

CSD's Annual Data Update

It is important for parents and guardians to ensure the City Schools of Decatur maintains current student data. Please take a moment to update your family's contact and health information. You will also be able to acknowledge that you have reviewed the K-12 Student & Families Handbook and Code of Conduct and Restorative Practices Handbook, which are available at <https://www.csdecatur.net/handbook>.



Step 1: Gather your information

Please have the following information available:

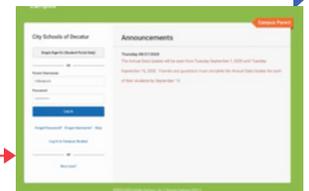
- Emergency contacts phone numbers
- Health insurance information
- Student health or medication data



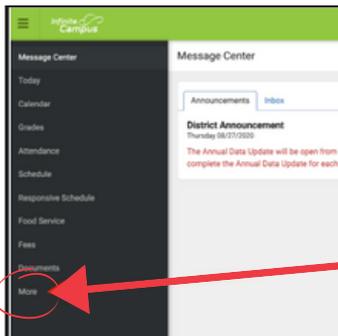
Step 2: Log on to the parent portal

Go to <https://www.csdecatur.net/edu>, and click the large Infinite Campus logo to go to the Portal.

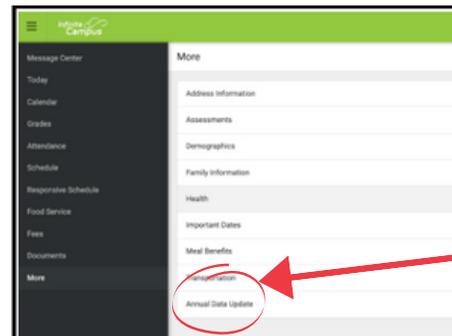
Don't remember your Portal password or if you even have an account? No problem! There's a link on that page for login assistance. You can also call your school's front office for help.



Step 3: Click more, then click annual data update



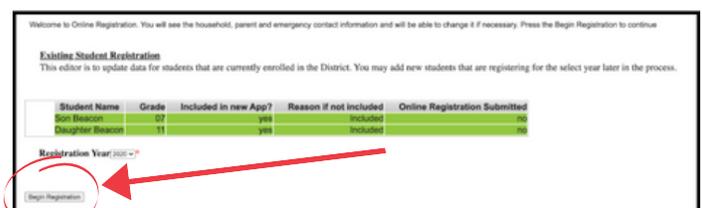
Once logged in, click "More"



Then, click "Annual Data Update"

Step 4: Select Existing Student, and begin the update

Click button that says "existing student registration," then click "begin"



Step 5: Update all emergency contacts & student data

- Be sure to check all phone numbers, emails, health data, and other information.
- Take special care to properly answer the health services data, including ALLERGY, MEDICAL HISTORY, and MEDICATIONS.
- Please read each step carefully.



Step 6: Acknowledgments and sign-offs

This section is very important. Please read each item carefully.

- Please review the K-12 Student & Family Handbook and Code of Conduct and Restorative Practices Handbook prior to completing the update. Both are available at <https://www.csdecatur.net/handbook>.



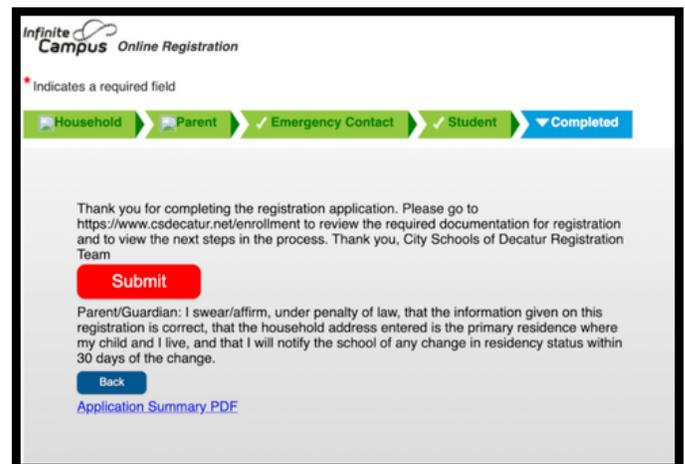
Step 7: Repeat the process for each student highlighted in yellow

Once complete, click "Save/Continue".

- Click the Application Summary PDF to get a copy of your responses.
- Click Back to make any further changes.
- Click Submit to finalize the update.



Congratulations! You have successfully completed the Annual Data Update!



Go to <https://www.csdecatur.net/portal> for additional information about logging into the Infinite Campus Portal.

For any additional questions, please contact your school's front office staff.

