

First Day Forms

Please follow these instructions

1. Login to the [Infinite Campus Parent Portal](#).
2. Select "School Store" on the left hand side
3. Select "Highland High School Store", "Highland Middle School Store", or "Highland Elementary School Store (You will see the school store for the school your student is registered in. If you have students at multiple levels, you will need to visit each school store)
4. Select Shop
5. You will see "First Day Forms" click Products.
6. Depending on your school age student you will see a list of Documents to complete.
7. Click "View" under the document to get started.
8. You will see a drop -down menu under Recipient. Click the drop down and select your student's name. If you have multiple students, you will need to do a form for each student.
9. Click the required form and fill out form as directed
10. At the very bottom of each form, there will be a spot to sign. Click on the red paper icon to complete your signature and then click on "Submit."
After all forms have been completed, add the completed form to your cart.
11. Please complete all required forms and add each form to your cart when it is complete.
12. Click on "My Cart," and checkout by clicking "Submit"
13. You will receive an email confirmation receipt if an email is provided in the appropriate field.
14. **Students need to log in to the Student Portal to sign their documents.**