CHAGRIN FALLS
EXEMPTED VILLAGE SCHOOLS

District Enrollment Guide

We are glad you are part of the Chagrin Falls Schools community. This guide is designed to help families complete student registration and updates as smoothly as possible.

Chagrin Falls Schools uses Infinite Campus as our student information system. Through Infinite Campus families can manage student registration and annual updates, view grades, pay for school meals, and access other important information.

Whether you are enrolling a new student, updating information, or reporting a change, this guide outlines what to do and where to find support if questions arise.

Before beginning Infinite Campus Online Registration, please gather and save all required documents. Having documents ready will help make the process faster and easier.

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Registration Document Checklist

When ready, begin registration at:ChagrinSchools.org/Registration

If you need assistance, please contact: Registration@ChagrinSchools.org or (440) 247-4346

Before You Start

Before beginning Infinite Campus Online Registration, please gather and save all required documents. Having documents ready will make the process faster and smoother.

If you are using a phone to prepare documents, please use the **scan feature** (if available) to create a clear, single PDF document. If your phone does not have a scan option, clear photos or screenshots of the full document will be accepted. Please make sure all text is legible and the entire document is visible.

Please refer to our Helpful Tips for more detailed instructions.

If you do not have access to scan and upload documents, email registration@ChagrinSchools.org or call **(440) 247-4346** to schedule an appointment at Central Office.

Student Information

Please have the following for each student:

☐ **Birth certificate** (original or certified copy)

☐ **Custody or guardianship documents** (if applicable)

- Custody decree AND shared parenting agreement
- Guardianship legal documentation (signed and stamped by the court)
- All documents and addendums must be uploaded at registration
- The district must be notified of any future changes

☐ **Medical information**, if applicable

- Doctor and dentist contact information
- Allergies
- Medical action plans

☐ **Current immunization record**

If needed, a physician's office may send medical or immunization records directly to the school:

- Email: registration@chagrinschools.org
- Fax: (440) 247-5883

☐ **Preschool only:** Child Medical Statement form completed by the child's doctor
(Physicians may send this directly using the contact information above.)

Parent or Guardian Information

☐ **Photo identification** for at least one parent or guardian

- Ohio driver's license or state ID
- U.S. passport, visa, or green card
- Social worker ID

Proof of Residency

You must live within the Chagrin Falls School District for your child to enroll.

If You Own Your Home

☐ **One proof of home ownership**, such as:

- Purchase agreement or new home construction contract
- Property tax bill
- Mortgage statement or coupon
- Property deed

☐ **One current utility bill** (dated within the last 60 days) showing:

- Utility company name (electric, gas, water, sewer, cable, or trash)
- Parent or guardian name
- Home address

You may black out the account number and bill amount.

Not accepted: Cell phone bills, credit card statements, or mortgage statements used as utility bills.

If You Rent Your Home

☐ **Signed lease agreement**

☐ **Property Owner Declaration Form**, completed and signed by the property owner

☐ **One current utility bill** (dated within the last 60 days) showing:

- Utility company name
- Parent or guardian name *or* property owner name
- Home address

☐ **Business mail**, only if the utility bill is in the landlord's name
(Must show the parent or guardian name, home address and dated within the last 60 days)

- Bank statement
- Pay stub
- Credit card statement
- Cell phone bill

Additional Required Information

You will also be asked to enter:

- Household address and phone numbers
- Parent or guardian work and cell phone numbers and email addresses
- Student demographic, health, and previous school information

- Emergency contact names and phone numbers

New Student Registration

Chagrin Falls Schools uses a centralized registration process through the Pupil Services Office. All new student registrations are completed online using Infinite Campus Online Registration (OLR). Be sure you have reviewed the Registration Document Checklist before starting.

How to Register

1. Go to: https://www.chagrinschools.org/registration
2. Select the correct school year.
3. Complete the Infinite Campus Online Registration application.
4. Watch for an email with a direct link to your application. Save this email so you can return if needed.

