TWIN VALLEY SCHOOL DISTRICT

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Back to School Verification

Each school year, as part of the District's Back to School process, parents and guardians of returning students **are required** to review, confirm, and/or update their household and student demographic information online via the Infinite Campus Parent Portal. A communication will be sent out to all families when this window will open up.

- You will need to log into your Infinite Campus Parent Portal to complete your Back to School verification. If you do not have a Parent Portal account, please contact your building secretary.
- You do not have to complete the verification in one sitting. Once you submit the verification, it cannot be edited. Please confirm accuracy before clicking the submit button.

How to Access the Back to School Verification

1. Log into Infinite Campus Parent Portal
2. Choose the More option from the navigation menu
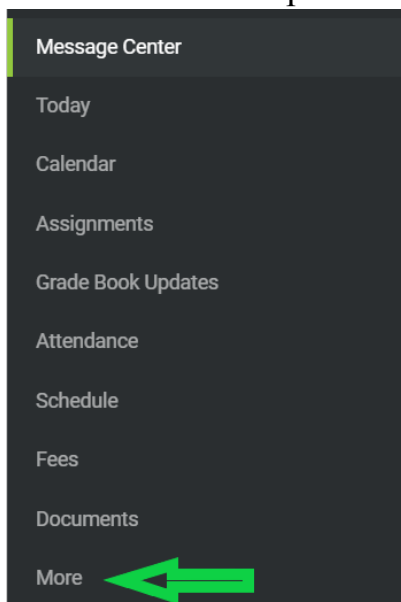
3. Click on the Online Registration option

More

Important Dates	>
Transportation	>
Online Registration	>
Backpack	>
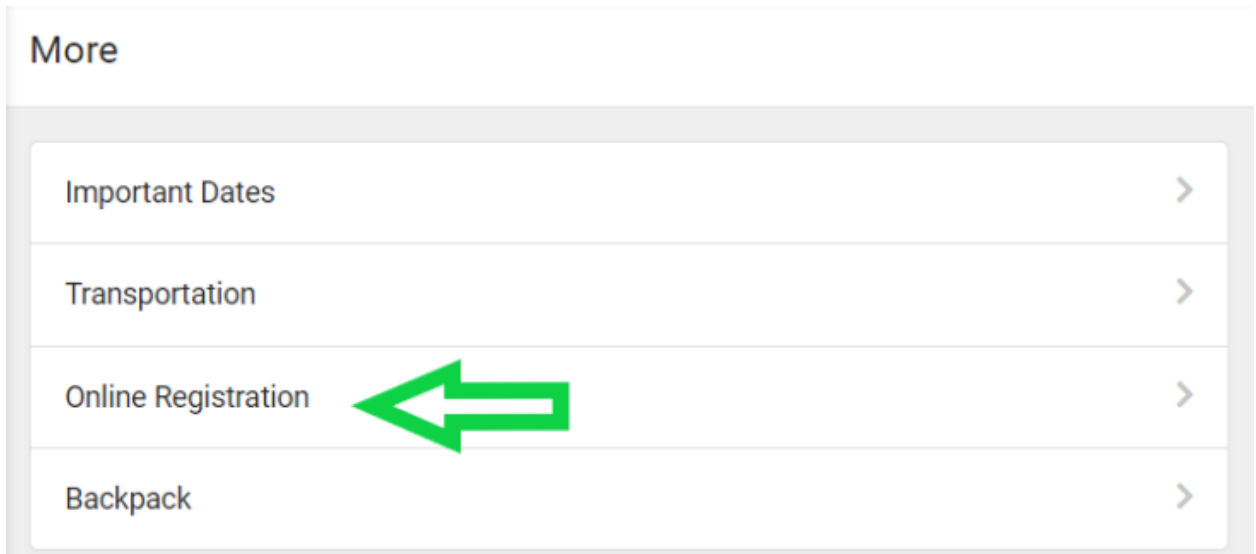
4. Your screen will display two options: 22-23 (Current Year) New Student Registration or 22-23 (Current Year) Existing Student Registration
5. Select 22-23 (Current Year) Existing Student Registration
6. You will need to complete all the steps for the Annual Verification. (Note: If you do not see all your students, please contact your building secretary, before continuing.)

Infinite Campus

Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press the Begin Registration to continue

Existing Student Registration
This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process.

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
	06	Yes	Included	No
	08	Yes	Included	No

**Registration Year** 21-22 (current year) ⌄ *

[Begin Registration]

Completing the Back to School Verification

1. Click the Begin Registration box at the bottom of the screen.
2. You will then be asked to type in your name and submit it.
3. You are now in the Back to School Verification Portal. Click the Start button

at the bottom of the screen.

4. When you have updated all your student's information, you will see a screen similar to the one below. You can download your application information to a PDF at the bottom of the screen.
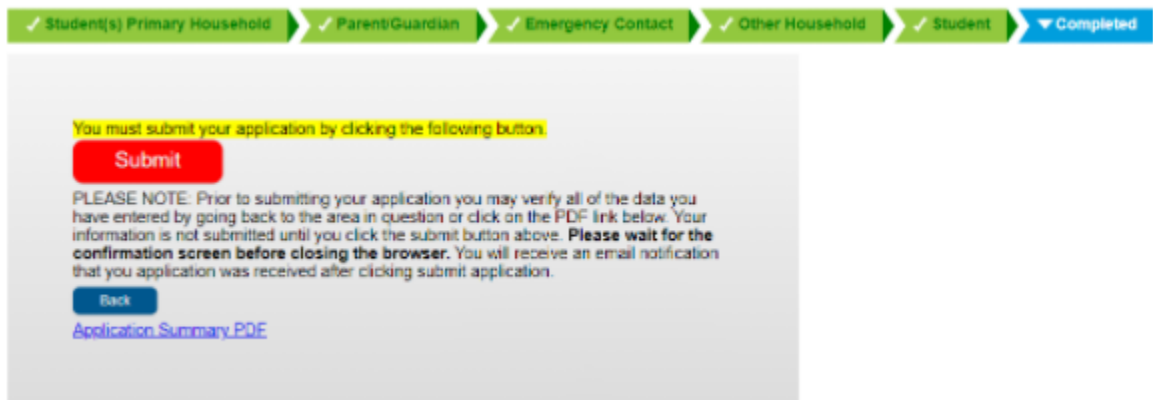
5. SUBMIT your application by clicking on the red submit button.

About the Process

This online process will allow you to update your contact information, emergency contacts, medical information, and more, all in one location. Each section may have multiple tabs to complete. Please note the following:

- Any fields with a red * asterisk must be completed
- Please check all information carefully
- Make changes to incorrect or incomplete information
- Once a section is completed, its header will change from blue to green
- You can make changes to completed sections by clicking on the green section header.
- You cannot skip sections or open a section until you have completed the previous section.
- After each section you will click Save/Continue. This will save your progress if you need to leave and come back later.
- Please note: some changes may require follow up paperwork, such as change in address. Your building secretary will contact you if documents are needed.