

Annual Update Instructions

Each school year it is **required** for a residential guardian to complete the **Annual Update** through the Infinite Campus Parent Portal. This provides us with the most current and accurate contact & health information for your child in the case of an emergency. This also allows you to give permission, or not, for our release agreements, such as *Media* (picture taken for public or school media); *Student Code of Conduct*; *Technology access*; *Student E-mail*; and *Field Trips*.

To complete the Annual Update:

- 1) Log in to the Infinite Campus Parent Portal.
(If you do not know your login please email: olrhelp@euclidschools.org)
- 2) Click on **More**
- 3) Click on **Annual Update**
- 4) Select “**Existing Student Registration**”
- 5) Verify that all of your student's names say YES to ‘Included in new App?’ If a student does not appear, contact the Registration Department at 216-797-2932.
- 6) Click “**Begin Registration**”
- 7) Type your first and last name into the box provided on the next screen, and use your mouse to sign on the line provided.
- 8) Click “**Begin**”

▼ Student(s) Primary Household

- Primary Household information (Home phone – if there is only a cell phone #, please enter that here).
- Select if you want that number to be contacted for the preferences shown.
- Click **NEXT**
- Select the Household Status as “**I am already an EXISTING parent, OR my student is enrolled in a CAREER TECH program.**”
- Click **Save/Continue**

▼ Parent/Guardian

- Please make sure that all primary Parents/Guardians are listed in this area. If a parent/guardian needs to be added click “**Add New Parent/Guardian**” enter the required information and select save and continue.
- Click the **EDIT/REVIEW** button to review the existing parent/guardians.
- Make sure that all of your information is current for the selected guardian.
- Make sure to select the **contact preferences** (Emergency, High Priority, Attendance, Behavior, General, Teacher) for the appropriate ways you want to be notified.

*****If there are court documents that need to be submitted, please bring them to the Euclid Board of Education Registration Department.**

▼ Emergency Contact

- It is required to have at least **two emergency contacts** listed and **cannot** be either of the parents. It must be a valid name and phone number in the event we are unable to reach you in an emergency involving your student(s).
- At least one phone number is required for each person. Address information is not necessary.

▼ Other Household Members (Non-enrolled children)

- Please list all other children of the Primary Household not currently enrolled in school.

▼ Student

- The student's name should be highlighted in yellow. Click **Edit/Review** to begin information for that student selected.
- Birth Certificate Requirement: Select "**No – This is an EXISTING student**"
- Race Ethnicity: Select the student's race-ethnicity.
- Language Information: Select the student's language information, click the link to download the **Language Usage Survey**.
- Housing: Select the student's housing arrangement.
- Relationships – Parent/Guardian: Be sure to select if the parent is **Guardian** and if they legally can receive **mailing, portal, and messenger notifications**. Enter the **contact sequence** in the order in which to be notified.
- Relationships – Emergency Contacts: Confirm the student's emergency contact information.
- Health Services – Emergency Information: Please provide **Doctor/Dentist information** and **grant/refuse permission** for the child to be treated or transferred to a hospital.
- Health Services - Medical or Mental Health Conditions: Select whether the students have any medical or mental health conditions. If the student has any medical or mental conditions select "**Add Condition**".
- Health Services - Medications: Select whether the students have any medications. If the student has any medications select "**Add Medications**".
- Release Agreements: Each one is required for you to grant or refuse permission. When finished, please sign with your mouse, and select the current date.
- Click **Save/Continue**
- **Verify that all information is correct! Be sure to click **SUBMIT** when finished. *****

We appreciate your time and prompt attention to this important piece of your student's education at Euclid City Schools!