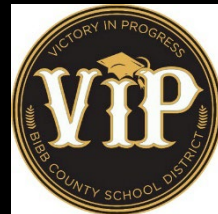


BCSD Annual Data Update



Each year it is required for a parent/guardian to complete the Annual Data Update through the Infinite Campus Parent Portal. This provides us with the most current and accurate contact & health information in case of an emergency for your child.

Directions for completing the Annual Data Update can be found in the steps below:

Step 1: Gather your Information

You will need the following information on hand:

- ✓ Emergency contacts phone numbers
- ✓ Student health or medication data

Step 2: Log Into your Parent Portal

If you do not have a Parent Portal account, click here to create one: [Parent Portal](#)

- ✓ Go to <https://campus.bibb.k12.ga.us/campus/portal/parents/bibb.jsp?status=samllogoff>
- ✓ If you need any assistance with logging in or creating your portal account, please contact your school's Registrar. Their information can be found on your school's website under the staff directory.

Step 3: Click more, then click "Student Registration"

Once logged in, click "More"

Then, click "Student Registration"

Step 4: Click 23-24 Student Registration-Update/Transfer Student

Click "Start"

- ✓ Click Start and you will see your student(s) name listed.
- ✓ Click Begin Registration

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
[REDACTED]	10	Yes	Included	No

Begin Registration

Step 5: Update the transportation, household, parent, emergency contacts & student data

- ✓ Be sure to check all phone numbers, emails, health data, and other information. If there are no changes click “save/continue”.
- ✓ Take special care to properly answer the health services data including **ALLERGY, MEDICAL HISTORY, AND MEDICATIONS.**
- ✓ Register for the need of **transportation** by selecting **Bus** or **No Bus**.
- ✓ Please read each step carefully.

Step 6: Release Agreement-Parent Acknowledgments and Sign-offs.

This section is **very important.**

- ✓ Please read each agreement carefully and sign.

The screenshot shows a web form titled "Release Agreement-Parent Acknowledgments". It contains several sections of text and checkboxes. A blue arrow points to the "Submit" button at the bottom right of the form. The form includes sections for "Parent Guardian", "FERPA Student Information", "Consent", and "Release of Information". There are also checkboxes for "I am authorized to enroll this student..." and "I am authorized to provide my student's information...".

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

- ✓ Once complete, click “save/continue”.
- ✓ Click the Application Summary to get a copy of your responses.
- ✓ Click Submit to finalize the update.

Thank you, you have now completed your Annual Data Update!

Be sure to check for the latest edition of the Student Code of Conduct For information on Student Rights, Responsibilities and Character Development.