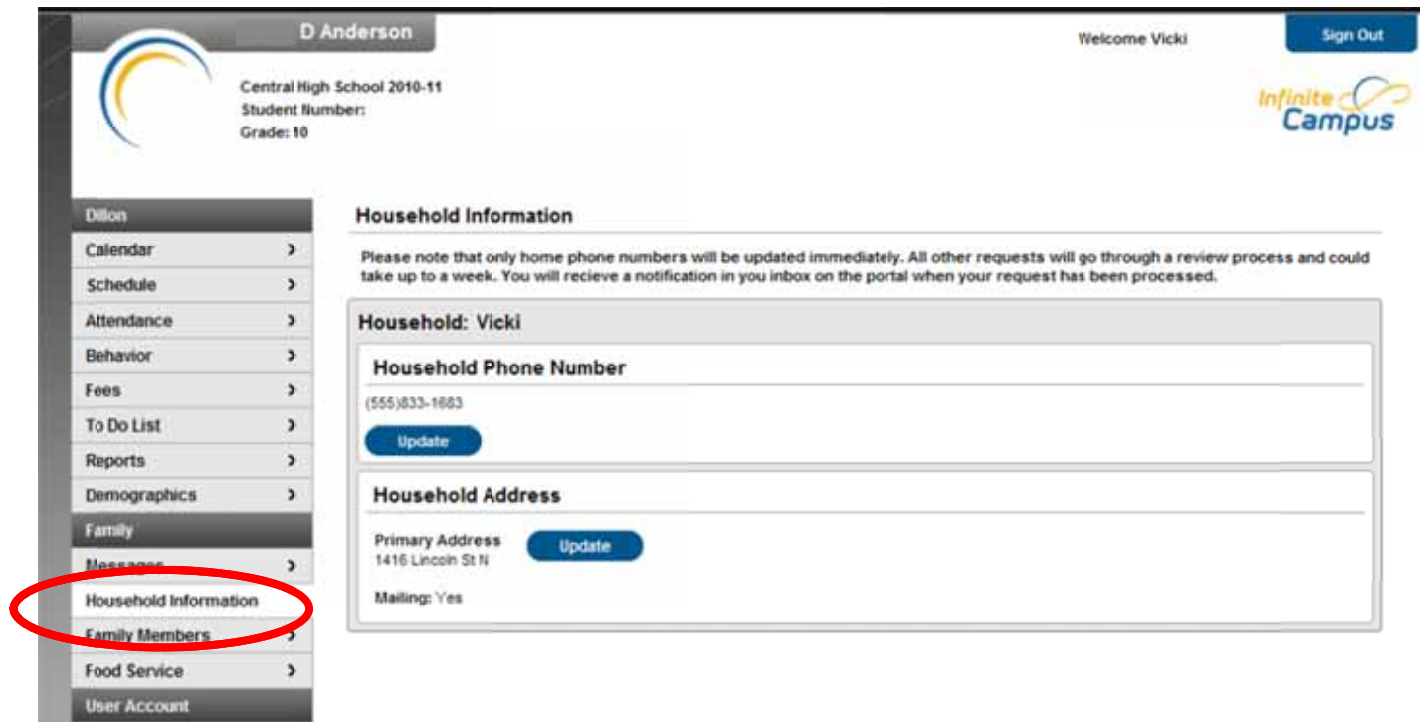


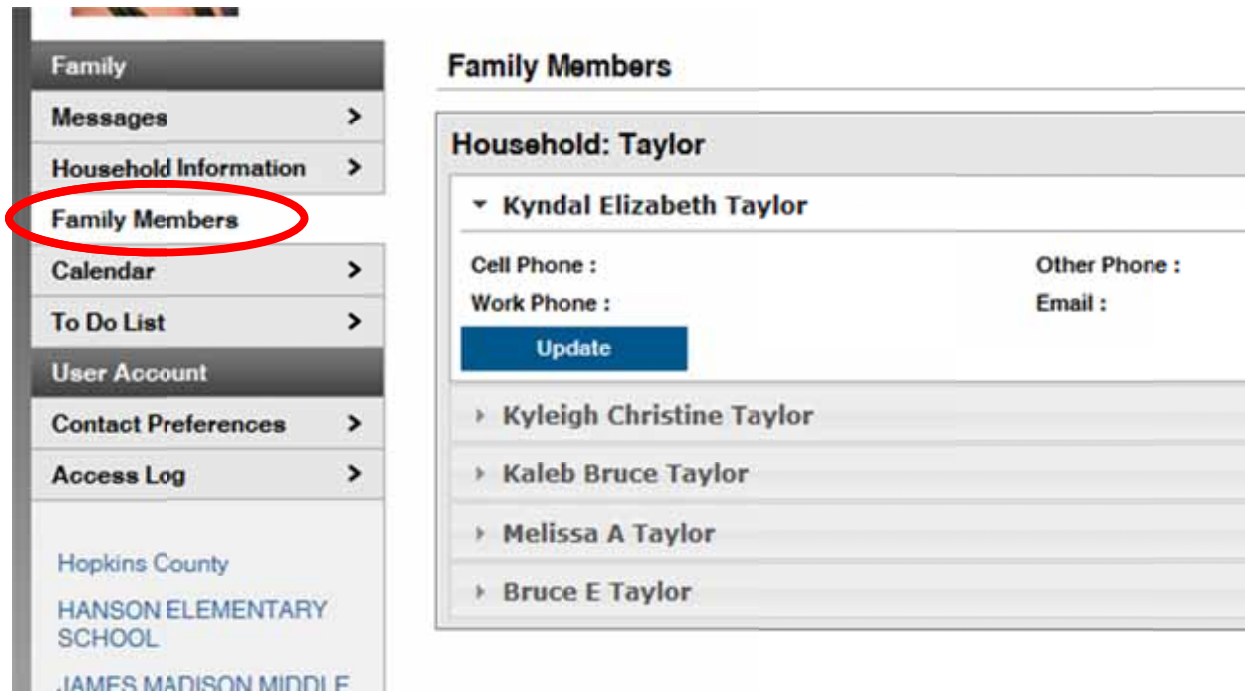
For Parents: How to Request Census Changes in the Parent Portal

Parents marked as a 'guardian' in Infinite Campus will now be able to use self- service to request census changes to three areas:

1. **Household Data** – Phone number and address changes
 - a. Select the Household Information link under FAMILY on the home screen when you log into the portal.
 - b. Click the UPDATE button to send the request to the Central Office where it will be approved.



2. **Family Members** – Guardians may update information for members in the household.
 - a. Select the Family Members link under FAMILY on the home screen when you log into the portal.
 - b. Select the student and click the UPDATE button.



3. **Student Information** – By using “Switch Student” in the menu bar and then selecting the “Demographics” button, guardians may request changes to the non-household contacts used for emergencies for each of their students. They may also ADD CONTACTS here. To request that a contact is removed, they should make a change to the contact and put that information in the NOTES field. (This feature will not allow the request to delete the contact. Since it is not apparent how to do this and the comment will not be sent via the processor without a change to a field, our recommendation is to add a middle initial and a comment so that the request will reach the Central Office to process manually.)