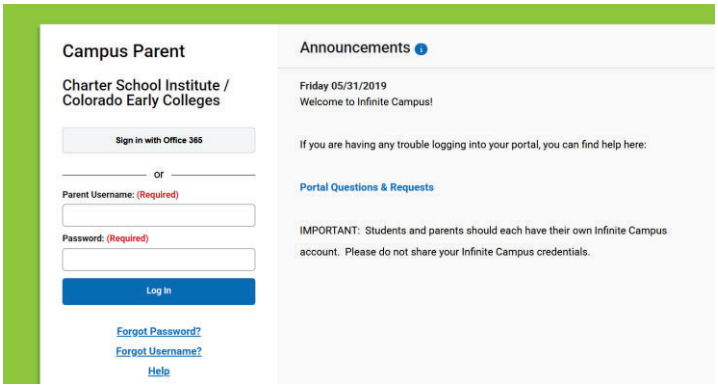
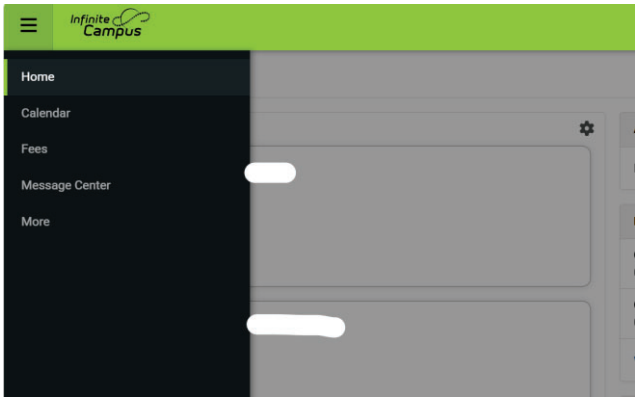
Instructions on returning student form in Infinite Campus

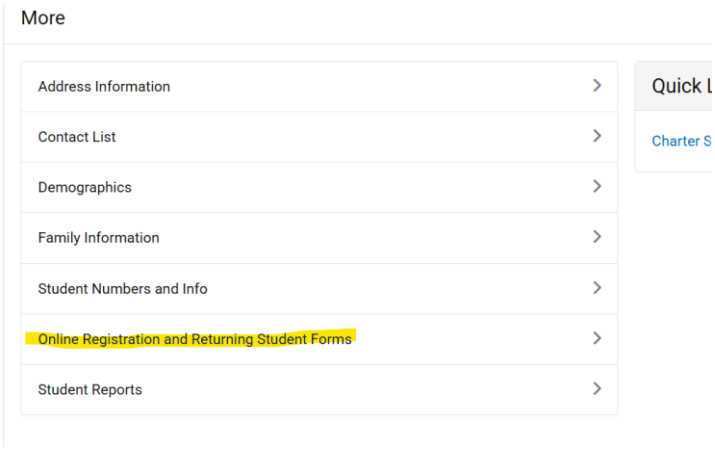
1. Sign into Infinite Campus Parent Portal: Campus Parent



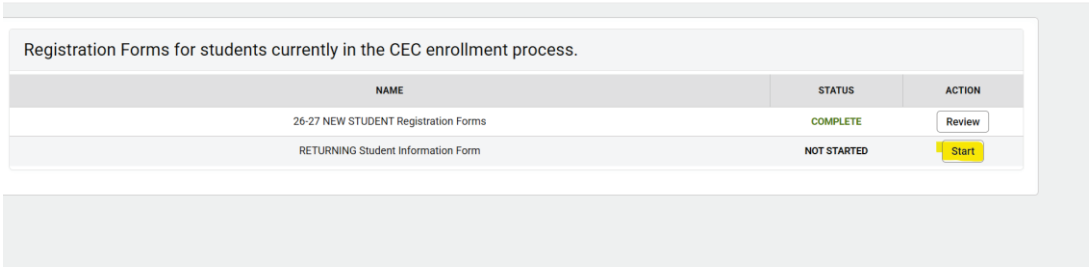
2. Once logged in, click on the three lines on the top left corner to open your menu and click on more



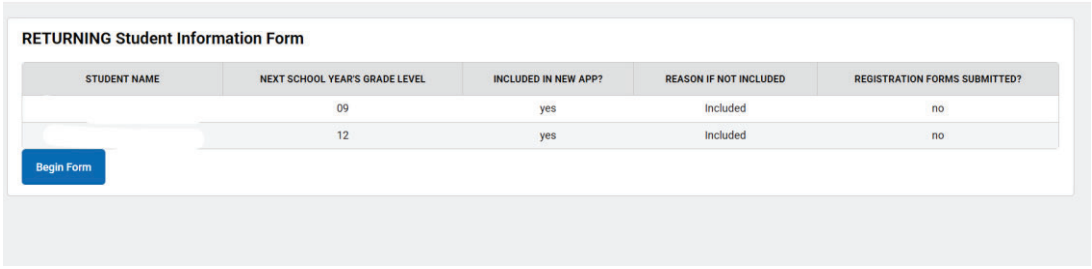
3. Click on online registration and returning student forms



