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 "Click here to go to 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**

*How do we now verify residence?*

We now verify by accepting 2 proofs from the approved District list of verifications

**One Utility Proof (must be current)**
- Water Bill
- Electric Bill

**One Residence Proof (must be current)**
- Copy of home mortgage payment
- Lease/Renter's Agreement
- Current bank statement
- Copy of Section 8/HUD Housing Contract
- Copy of home contract
- Homeowner's/Renter's insurance card
- Current paycheck stub
- State driver's license/ID with current address
- Current HOA Bill/Statement

**Proofs should be collected upon entering K, 6th grade, 9th grade, for new enrollees, and change of address.**

**We no longer collect annual verifications.**
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.