

**DATE:**

**December 12, 2025**

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve the transition to and purchase of online registration through Infinite Campus Premium Product, Online Registration Prime.**

**APPLICABLE BOARD POLICY:**

**9.12 Admissions and Attendance**

**HISTORY/BACKGROUND:**

Currently, the Kenton County School District (KCS D) completes student registration and enrollment through a paper-based process. New student registration requires families to submit physical enrollment packets and accompanying documentation, while existing families update household and student information through Census Verification forms. This process is labor-intensive, time-consuming, and requires significant manual handling by school and district staff. At present, KCS D is one of approximately 25 districts statewide that has not transitioned to an online registration model. The proposed shift to an electronic registration and enrollment system would allow all required information and documentation to be collected, processed, and stored digitally. This change would create a more streamlined, efficient, and user-friendly experience for families, while significantly improving operational efficiency for school and district staff. As part of the transition, comprehensive training and ongoing support will be provided for both staff and families. In addition, a coordinated communication plan will be implemented to ensure all stakeholders clearly understand the new registration process and timelines. Pending Board approval, the online registration model would be implemented for districtwide use beginning with the 2026–2027 school year.

**FISCAL/BUDGETARY IMPACT:**

**Immediate one-time fee of \$3,500 for set up. \$2 per student fee for an annual cost of \$28, 036.**

**RECOMMENDATION:**

**Approve the transition to and purchase of online registration through Infinite Campus Premium Product, Online Registration Prime.**

**CONTACT PERSON:**

**Todd Dupin**



**Principal/Administrator**



**District Administrator**



**Superintendent**

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