

New to the District?

The Carlisle Community School District would like to welcome you and your family. We are glad you have chosen our district to serve your child(ren).

2018-19 School Registration:

Follow these steps to begin your enrollment with Carlisle Schools:

Step 1 – Enrollment Process

A new student enrollment means you do not have any children currently enrolled in the Carlisle Community School District.

- Please be prepared to provide proof of residency, proof of birthdate, household & emergency contact information, and general health information. For all of these items you will be able to enter the information online and/or upload verification documents.
- If applicable, you will also be asked to enter in transportation information. You will need pick up and/or drop off address. *Please note that Carlisle Schools provides transportation to students who live outside the Carlisle city limits at no charge. If you would like to utilize the pay-to-ride service, you will be assessed a quarterly fee of \$90 for one student or \$150 for a family.*
- If your student is in 7th – 12th grade and plans to participate in athletics, you will be able to complete most of the required information during the online registration process.
- Kindergarten and students planning to participate in Athletics will be asked to provide a copy of your student's most recent physical with a physician's signature to school.
- You will be required to complete a [Home Language Survey](#) for each newly enrolled student. This form is available online but the completed document must be returned to the Administration Office at 430 School Street.
- Prior to the first day of school, all preschool, kindergarten, 7th and 12th grade students must provide a copy of their current immunization report to the school nurse. **Note: All incoming 7th and 12th graders are REQUIRED to have a meningitis vaccine to enter school.*

- Complete the online registration application via the link provided on the 2018-2019 New Student Registration webpage on our website (www.carlislecsd.org).

- Note: Please be certain to turn off your pop-up blockers or the registration process will not work properly. Also know that accessing the online system is difficult via a smart phone/iPad. It is best to use a computer to complete this process. If you do not have access to a computer, you may schedule an appointment to use a district computer in the Administration Office during regular business hours.
 - June 4-August 3 – 8:00 a.m. – 3:00 p.m. Monday – Thursday
 - August 6-May 31 – 8:00 a.m.– 4:30 p.m. Monday-Thursday, 8:00 a.m. – 4:00 p.m. Friday

Step 2 – Pay Fees

- Once the enrollment application has been approved and posted, the appropriate fees will be applied to household account. Click here to see [Student Fees for 18-19](#)
- You will receive log in information via email to set up your [Parent Portal](#) account through Infinite Campus.
- When you have your Infinite Campus username, you will use it and your currently enrolled child's birthdate (example: MM/DD/YYYY) to set up your [RevTrak](#) account.
- Payment for fees and food service accounts can be made online through [RevTrak](#) online payment service. You can pay with a credit card, debit card or via your checking account. If you prefer to drop off or mail a check, you may send a check to the Administration Office at 430 School Street, Carlisle, IA 50047. Please include your child's name on all submitted payments. Cash or check payments can also be made in person at the Administration Office.

- Families that feel they may qualify for free or reduced priced meals should visit our [Nutrition Department](#) webpage for more information on the Free and Reduced Meals Application (available in July). Please complete this prior to paying registration fees.

Step 3 – Turn in Required Paperwork

- Home Language Survey – All new students
- Physical Form – Kindergarten and student’s in 7th – 12th athletics

Need Assistance?

If you have questions, please contact the Administration Office at 515-989-3589. Families who do not have access to a computer / internet connection are encouraged to schedule an appointment to complete the enrollment process in the Administration Office. To reserve the district computer, please call the district office at 515-989-3589. Appointments are available in one hour increments, from 8:00 a.m.-3:00 p.m. Monday-Thursday (June 4-August 3).