Online Registration is equipped with a Census Update (updating existing student's information) feature. Parents with an existing parent portal account can login to the portal and update information regarding their census information and answer any required questions that may need updating.

After logging into the Parent Portal, the parent will navigate to More > Online Registration then select "Current Year Existing Student Registration".

All students associated with the parent's login will be listed.
Click Begin Registration at the bottom of the page which will take you to the log in screen to select your preferred language.

Once the parent/guardian begins the process, the Application Type pleat is available to choose a **Census Update**. When a parent chooses "Census Update" a comment box will be available, you will type "Address verification" and select next.

The first section to verify is the Student Primary Household. When you get to the section titled **Physical Address**, you will need to verify that the address listed is correct and upload two current proofs of residency from the approved list of items.

**If the address listed is not correct**, you will check the box to update the address and upload the two required proofs of residency for the new address.
Documents Accepted

Please provide ONE PROOF from EACH LIST
Two Total Proofs Required

All proofs of residency must be provided with the parent(s)/guardian(s) name and current address.

One Utility Proof (Must Be Current)
- Electric Monthly Statement; or
- Water Monthly Statement

NOTE: Gas bills are not accepted.

One Residence Proof (Must Be Current)
- Home Mortgage Bill;
- Home Sale Contract;
- Current Apartment/House Lease;
- Section Eight/HUD Housing Document; or
- Current HOA Bill

Continue through each section, Parent/Guardian, Emergency Contact, and Student verifying that the information from Infinite Campus is correct. Note: The application cannot be saved until all required information is entered.

All information that is updated will be automatically populated into Campus without the need for review except for the following fields:
- Changed or New Address
- New people added to include parents, emergency contacts, other household members, and students
- Students with any added medical or mental health conditions and/or medications
- Applications where there is a Parent/Guardian that has been added or removed as a guardian

If any of these fields are changed by the parent, the school will need to review the application prior to approving the parent's changes.