

Each school year it is **required** for a residential guardian to complete the **Annual Update OLR** through the Infinite Campus Parent Portal. This provides us with the most current and accurate contact & health information in case of an emergency for your child. This also allows you to give permission, or not, for our release agreements, such as *Media* (picture taken for public or school media); *Student Code of Conduct*; *Technology access*; *Student E-mail*; and *Field Trip permission*.

To complete the Annual Update OLR:

- 1) Login to the Infinite Campus Parent Portal. If you do not know your login, please email [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org)
- 2) Click **More**
- 3) Click **Annual Update OLR**
- 4) Select “**Existing Student Registration**”
- 5) Click “**Click here to Begin Registration**”
- 6) Verify that all of your students’ names say YES to ‘Included in new App?’ If a student does not appear, contact [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org), or Rachel Bell, Registrar at 440-995-7243.
- 7) Documents that may be needed are any court papers with custody rights, medical information such as updated immunizations or medication forms, and any address change or lease updates. Be sure to select the appropriate selection that this is an existing student throughout each tab.

▼ Student(s) Primary Household

- Primary Household information (Home phone – if there is only a cell phone #, please enter that here).
- Select if you want that number to be contacted for the preferences shown.
- Click **NEXT**
- Select the Household Status as “**I am already an EXISTING parent...**”
- Verify address is correct. **ALL Lease/Affidavit agreements MUST BE current.** If not, please upload a current copy here. Your application will be placed on HOLD with 5-7 days for you to provide this information or your child will be withdrawn until received.
- Click **Save/Continue**

▼ Parent/Guardian

- Please make sure if there are two **legal guardians** that **BOTH** are listed – even if there are court papers and the non-custodial parent lives at another address, that name must be included.
- Click the **EDIT/REVIEW** button
- If the non-custodial parent’s name is not listed, please click “**Add New Parent/Guardian**”
- Make sure that all of your information is current for the selected guardian.
- Court documents need to be either hand delivered to the Board of Education (Pupil Services); emailed to: [rbell@mayfieldschools.org](mailto:rbell@mayfieldschools.org); or faxed to 440-995-7205
- Make sure to select the **contact preferences** (Emergency, Attendance, Behavior, General, Teacher) for the appropriate ways you want to be notified.

## ▼ Emergency Contact

- It is required to have at least **two emergency contacts** listed and **cannot** be either of the parents. It must be a valid name and phone number in the event we are unable to reach you in an emergency involving your student(s).
- At least one phone number is required for each person. Birthdate and address information is not necessary, but helpful.

## ▼ Student

- Student's name should be highlighted in yellow. Click **Edit/Review** to begin information for that student selected.
- Birth Certificate Requirement: Select "**No – This is an EXISTING student**"
- Relationships – Parent/Guardian tab: Be sure to check if parent is **Guardian** and if they legally can receive **mailing, portal and messenger notifications**.
- Enter the **contact sequence** in order in which to be notified.
- Health Services – Emergency Information: Please provide **Doctor/Dentist information** if available and **grant/refuse permission** for child to be treated or transferred to hospital.
- Health Services – Immunizations: The school clinic needs the most up to date vaccine forms from your doctor. There is an option to upload the form here, or please provide the school with it as soon as possible. Note that all 7<sup>th</sup> and 12<sup>th</sup> grade students need specific shots in order to begin school. **If you are an Excel TECC or CEVEC parent, you do not need to provide this information for your student(s).**
- Release Agreements: Each one is required for you to grant or refuse permission. When finished, please sign with your mouse, and select the current date.
- **Verify all information is correct!**
- Be sure to click **SUBMIT** when finished.
- You will receive an email when the registration is approved by the Registrar (please allow 5-7 days).
- If you need to update any information during the school year, login to the Parent Portal and click on your student, then click on either **demographics, household** or **family members** to make any changes. The changes will not show until they are approved by the Registrar.

*Your child's safety is of our utmost concern. Updating this information will ensure that we are able to contact you in the most efficient and timely manner if ever needed.*

*We appreciate your time and prompt attention to this important piece of your student's education at Mayfield City Schools.*