



# Census Verification: Step-by-Step Guide to Update Student Information

- 1. Sign in to your [Infinite Campus Parent Portal](#)
- 2. Once logged in, the following screen will appear:

Action Required

Census Verification needs to be completed before the Parent Portal can be accessed. Please complete all required applications.

Ok

Click **OK**

Next, you will click **START** to begin the Census Verification process

| Existing Student Registration |          |        |
|-------------------------------|----------|--------|
| NAME                          | STATUS   | ACTION |
| Census Verification           | REQUIRED | Start  |

- 3. Verify and/or update residency information with documents *dated February 2026 or later*:
  - **Upload Proof of Residency** (Mortgage Statement, Lease/Purchase Agreement, or Homeowner's Policy)
  - **Upload Utility Bill** (Electric, Water, or Gas bill showing Name & Service Address)
  - **Upload [Residency Affidavit](#)** (only required if residing with another person)
- 4. **Upload Parent/Guardian Photo ID**

**You will not be able to proceed if the required uploads are not completed.**

- 5. Verify and update the following information:
  - Parent/Guardians' primary and secondary phone numbers
  - Parent/Guardian's email address
  - Emergency contact(s) details
- 6. Answer all of the questions, especially the **Bus Rider/Transportation questions.**  
*This is especially important to ensure that your student has transportation to and from school.*

**You will not be able to submit until all tabs are complete.**



If you have any questions or need additional support, please contact your school's registrar.

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## FOR STAFF MEMBERS

When updating your children's information, **list your work email as the primary email address** to avoid interruptions to tech services like Clever. You can list your personal email as a secondary address and specify the types of messages you would like to receive at each email address.