is incorrect.

Number

1119

Prefix

Street

Sandalwood

Tag

Direction

Apartment

City

Altoona

State

IA

Zip

50009

Ext.

Country

Polk

Clear Address Fields

Click on your address if it appears in box

Your address as entered above

1119 Sandalwood Ct SW

Altoona, IA 50009

Polk

Please upload proof of residency. You may choose from the following: utility bill, real estate contract, lease agreement, rent receipt, or deposit receipt for a utility service.

Proof of Residency.pdf

Link Address

UnLink Address

Previous

Next

Address Linked to ID: 13098

Household Linked to ID: 17245

Notice: AddressID 13098 is occupied by the Kurth household, HouseholdID: 9810

## HOUSEHOLD SECTION

The household section contains census information that you will need to verify.

Household
Parent
Emergency Contact
Student
Review
Staff Approval
Student Processing

Parent

First Name	Last Name	Gender	Completed	Record Type	Linked to Campus Name
		F	✓	Existing	Edit
		M	✓	Existing	Edit

Only add Parents or Guardians that LIVE in this Household.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent or Guardian

Back

Save/Continue

Parent Name:

Demographics

Please review and complete the following parent information:

First Name

Middle Name

Last Name

Suffix

Birth Date

01/01/1986

Gender

Female

Please check this box if this person is a member of your household and lives at the address listed below.

Altoona, IA 50009

Link Person

UnLink Person

Linked to personID 58621, Dolly Parton

Next

## PARENT SECTION

The parent section contains information that you will need to verify.

✓ Household

✓ Parent

▼ Emergency Contact

✓ Student

✓ Review

✓ Staff Approval

Student Processing

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	Linked to Campus Name
Deborah	Starcevich	F	✓	New		<div>Edit</div> Deborah Starcevich

Please add one or two emergency contacts. **DO NOT ADD YOURSELF AS AN EMERGENCY CONTACT.**

In the event of an emergency, if the parent/guardian cannot be contacted, the school will call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

Yellow

 - Indicates that person is missing required information. Select the highlighted row to continue.

✓

 - Indicates that person is completed.

Add New Emergency / Dismissal Contact

Back

Save/Continue

## EMERGENCY CONTACT SECTION

The emergency contact section contains information that you will need to verify.

✓ Household

✓ Parent

✓ Emergency Contact

▼ Student

✓ Review

✓ Staff Approval

Student Processing

Student

First Name	Last Name	Gender	Completed	Record Type	Linked to Campus Name
		M	✓	New	<div>Edit</div>

Description of Add Student

Yellow

 - Indicates that person is missing required information. Select the highlighted row to continue.

✓

 - Indicates that person is completed.

Add New Student

Back

Save/Continue

## Student Section

Existing students will need to be verified.

New students will need to be added by clicking on the “Add New Student” button on this mail Student section. Existing families enrolling Preschool or Kindergarten children will see their other students on this screen. Each student will need to have their information verified.

**The remaining content is the entire Student section.**

Demographics

**EXISTING STUDENTS:** If you notice a mistake in your child's information, please email [the district registrar](#). Please include the correction in your message.

**NEW STUDENTS:** There will be a few steps for each student you enter. The first is general demographic information. Please verify or add the information below. Please update any information that is incorrect. Please enter the student's legal name. If your student has two last names, please enter both in the box marked "last name". Please enter both names without a dash in between.

First Name
Middle Initial/Name
Last Name
Suffix
Nickname
Student Cell Number
Student Email Address

Gender
Birth Date
Date Entered U.S.
Foreign Exchange

Enrollment Grade

Please provide proof of your child's birth date by clicking on the button below. Navigate to your file and upload it into the application. If you are unable to upload this file, please email it to our [District Registrar](#) or drop it off at the district office.

[Birth Certificate.pdf](#)

Link Person
UnLink Person

Linked to personID 58622

Next

## Demographics

This section collects basic demographic information. There are a few required fields as indicated with the red asterisk (\*).

Please have proof of your child's birth date available to upload into this section.

**\*Required Documents - New Families Only\***

Ethnicity & Race

Is Hispanic/Latino No

\*Please check all races that apply. If not Hispanic, at least one is required.

☐ American Indian or Alaska Native
☒ Asian
☒ Black or African American
☒ Native Hawaiian or Other Pacific Islander
☒ White

Previous Next

## Ethnicity & Race

The drop down Ethnicity selection is required. You must also select at least one race.

