

EXISTING FAMILY Annual Update Instructions / Enrolling a New Student

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. Permission is needed yearly for all 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*. If you need to enroll a new student for the 24/25 school year, you will be able to add them in this application as well.

To complete the Annual Update OLR:

- 1) Login to the Infinite Campus Parent Portal (www.mayfieldschools.org > Menu > Infinite Campus Parent/Student Portal). If you do not know your login, please email ichelp@mayfieldschools.org.
- 2) Click **More**
- 3) Click **Annual Update/Registration**
- 4) Under “Existing CURRENT SCHOOL YEAR CHANGES”, select **START** for the **24-25 ANNUAL UPDATE**
- ➔ 5) ****Please note** This is REQUIRED before you will be able to access your parent portal for student information for the 24/25 school year.**
- 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.
- 7) Click the button to **BEGIN ANNUAL UPDATE**.
- 8) Type your name in the box provided and sign using your mouse/cursor, then click **SUBMIT**.
- 9) Documents that may be needed include: *new or updated court papers with custody rights, medical information such as updated immunizations or medication forms, and any address change or lease updates.*
- 10) If enrolling a **NEW STUDENT**, these important documents are **required** to be uploaded in this application:
 - a. Parent Photo ID (driver’s license or passport)
 - b. Child’s Birth Certificate
 - c. Student Immunization Record
 - d. Preschool Health Questionnaire (Preschool students only)
 - e. Medications if applicable
 - f. Release of Records form if coming from a previous school
 - g. Any Special Ed or Gifted documents (IEP, 504, WAP, etc)

▼ Student(s) Primary Household

- Verify **Home Phone** and **Contact Preferences**.
- Answer the **Household Status** questions (Rent/Own/Property).
- Verify **Home Address**
 - Check Box **IF** address is no longer current
 - **Proper paperwork must be uploaded for any change to lease agreement or main address (expired lease or new address/Apt #)**
 - **Please note→ All leases will be verified**
 - **Failure to provide proper documentation may result in your existing student(s) to be withdrawn.**
- Answer **Mailing Address** (PO Box) question.
- Click **Save/Continue**

▼ Parent/Guardian

- Click the **Edit/Review** button for each parent/guardian listed.
- Any parent with legal rights to a student’s educational information must be in our system. If we currently do not have their information, click **ADD NEW PARENT**.
 - If we **have** them in our system, but their information has changed, please have **them** login to the parent portal to update their information. Please do NOT add them again.

- Verify or correct all **contact information** and select the contact preferences associated with the phone number and email.
- Answer **Military Impact Aid** question.

▼ Emergency Contact

- Click **Edit/Review** for each Emergency Contact listed. Parents (residential or Non-Household) should **NOT** be listed as an emergency contact if they have legal rights to students educational information.
- Check box **IF** person is no longer an emergency contact for your family.
- At least one **phone number** is required for each person. Birthdate and address information is not necessary, but helpful if provided.
- **Verification of address** – ONLY check the box if that person lives at your home address.

▼ Student

- Click **Edit/Review** for each student listed. If students name is highlighted, more info is needed.
- Verify **demographic** information. If student is in High School, please add their student PERSONAL email address.
- Answer if child is **homeless or not**.
- 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.
 - Verify or enter who the **child resides with** and the **status of the birth parents**.
- Mayfield Schools must have the most up to date **legal documentation** if applicable. If not, upload current paperwork.
- **Medical Authorization** – Grant or Deny permission for your child to be transferred to closest hospital.
- **Medical Conditions / Medications** – provide all necessary information if applicable.
- **Immunizations** – upload any updated immunization record for this student.
- Acknowledge each **Release Agreement** and select appropriately.
- **Sign the application** to authenticate all the information is true. (Click and Drag mouse to sign) > click **SAVE/CONTINUE**
- **Select correct date and year** submitting Annual Update.
- If you need to add a new student, click the **ADD NEW STUDENT** button and proceed answering each section.
- **Verify all information is correct!** Click **SAVE/CONTINUE**
- Be sure to click **SUBMIT** to complete the application in order to be reviewed. You will receive an email stating your application has been submitted. If you do not receive this, go back into the application and click **SAVE AND CONTINUE** to get to the SUBMIT page.
- An email will be sent whether the application is on Hold, Denied, or Approved within 7 business days.
- For any new student being enrolled and approved, the school will contact you with more information. Visit our website [Summer Central](#) for school supplies and reading lists.
- If you need to update any information during the school year, login to the Parent Portal and click **MORE > 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 yearly 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.