

FREE AND REDUCED APPLICATIONS CAN NOW BE SUBMITTED ONLINE!

Parents/Guardians of students of the Ellsworth Community School District now have the ability to complete their free and reduced lunch applications online through the Infinite Campus Parent Portal.

DO I NEED TO APPLY OR REAPPLY?

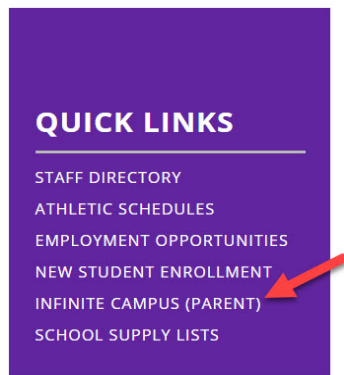
- If you have been Direct Certified by the State of Wisconsin, you will have received a letter from the school district stating that you have been direct certified. You do not need to complete another application for the 2017-2018 school year.
- If you have already submitted a paper application for the 2017-2018 school year, you do not need to reapply. You should have received notification from the school district of your free and reduced status.
- All parents that have not been Direct Certified for free and reduced lunch need to reapply on a yearly basis.

Instructions for filling out the Online Meal Benefits Application:

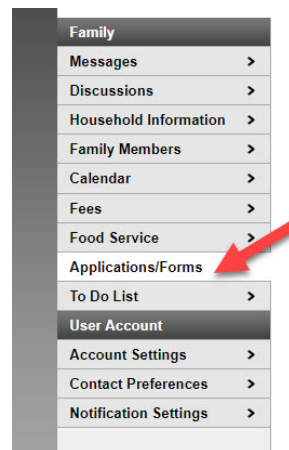
Applicants have one hour from the start of their application to complete and submit their application. It is advised applicants gather all documentation needed to complete the application prior to beginning.

All applicants must have set up a Parent Portal account in order to utilize the online application process. If you have not activated your account and have misplaced your activation code or if you have problems accessing your account, please contact Deb Ristow in the District Office at 715-273-3900 for help.

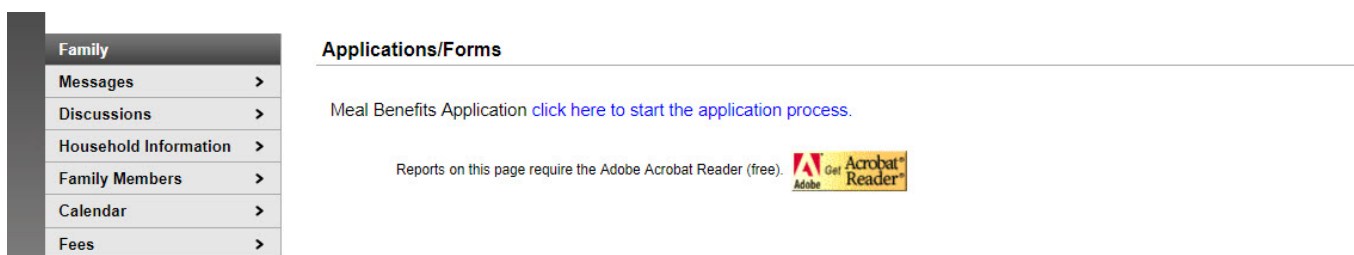
1. Log in to your Infinite Campus Parent Portal. Parents can log in directly by clicking on the Infinite Campus (Parent) login link found on our school district homepage on the left hand side under Quick Links. It can also be accessed from any school webpage by clicking on the Parents tab and clicking on the Infinite Campus Parent/Student Portal link.