Home Language Survey

All school districts are required to collect a Home Language Survey from ALL incoming students. Southeast Polk CSD will keep this file electronically within Infinite Campus.

If you have not already scanned or taken a picture of a signed copy of the home language survey, please click on the link below to download the form. It will open in another tab or window.

[Home Language Survey](#)

Please click on the Upload button below. Navigate to your file and upload it into the application. If you are unable to upload this file, please email it to our [District Registrar](#) or drop it off at the district office.

Upload

Previous Next

## Home Language Survey

This section will require you to open the Home Language Survey. You will need to fill it out, sign it, and upload or email it to the District Registrar. If you are unable to upload or email this document, please drop off a signed and completed copy to District Office.

**\*Required Documents - New Families Only\***

<div> <div> <div></div> <div>Housing</div> </div> <div> <div>Homeless is defined using several criteria:</div> <ul style="list-style-type: none"> <li>Sharing housing due to economic hardship or loss of housing</li> <li>Living in motel, hotel, trailer park, or camp ground due to lack of alternative accommodations</li> <li>Living in emergency or transitional shelter</li> <li>Awaiting foster care placement</li> <li>Primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc.)</li> <li>Living in car, park, public space, abandoned building, substandard housing, bus or train station</li> </ul> <div> <div> <input type="radio"/> Yes, this student is homeless (Once selected, additional choices will appear.)           <input checked="" type="radio"/> No, this student is not homeless         </div> <div> <div>Previous</div> <div>Next</div> </div> </div> </div> </div>	<div> <div>Housing</div> <div> <p>There are many criteria that determine if your student is homeless. A homeless status enables you to receive additional benefits.</p> </div> </div>
<div> <div> <div></div> <div>Foster Care</div> </div> <div> <div> <input type="checkbox"/> Is this a foster child? (If checked, you must complete the next four questions that will appear automatically.)           <div> <div>Previous</div> <div>Next</div> </div> </div> </div> </div>	<div> <div>Foster Care</div> <div> <p>When checked, the additional four questions will display. This is important information for the school district to know.</p> </div> </div>
<div> <div> <div></div> <div>Previous Schools</div> </div> <div> <div>Please enter information regarding this student's prior schools.</div> <div> <div> <div>Last Year</div> <div> <div>School</div> <div>Matthews Elementary</div> <div>City</div> <div>State</div> <div>Country</div> <div>United States</div> <div>Phone</div> <div>( ) - </div> </div> </div> <div> <div>2 Years Ago</div> <div> <div>School</div> <div>John A Sippel</div> <div>City</div> <div>State</div> <div>Country</div> <div>United States</div> </div> </div> <div> <div>3 Years Ago</div> <div> <div>School</div> <div>Green Valley Elementary</div> <div>City</div> <div>State</div> <div>Country</div> <div>United States</div> </div> </div> </div> <div> <div>Is your student currently suspended or expelled from another school?</div> <div>No</div> </div> <div> <div>Previous</div> <div>Next</div> </div> </div> </div>	<div> <div>Previous Schools</div> <div> <p>This section will ask for information regarding your student's enrollment at other school districts.</p> </div> </div>
<div> <div> <div></div> <div>Relationships - Parent/Guardians</div> </div> <div> <div>At least one person must be marked as 'Parent/Guardian'.*</div> <div> <div> <div>Name</div> <div>Relationship*</div> <div>Parent/Guardian</div> <div>Mailing</div> <div>Portal</div> <div>Messenger</div> <div>Contact Sequence*</div> <div>CR</div> <div>Remove Relationship</div> </div> <div> <div>Dolly Parton</div> <div>Student/Parent</div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div>1</div> <div> </div> <div><input type="checkbox"/></div> </div> </div> <div> <div>Description of Contact Preferences</div> <div> <div>Parent/Guardian</div> <div>Marking this checkbox will flag this person as legal guardian to the student.</div> <div>Mailing</div> <div>Marking this checkbox will flag this person to receive mailings for the student.</div> <div>Portal</div> <div>Marking this checkbox will flag this person for a portal account, which will allow them access to student information in the Campus Portal.</div> <div>Messenger</div> <div>Marking this checkbox will flag this person to receive messages from the District's messenger system.</div> <div>Secondary Household</div> <div>Marking this checkbox will indicate that the student has a secondary household membership with this person, for example a non-custodial parent.</div> <div>Contact Sequence</div> <div>Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify.</div> <div>Remove Relationship</div> <div>Marking this checkbox will indicate that this person has no relationship to the student. The relationship will be removed.</div> </div> <div> <div>Previous</div> <div>Next</div> </div> </div> </div> </div>	<div> <div>Relationships - Parent/Guardians</div> <div> <p>This section allows you to verify the parent/guardians and to set the sequence for contact. In the event the office needs to contact someone, they will start with sequence 1.</p> </div> </div>
<div> <div> <div></div> <div>Relationships - Emergency Contacts</div> </div> <div> <div> <div>Name</div> <div>Relationship*</div> <div>Contact Sequence*</div> </div> <div> <div></div> <div>Emergency Contact</div> <div>2</div> </div> </div> <div> <div>Description of Contact Preferences</div> <div> <div>Contact Sequence</div> <div>Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify.</div> </div> <div> <div>Previous</div> <div>Next</div> </div> </div> </div>	<div> <div>Relationships - Emergency Contacts</div> <div> <p>The drop down Ethnicity selection is required. You must also select at least one race.</p> </div> </div>