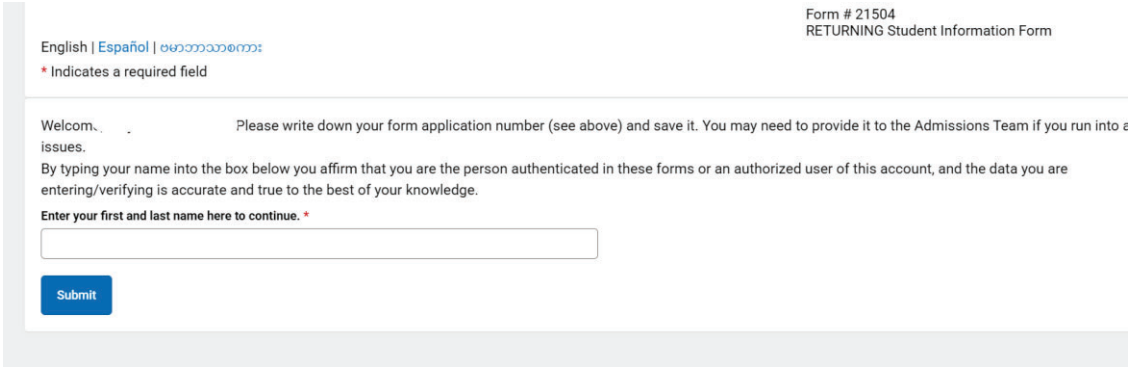
4. Click on RETURNING student information form and Start



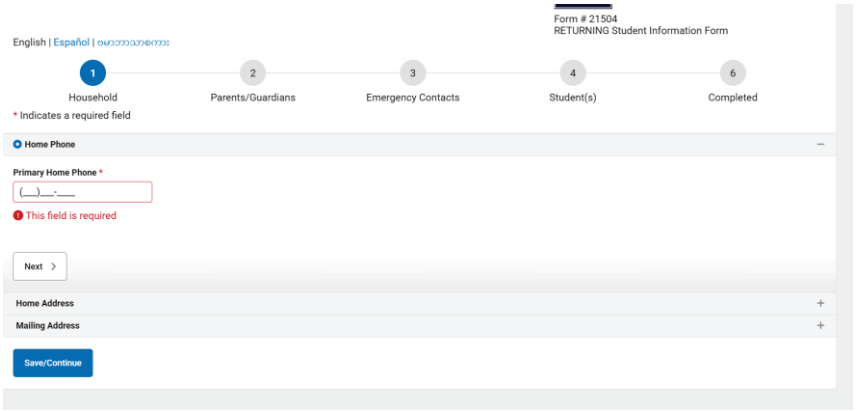
5. If you have multiple students at the school, you will update the information for both students. Click Begin Form. A new tab will open.



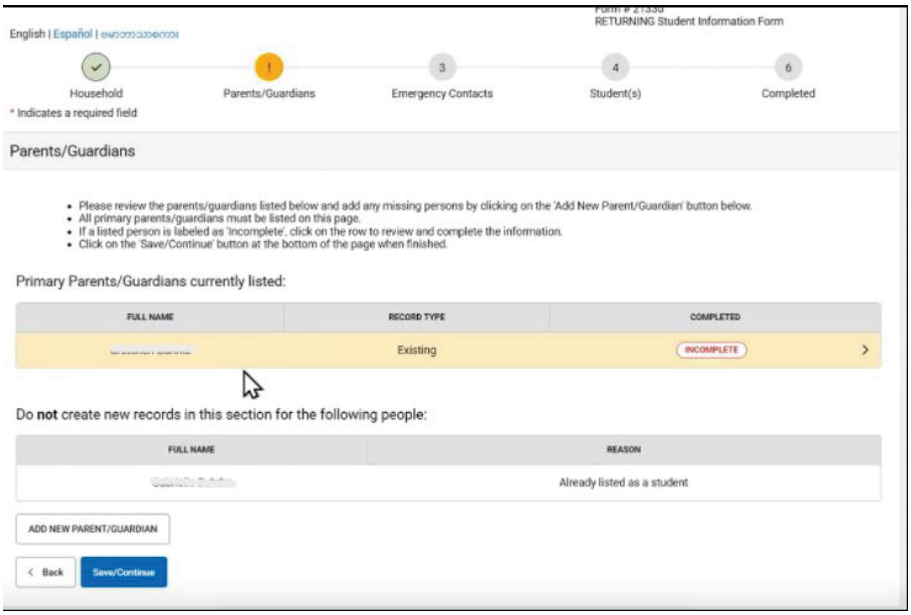
6. As the guardian, you will type in your name and click submit.



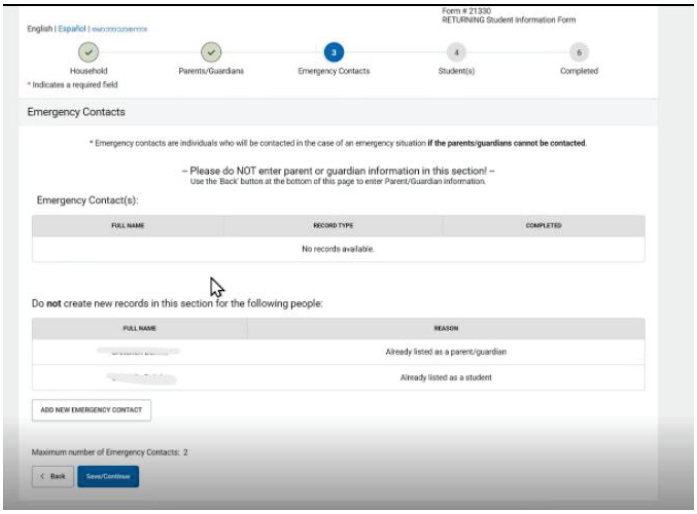
7. You will now go through your information (Home Phone & Address) and update any new information. Click save and continue.



8. On the parent/guardian screen you can edit the current parent by clicking on the incomplete button or add a new guardian. Click save and continue.



9. On the emergency contact section, as a guardian you will automatically be the emergency contact. You can add one more emergency contact if you choose to do so. Click save and continue.



10. You will now complete all student acknowledgements under the student section. You must complete every section (Relationship to parent, relationship to emergency contact, student information such as field trip waiver and media release, health-medications, health-conditions, and immunization). You will click Save and continue which finalizes your form.