Important Notes

- Registration must be completed by the custodial parent or guardian.
- Each section of the application must be completed in order.
- In the *Emergency Contacts* section, list:
    - All parents or guardians, and
    - At least one additional emergency contact

Kindergarten Only
A $200 non-refundable tuition deposit is required to finalize registration for full-day kindergarten.

- Deposit must be paid by cash or check and may be mailed or dropped off at Gurney Elementary. (1155 Bell Road, 8:30 a.m.–3:00 p.m.)
- **Checks must be made payable to Chagrin Falls Board of Education**
- Tuition payments may be made via credit card through Infinite Campus after you complete Annual Update in July OR by cash or check.

  More information is available at: https://www.chagrinschools.org/kindergarten

Transferring from Another District

If your child is transferring to Chagrin Falls Schools from another district, additional documents are required during registration:

☐ Records Release Form
☐ Most recent report card or transcript
☐ Withdrawal form from the previous school district

If applicable, please provide:

- Individualized Education Program (IEP) and/or 504 Plan
- Evaluation Team Report (ETR or MFE)

- Gifted identification documentation

After You Submit

- Once submitted, the application cannot be edited.
- You will receive a confirmation email that your application was submitted.
- Registration is not final until reviewed by the district.

You will receive:

- An email confirming your child is fully enrolled, or
- An email explaining what information is missing and how to resolve it

Once enrollment is complete, you will receive instructions to create your Infinite Campus Parent Portal account.

For mid-year enrollment, the registrar works with the family and building principal to coordinate the first day of school once enrollment forms are completed.

Withdrawal

We understand that changes happen, and we are here to help make the withdrawal process as smooth as possible.

To withdraw a student, a parent or legal guardian must complete the process online through the Infinite Campus Parent Portal.

> **Infinite Campus Menu:** More → Annual Update & Change Forms → Withdrawal

What Is Required

To complete a student withdrawal, please provide:

☐ Photo identification for the parent or legal guardian
☐ Completed Withdrawal Application in Infinite Campus
☐ Contact information for the new school or completed Ohio Home Education Notification Form
☐ Return all school issued items (i.e. Chromebook, charger, library books) to the school office or Central Office

Important Information

- The district is required to report your child's new school to the state.
- Withdrawal cannot be finalized until new school information is received.
- Incomplete information may delay enrollment in the new school district.

If you need assistance, please contact: registration@chagrinschools.org or (440) 247-4346

Annual Update

Each year, Chagrin Falls Schools asks all new and returning families to complete Annual Update in Infinite Campus between mid-July and the start of the school year.

Annual Update includes important forms that help us maintain accurate contact information, update health and emergency information and ensure that we are prepared to support each student

Completing Annual Update is required for all students, even if your information has not changed.

Families will receive instructions via email when the Annual Update opens.

Change of Residency within the District

Families who move to a new address within the Chagrin Falls Exempted Village School District must report the change so student records remain accurate. Bus transportation cannot be updated until this process is completed.

The process can be completed easily through Infinite Campus.

> **Infinite Campus Menu:** More → Annual Update & Change Forms → Change of Address

What to Submit

☐ Demographic Change Form, located within Infinite Campus

☐ Updated proof of residency documents, as outlined here

Important Information

- Parents or guardians must sign a Statement of Understanding confirming that their residence is within Chagrin Falls Exempted Village School District boundaries.
- All court documents related to custody or residency must be provided.
- The district must be notified immediately if custody or residency changes occur.

Students attending school without meeting residency requirements may be withdrawn from the district. The district reserves the right to assess tuition for attendance that does not meet residency requirements.

Excel TECC: Performing Arts Academy

After acceptance into the Excel TECC Performing Arts Academy, families will complete enrollment paperwork in the Performing Arts Academy Registration Portal which can be found at ChagrinSchools.org/Registration under Performing Arts Academy.

New enrollees will need to complete the registration process. Returning (seniors) only need to complete the Annual Update which will be sent to you in July.

