

Infinite Campus Parent Portal and Fee Instructions

Completing the Household Information Update

General Process for the primary household to complete the household information update 2026-27.

Use this option if your address is listed as the student's primary address.

1. Log in to [Infinite Campus](#)
2. Click **More** in the main menu
3. Click **Online Registration**
4. Select **Start** next to the current school year **Household Information Update**
5. Click **Begin Household Information Update**
6. Complete each section
7. Sign and date the update
8. Repeat the student section for each additional student
9. Click **Submit** when finished

After submitting the update, you will receive two emails: one confirming your update was submitted and another confirming your update was processed.

The secondary household can still update Emergency and Family Contact Information.

1. Log in to [Infinite Campus](#)
2. Click **More** in the main menu
3. Click **Demographics** to update emergency contact information
4. Click **Family Information** to update household contact information

Below details the log in process and each screen as you complete the household information update. Please reference below if you have specific questions.

1. Log into your regular [Infinite Campus Parent Portal](#) (please note: Extended portal no longer exists.)



1. Select the “**Login with Single Sign-On**” (SSO) option. *(If you try to fill in the username and password on this page it will NOT log in. Be sure to select the single-sign on option only. The one listing “tca staff and students” does not apply to parents).*

Academy 20

Login with Single Sign-On (SSO)

OR

Parent Username

Password

Log In

Click on Single-Sign on (DO NOT enter user/password info yet.)

2. Enter the appropriate login information. ([username_p@asd20.org](#)).

Sign in

Fill in User Name.

Can't access your account?

BackNext

Staff: username@asd20.org
Parents: username_p@asd20.org
Students: student#@msa.asd20.org

Enter password

Fill in password.

Forgot my password

Sign in

Staff: username@asd20.org
Parents: username_p@asd20.org
Students: student#@msa.asd20.org

(Need to [Password Reset](#)? Follow the instructions to reset your password.)

After logging in, Select “more” from the menu then “online registration”.

Infinite Campus

Home
Calendar
Food Service
Fees
Documents
Message Center
More

More

Address Information
Contact List
Demographics
Family Information
Health
Important Dates
My Ride K12 PIN
Online Registration

Select “Start” next to the 26-27 Household information Update and then “Begin Household Information Update.”

<Back|Online Registration

Existing Student Registration

NAME	STATUS	ACTION
26-27 Athletics/Activities Placement Request Form	NOT STARTED	<button>Start</button>
26-27 Household Information Update	NOT STARTED	<button>Start</button>

Enter **your name** when it asks you to type “guardian first and last name to continue”.

Infinite Campus Household Information Update

English | [Spanish](#)

* Indicates a required field

Confirmation Number 66095
Update For 26-27 Household Information Update

Welcome Kayla Harper! Please type in the first and last name of the guardian filling out the application in the box below.
By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Type the Guardian First and Last Name to Continue *

This field is required

Submit

Because this is the first time reviewing this information in total, you will need to review all menus. Click through each menu, updating information as it appears and then click “next”. Or “save/continue” if you’re done with the page.

Infinite Campus Household Information Update

English | [Spanish](#)

* Indicates a required field

Confirmation Number 66095
Update For 26-27 Household Information Update

1

2

3

4

6

Student(s) Primary Household Parent/Guardian Emergency Contact Student Completed

Primary Phone

Primary Phone *

Next >

Home Address

PO Box Address

Save/Continue

If you select that the address listed is not current, you will need to complete the Address change questions. If your new address is in D20, you will need to upload proof of address.

Home Address

Your address as listed in the portal

Is this address current? *

No

Please enter the date that the mailing address became inactive for this household. *

MM/DD/YYYY

*Please verify or add the information below. Please update any information that is incorrect. Enter local street addresses only. No PO Boxes.

House Number *

Prefix

Street Name Only *

Tag (Ex: Dr, St, Ct)

Direction (N, S, E, W)

Apartment

City *

State *

Zip *

Ext.

County

Clear Address Fields

Your change of address requires one of the following documents are uploaded to prove residence in District 20. Please make sure that the document that is uploaded is one file that contains all the necessary information/pages. Not uploading required documents before submitting this update will result in a delay in the completion of your Household Information Update. You may be asked to upload more than one of the following items to verify your address. If you are not a resident of District 20, you do not need to provide proof of residency.

