# 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 <u>https://www.csdecatur.net/handbook</u>.



## **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 <u>https://www.csdecatur.net/adu</u>, 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



### Step 4: Select Existing Student, and begin the update

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

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Annual Update	Welcome to Online Registration. You will see the household, parent and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue
Please select from the following: Register student(s) who are currently enrolled in this district. Click here to go to Existing Student Registration Click here to go to New Student Registration	Existing Student Replacements for students that are currently enrolled in the District. You may add new students that are registering for the select year later in the process.
	Budent Name Grade Included in new App? Reason if not included Online Registration Submitted   Box Beacon 07 yes Included Included Included   Box Beacon 1 yes Included Included Included   Registration Vear(2011)* yes Included Included Included Included   Box Beacon 1 yes Included

# **Annual Data Update**

### **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.

Thousehold	/ Parent	▼ Ersar	gency Contect	/ Student	1 Completed	
Emergenc	y Contact					
Phrot Name	Last Name	Gender	Completed	Record Type	Remove Exhibing Contact	
Hickory	Monore	*	1	New		tion .
House	House	*	1	Teres .		Calif.
Description of A	ALE MERSON COMP	2				
Telline - Indical	tes that person is mi	using required	information. Select 1	the highlighted row to	continue.	

#### **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 <u>https://www.csdecatur.net/handbook</u>.



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

#### Once complete, click "Save/Continue".

FINISH

- 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!



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

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