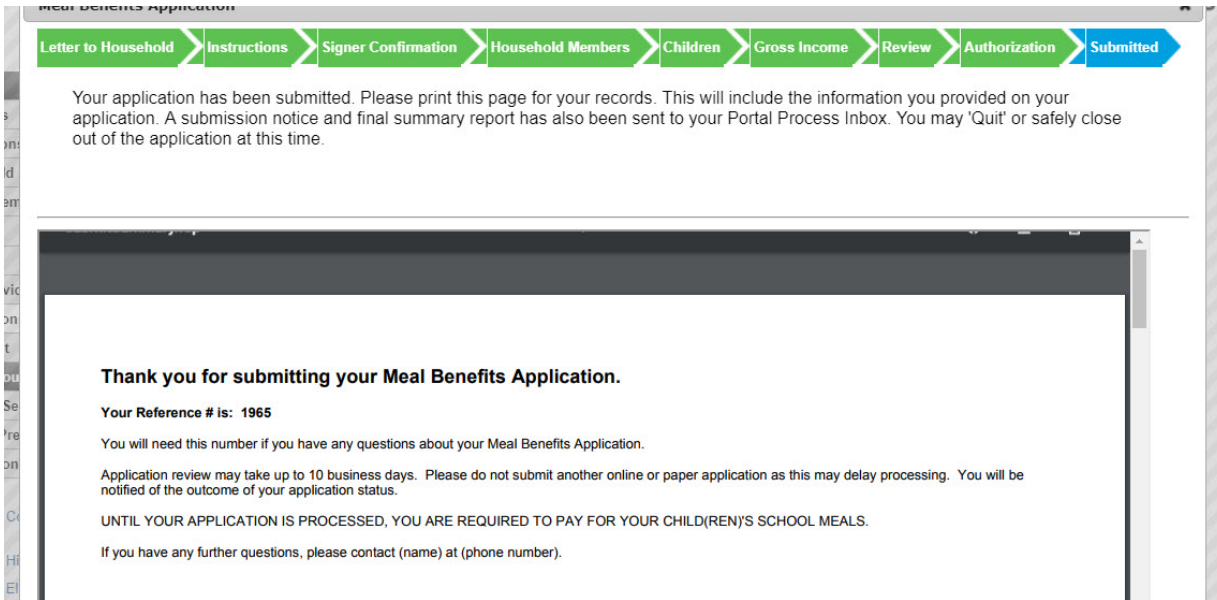
2. On the Main Portal login page, select the link for Applications/Forms.



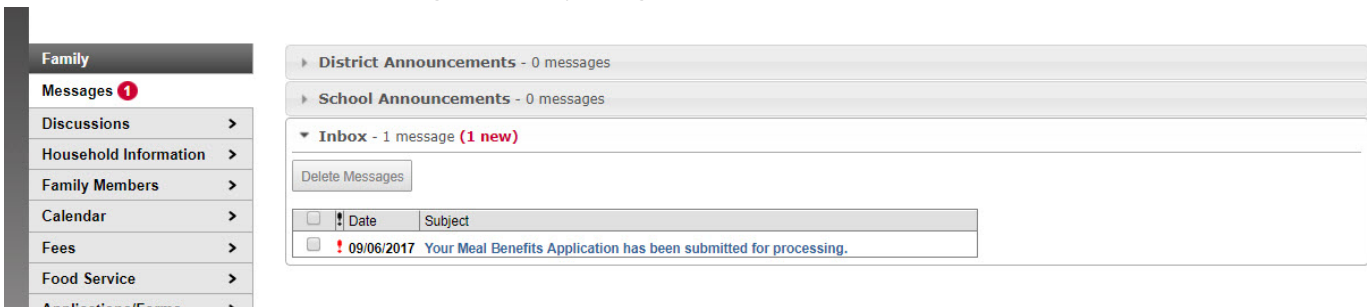
3. Select "Click here to start the application process"



4. Complete each step until Infinite Campus confirms your submission. As you work your way through each section, the section header at the top will turn green.



5. You can check the status of your application and print your approval letter directly from the Infinite Campus Parent Portal under "Messages" when you login at a later date.



6. Parents always have the option to complete a paper application. To request a paper application, please contact the Special Education Office at (715)273-3911. For questions or help, please feel free to contact Amy Duchnowski, School District Nurse or Kelly Bergner, Special Education Administrative Assistant at 715-273-3900.