- A current utility bill listing the residency/billing address and name of parent/guardian of student
- House Warranty Deed
- House Bill of Sale
- House Settlement from closing
- Current El Paso County Property Tax Statement
- Current Rental Agreement (valid for 6 months or longer, signed by renter and landlord)
- Quarter Assignment Lease from USAFA Housing Office (signed by Housing Office)
- Contract stating buyer name, property address, and closing date (signed by seller and buyer)

Upload Proof of Address

If you update the address, you will be asked about your district location. Under the question “If the D20 school assigned to your new address is different from the current school, please select how you would like to proceed with your student's enrollment. If your new address is out of district, please select the Out of District option, “ select the first option in the drop down to stay enrolled at TCA.

Change of Address Information

My new address is located within the boundaries of Academy District 20. *

[Boundary Map for Academy District 20](#)

If the D20 school assigned to your new address is different from the current school, please select how you would like to proceed with your student's enrollment. If your new address is out of district, please select the Out of District option. *

Acknowledgment of Terms and Conditions:

- I understand transportation may not be provided with this address change.
- I understand this change may impact my student's Choice, Open Enrollment status, or Charter School Enrollment.
- I understand a move may impact my student's athletic eligibility.
- I understand that placement at the new school is subject to space availability.
- I understand that if facts contrary to what is stated here are discovered, this change may be revoked.
- I understand that stepparents are not considered legal guardians unless documentation is provided.

I have read and agree with all of the Acknowledgement Terms & Conditions listed above. *

< Previous

Next >

For parents/guardians, some info will appear incomplete because this is your first time updating. Continue to work through the menu to complete all necessary information.

Household Information Update

English | [Spanish](#)

Confirmation Number 66095

Update For 26-27 Household Information Update

✓

Student(s) Primary Household

!

Parent/Guardian

3

Emergency Contact

4

Student

6

Completed

* Indicates a required field

Parent/Guardian

FULL NAME	RECORD TYPE	COMPLETED
	Existing	INCOMPLETE >
	Existing	INCOMPLETE >

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

Under each guardian, be sure to review communication settings. It is recommended you leave all email preferences checked or you may not receive communication sent from Infinite campus by teachers, staff, etc. You will also need to select “yes” to opt into text message communication. This field is defaulted to “no.” You MUST OPT IN or you will not receive emergency or weather-related notifications. *TCA will not be responsible for missed communication if you turn off contact preferences or fail to opt in to receive text notifications.*

At least one Phone Number is required.

Enter the contact information and how you would prefer to receive the different types of messages Academy School District 20 will send you through ParentSquare. For more information about ParentSquare, please visit [ParentSquare ASD20](#).

Cell Phone

****Receive text message communication? ***

No ▼

****By selecting Yes, you agree to pay standard text message charges associated with Academy District 20 communication as determined by your cell phone provider.**

Work Phone

() - X

Other Phone

() - X

Email

Email Contact Preferences						
EMERGENCY	HIGH PRIORITY	ATTENDANCE	BEHAVIOR	GENERAL	FOOD SERVICE	TEACHER
✓	✓	✓	✓	✓	✓	✓

Secondary Email

Preferred language of communication: *

English ▼

Cell Phone

**Receive text message communication? *

No

**By selecting Yes, you agree to pay standard text mes

Change to YES to receive text notifications.

Update emergency contacts. Keep in mind, if you have put in many over the years, you will be required to review each and simplify what is available in Infinite campus.

Infinite Campus Household Information Update

English | Spanish

Confirmation Number 66095

Update For 26-27 Household Information Update

✓

Student(s) Primary Household

✓

Parent/Guardian

!

Emergency Contact

4

Student

6

Completed

* Indicates a required field

Emergency Contact

FULL NAME	RECORD TYPE	COMPLETED
	Existing	INCOMPLETE >

Please note that updates and removals of Emergency Contacts made here will be processed within 2-3 business days. Changes will not be reflected immediately.

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
-----------	--------

Next, update each student's information.

Infinite Campus Household Information Update

English | Spanish

Confirmation Number 66095

Update For 26-27 Household Information Update

✓

Student(s) Primary Household

✓

Parent/Guardian

✓

Emergency Contact

!

