

## 2023-2024 Mercer County School Annual Enrollment Update

Now is the time for our school counselors to begin to prepare for the upcoming school year. In order to assign your child a homeroom teacher and/or schedule their classes, you must complete the 23-24 Online Registration Annual Update.

### Who needs to complete this update:

- All currently enrolled Mercer County Students
- ONLY incoming Kindergarten Students who have a sibling currently enrolled

### Who DOES NOT need to complete this update:

- BRAND NEW families to our district. This includes Kindergarten and Preschool students that do NOT have a sibling already enrolled in our district. New Families to our district will enroll using the [NEW STUDENT REGISTRATION forms](#). Kindergarten and Preschool students will have a registration night where they will complete the new student registration form.

### Things to know before your start:

- It's easier to complete this update on an iPad, tablet, or computer than on a phone.
- You can upload documents while you complete the update, or you can turn in documents to the school's secretary.
- If you do not have an Infinite Campus Parent Portal username, please email or call your child's school. You only need one parent portal username to access your entire family. You do not need a separate username for each child.

### How to complete the ANNUAL UPDATE:

1. Go to your [Campus Portal App](#) or log in through the [school website](#) under Parents
2. Select **"Campus Parent"**
3. Login using the username provided by the school
4. Select **"More"**
5. Select **"Online Registration"** for the **"23-24 School Year"**
6. Select **"Begin Registration"**
7. When you are finished, hit **"Submit"**
8. Select **"Confirm"** that you are finished

You will receive an email that your application has been submitted with an application number. Keep this number. Once you have confirmed your application, you will not have access to it. If you need to re-open the application, contact 859-733-7000 ext.: 4002. If you need assistance completing the application, please contact the enrollment clerk at your child's school.