



GRISWOLD PUBLIC SCHOOLS

TECHNOLOGY DEPARTMENT

HOW TO UPDATE CONTACT INFORMATION

You can edit your student's Emergency Contact or household information using the **Infinite Campus Parent Portal** at any time.



Visit <https://griswoldct.infinitecampus.org/campus/portal/griswold.jsp>

1. **Log into** the Infinite Campus Parent Portal
2. **Open the Menu**, scroll to the bottom and **click "More"**
3. **Click on Address Information, Demographics, or Family Information** to edit these sections as needed
 - a. If you select "Address Information," you can click the "Update" button to edit the household phone or mailing address. Type the new information in the box provided, and then click the "Update" button below to save changes.
 - b. If you select "Demographics," you can edit certain student demographics data, as well as add Non-Household Relationships who may act as Emergency Contacts or receive other school updates. Click "Update" on current fields to edit information, or click "Add" to add a new non-household contact.

All changes will be reviewed by Administrative Assistants in our School Offices.

You may be asked to contact your student's school's Main Office about special circumstances that have to do with guardianship or residency. Students enrolled in Griswold Elementary and Middle School must reside in Griswold or Jewett City, and students enrolled in Griswold High School must reside in Griswold or Jewett City, or one of our sending towns. Additional paperwork may need to be filled out and submitted by the sending town school district's central office if you are a new resident.