

# MARPLE NEWTOWN SCHOOL DISTRICT

August 2, 2019

Dear Parents/Guardians:

In an effort to streamline the process and provide more efficiency, The Marple Newtown School District began an online registration system this past year. This information will be stored in the Infinite Campus (IC) System. Infinite Campus is a portal used to store demographic information, transportation information, grades, schedules, etc. The purpose of this communication is to ensure that all of the information stored on your child's medical card is embedded in the IC system. All school staff such as your child's teacher, nurses, office staff, etc. will access this information through the portal.

Please login at [www.mnsd.org](http://www.mnsd.org) then navigate to the bottom of the page and click parent resources then click infinite campus. Using your Infinite Campus login, log in to the portal. If you do not have an Infinite Campus account, you can request an Infinite Campus login by sending an email to the following address: [mncampussupport@mnsd.org](mailto:mncampussupport@mnsd.org). Please be sure to include your full name, the full name of your child attending a MNSD school, the birth date of your child and your full mailing address. Instructions will be emailed to you within 24 hours.

After logging into the Campus Parent Portal:

1. Click on the "More" option listed on the left side of the screen
2. Click on the "Online Registration" link
3. To update your student's existing information, click on the "Click here to go to Existing Student Registration"
  - a. Your student(s) will appear on the screen
4. Click on the "Begin Registration" button
5. Type your name in the next screen and then click the "Submit" button
6. Click "Begin" on the next page
7. Follow the prompts, filling in any information that needs to be changed
8. After completing each section, click the Red "Submit" button
9. Your update application will be reviewed and you will be contacted if there are any questions. Then you will receive a notification that the application was approved or denied.

**Gerald J. Rodichok, Ph.D.**  
*Director of Pupil Services*  
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**START STRONG**

**STAY STRONG**

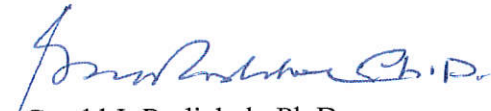
**FINISH STRONG**

**Be sure to list an emergency contact as well as selecting an option in the Medical Authorization and Over the Counter Medicine sections on the student tab.**

Demographic Information (address, phone numbers)

- Check the statement for consent for emergency treatment and provide a release of medical information to MNSD staff on a need-to-know basis
- Check the statement if your child may have over-the-counter medication
- Current medications
- Allergies requiring medical attention
- Treatment required for prescribed allergies

Thank you for your support and cooperation as our information system is updated!



Gerald J. Rodichok, Ph.D.  
Director of Pupil Services