<div> <div>Health Services - Physical</div> <div> <p>A physical is required of all students entering Preschool/Kindergarten and 7th grade. It is also required of all 7-12 grade students participating in any athletic/cheerleading/dance extracurricular activities. Please complete the following questions.</p> <p>Is your child entering Preschool, Kindergarten or 7th grade?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>Is your child involved in any extracurricular activities (athletic/cheerleading/dance) in Grades 7-12?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>If you answered YES to either of the two questions listed above, please upload your student's Health Physical. You may scan the form or take a picture of it. If you do not upload the file, you will be required to drop it off at the building office or activity office at the High School.</p> <p>Click on the button below to upload your health physical.</p> <div>Upload Health Physical</div> <div> <div>Previous</div> <div>Next</div> </div> </div> </div>	<div> <div>Health Services - Physical</div> <div> <p>This section allows you to upload a current physical from your doctor's office. This is <b>required</b> of all incoming preschool, kindergarten, and 7th grade students. It is also required of all students in grades 7-12 that are participating in any athletic/cheerleading/dance extracurricular activity.</p> <p>If you have not yet scheduled the physical, please drop it off at the building your child is attending once it has been completed.</p> </div> </div>
<div> <div>Student Activities - Student Conduct Code</div> <div> <p>You previously indicated that your student is involved in extracurricular activities. As a result, you are required to read the Student Conduct Code. Please <a href="#">click here to read</a> the Student Conduct Code.</p> <p><input checked="" type="checkbox"/> * I acknowledge that I have read the Student Conduct Code with my student and we both understand the Conduct Code.</p> <div> <div>Previous</div> <div>Next</div> </div> </div> </div>	<div> <div>Student Activities - Student Conduct Code</div> <div> <p>This section has you read the student conduct code and you check the box indicated you have read and understand the document.</p> </div> </div>
<div> <div>Transportation</div> <div> <p>My child will use district transportation.*</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>Please enter the morning bus pick-up address and afternoon drop-off address for your student(s) below</p> <p>Morning Pickup Address <input type="text"/></p> <p>Afternoon Drop-off Address <input type="text"/></p> <p>If your child will have a schedule that is not the same every day of the week, please contact the transportation office, 967-3793, 7:00 AM - 3:00 PM, to make your request.</p> <p>Students who live in the fee based service area, students who have more than one pick-up or drop-off address, or students who are open-enrolled into the district will be charged the annual fee of \$100, which can be paid by semester.</p> <p><b>Transportation Fees are assessed in late September.</b></p> <div> <div>Previous</div> <div>Next</div> </div> </div> </div>	<div> <div>Transportation</div> <div> <p>This section is to identify your student's transportation needs.</p> </div> </div>