Performing Arts Academy students will not need to complete all of the information required during regular district enrollment, however, you may refer to the following sections of this guide for support as needed.

- Registration Document Checklist
- New Student Registration

These sections explain required documents and the registration process.

Important Notes

- Enrollment steps must be completed before the student begins the program.
- Students attending the Performing Arts Academy remain connected to their home district while participating in the Excel TECC consortium program.
- Additional information related to schedules, transportation, and program logistics will be shared after enrollment is complete.
- If your home district also uses Infinite Campus, you may be prompted in the app to link the accounts.

Step 1: Student(s) Primary Household

Enter information for where the student primarily resides in his/her/their home district.

Step 2: Parent/Guardian Information

Enter each parent/guardian's Demographic & Contact information. ALL guardians with legal rights to the student and school information must be listed here. Click Add New Parent/Guardian to add a second person.

Step 3: Emergency Contacts

It is required to have at least 2 emergency contacts who are NOT a parent/guardian. Address information is not required. In case of an emergency, if we are unable to reach you, these contacts will be called in the sequence that you select in the Student section of this application. Click *Add New Emergency Contact* to begin.

Step 4: Student Entry

- Click *Add New Student*.
- Enter the student's LEGAL name as it appears on the Birth Certificate. If your student has two last names, please enter both in the box marked "last name" without a dash in between.
- Pupil Services: Answer accordingly, but no documents are needed for Non-Chagrin students.
- Custodial / Residential Parent: Answer accordingly and upload any custody documents with information regarding sharing of school information with parents/guardians. Uploading documents if you are legally separated or divorced is required.
- Relationships (Parent/Guardian and Emergency Contacts): Be sure to select the appropriate relationship for each person. For Guardians only - to receive important school information through mailings, email or phone, the Mailing/Portal/Messenger boxes must be checked.
- Medical Conditions, History, Medications:
    - Enter any health conditions
    - Enter any medications. Medication forms are required if they are to be administered at school.
- Emergency Medical Authorization: Select whether permission is granted or denied to transport this student to a nearby hospital.
- Acknowledge each Release Agreement**,** open links to documents, and sign.

Step 5: Submit

- If desired, click *Application Summary PDF* to see a summary of what you entered.
- Digitally sign and click *Submit* to complete the application. Your application is not complete until you do so.

Additional Information

- If you need to add another new student, click *Add New Student* in section 4 and repeat the process.
- You will receive an email whether the application is on Hold, Denied, or Approved within 5-7 business days. Once approved and the student is enrolled in the system, the school will contact you with more information.

****IMPORTANT**** In the approval email, it will contain the **Activation Code for your IC Parent Portal Login**. Please follow the instructions in the email to create your Parent Portal Login to access your student's information, grades and to keep all demographics and household information up to date. For help with your IC login, email: parentportal@chagrinschools.org

Questions or Support

If you have questions about enrollment requirements after acceptance, please contact: **registration@chagrinschools.org**

For program specific questions, families should continue to work with their school counselor or the Excel TECC Performing Arts Academy team.

Infinite Campus OLR Helpful Tips

- Collect all required documents and information before you start, you'll need to complete each section in order. You must finish all required fields on a screen before moving on.
- File names for uploaded documents should not include special characters and it is helpful to label files with you or your student's name and document type.
    - Preferred format: Smith.M - Mortgage
- Most phones now include a scan mode which makes documents clear and readable. We prefer scans rather than photos or screenshots as the quality diminishes substantially and we cannot always read key information.
    - Helpful scanning videos:
        - iPhone: https://www.youtube.com/watch?v=6cgw9MzXC_U
        - Android: https://youtube.com/shorts/d3Y6-b1A-qw?feature=share
- Once you submit an application, changes cannot be made. Be sure all required documents and information have been uploaded before submitting.
- Use a desktop or laptop for the best experience. Geauga and Cuyahoga County Public Libraries have computers available for community use.