<div><div>▼ Sharing of Information with Other Programs (Formerly Called Fee Waiver)</div><div><p>If your child(ren) qualifies for free or reduced price meals in the 2017-2018 school year, they may be eligible for other benefits. Listed below are specific program fees that you must select "YES" to if you want to authorize the Food &amp; Nutrition Services Department to disclose your free or reduced meal eligibility status for consideration of full or partial reduction of the fees. Starting 2017-2018 school year, you must complete this form in the current year to be eligible to waive fees. We will no longer be back dating fees moving forward.</p><p>A new Free &amp; Reduced Meal application must also be completed. The new 2017-2018 Free &amp; Reduced Meal Application will be available after July 1, 2017. Please watch your email for notification after July 1st.</p><p>Fees will not be adjusted until mid-October 2017. Fees will automatically be adjusted based on student meal eligibility and if you selected "YES" below. Please do not contact the Fees Department about fees until after October 15, 2017 regarding fee adjustments.</p><div><div><input checked="" type="radio"/> Yes - Textbook Fee *</div><div><input type="radio"/> No - Textbook Fee</div></div><div><div><input checked="" type="radio"/> Yes - Transportation Fee *</div><div><input type="radio"/> No - Transportation Fee</div></div><div><div><input checked="" type="radio"/> Yes - Graduation Fee *</div><div><input type="radio"/> No - Graduation Fee</div></div><div><div><input checked="" type="radio"/> Yes - Advanced Placement Exam Fee *</div><div><input type="radio"/> No - Advanced Placement Exam Fee</div></div><div><div><input checked="" type="radio"/> Yes - Elementary Band Fee *</div><div><input type="radio"/> No - Elementary Band Fee</div></div></div><p>Your student may be eligible for free or reduced driver's education. You will need to request a waiver form from the Driver's Education company utilized for the class.</p><p><small>*By completing this online form, you DO NOT need to complete a paper version of the Sharing of Information with Other Programs waiver.</small></p><p>I understand that I will be releasing information that will show that I applied for free or reduced price school meals for my child(ren). I also understand that my rights to confidentiality will be extended to the registrar, school secretaries, fees department and those that need to know for the above selected programs, ONLY for the waiver of school fees that I have indicated for the 2017-2018 school year.</p><p><small>Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. "The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the department. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a> or at any USDA office, or call (866) 632-9992, to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.</small></p><p><small>Iowa Non-Discrimination Notice: "It is the policy of this CIP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CIP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <a href="https://crrc.iowa.gov/">https://crrc.iowa.gov/</a>.</small></p><div><div>Previous</div><div>Next</div></div></div>	<div>Sharing of Information (Fee Waiver)</div> <div>This section is required for everyone -- you must select Yes or No for each question. This fee waiver is only relevant IF you apply and qualify for assistance.</div>
<div><div>▼ SEP Release Agreements</div><div><div>Annual Notice*</div><div><div><input checked="" type="radio"/> I request my child's information be INCLUDED in class lists, yearbooks, school programs, athletic programs, team photos, brochures, school related news articles and stories (external media/newspapers) and other publications such as are noted in the Annual Notice Regarding Student Records.</div><div><input type="radio"/> I request my child's information be WITHHELD in class lists, yearbooks, school programs, athletic programs, team photos, brochures, school related news articles and stories (external media/newspapers) and other publications such as are noted in the Annual Notice Regarding Student Records.</div></div><div><div>Field Trip*</div><div><div><input checked="" type="radio"/> Yes - I give permission for my child to attend school-related field trips.</div><div><input type="radio"/> No - I do not consent for my child to participate in School and/ or District approved field trips.</div></div></div><div><div>Technology*</div><div><input checked="" type="checkbox"/> Yes - I have read and understand the technology use agreement. Go here to read the agreement - <a href="http://goo.gl/i77zK">http://goo.gl/i77zK</a></div></div><div><div>Growth and Development</div><div><p>Iowa Code 279.5 requires all Iowa school districts to provide instruction in human growth and development. The law requires the topics of Personal Development, Human Sexuality, Sex Stereotypes and Abuse, and Sexually Transmitted Diseases be addressed in some appropriate manner.</p><p>Human Growth and Development curriculum overview can be reviewed at <a href="http://goo.gl/i77zK">http://goo.gl/i77zK</a> or by contacting your child's school office.</p><p>If, after review, you decide you do not want your child to participate in the Human Growth and Development Instruction, complete the Pupil Excused from Instruction Form and return it to the building principal.</p></div></div></div><div><div>Previous</div></div></div>	<div>SEP Release Agreements</div> <div>This section is required for everyone -- you must select Yes or No for each question.</div> <div>Please read the information carefully. For High School students, a Military Opt Out option will be presented on the screen.</div>