Student

6

Completed

* Indicates a required field

Student

FULL NAME	SCHOOL	RECORD TYPE	COMPLETED
	The Classical Academy JH	Existing	INCOMPLETE >

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
-----------	--------

If there has been a change in guardianship/custody, when you select yes, you'll be able to upload documents under the student page.

Has there been a change in guardianship/custody/parenting plans for this student? *

Yes

Upload legal documents indicating a change in guardianship/custody/parenting plans granted for this student.

Upload change of Guardianship/Custody/Parenting Plan Documents

Next >

Complete all menus for the student by clicking “next” to move through each section.

Demographics +

Race Ethnicity +

Relationships - Parent/Guardians -

At least one person will be marked as 'Guardian'.

NAME	RELATIONSHIP *	GUARDIAN	MAILING	PORTAL	MESSENGER	SECONDARY HOUSEHOLD	CONTACT SEQUENCE *
	Father	☒	☒	☒	☒		2
	Mother	☒	☒	☒	☒		1

Description of Contact Preferences
Guardian- This checkbox flags this person as legal guardian to the student.
Mailing- This checkbox flags this person to receive mailings for the student.
Portal- This checkbox flags this person as a portal account, and this person will be able to view student information within the portal for this student.
Messenger- This checkbox flags this person to receive messages from the District's messenger system.
Secondary Household- Marking this checkbox will indicate that the student has a secondary household membership with this person. This checkbox will only appear if another household was added for a guardian in the Parent/Guardian section.
Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.
No Relationship-By choosing this Relationship Type you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists. Do not select if person is a legal guardian. Please contact Central Registration for changes in guardianship.

< Previous Next >

Relationships - Emergency Contacts +

Immunizations +

Release Agreements +

After School Information +

Acknowledgements +

Cancel Save/Continue

If you need to upload immunization updates, you can complete this here as well.

Immunizations

Please check this box if you would like to update your student's immunizations or your yearly immunization waiver.

☐

< Previous Next >

Release Agreements

Be sure to review and approve all student agreements. For the Student / Parent Handbook – select your correct school/campus (*All 7 TCA schools are available: TCA College Pathways, TCA Cottage School, TCA North Elementary, TCA East Elementary, TCA Central Elementary, TCA Junior High, TCA High school*) The handbook link will become available so you can review the document.

By selecting Yes, you indicate that you have read and agree to be bound by these agreements for the current school year.

Student Internet Access Selection: Academy District 20 provides filtered internet access for all students in accordance with the Children's Internet Protection Act (CIPA). All student internet activity on District devices and networks is filtered, and the District works to prevent students from accessing inappropriate online content.

Student internet access level options:

Filtered Access (Default) -
My student may access District-filtered internet resources, including websites, digital curriculum, educational tools, and other online resources used for classroom instruction. Internet access is filtered and adjusted based on student grade level.

Restricted Access -
My student may only access required District systems, such as testing platforms, Infinite Campus, and Schoology. I understand this selection adds significant restrictions and blocks many online resources used for classroom instruction, which may include classroom websites, digital learning tools, and YouTube.

Families may update their student's internet access selection at any time.

Student Network Access: *

Yearbook Agreement: Allow Academy District 20 and authorized charter schools to publish information in the school yearbook concerning your child including photos.

Yearbook Photo: *

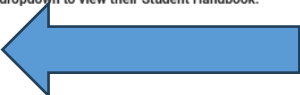
Media Release: Academy District 20 and authorized charter schools are proud to promote the success of its students, staff and programs. These accomplishments may draw the attention of internal communication channels (newsletters, blogs, websites, etc.) and external entities (newspapers, television stations and other traditional and social media). If you would like to allow the district, and those acting under its permission (i.e. local and regional media), the ability to feature your student's work and/or image in/on entities such as newsletters, websites, social media platforms and news stories please select YES. If you select NO for this box your student, and their work, will not be included in materials used for public promotion.

Media Release: *

Student/Parent Handbook Agreement: Student Handbooks must be reviewed and agreed to every year.

Please select your student's school from the dropdown to view their Student Handbook: *

Student/Parent Handbook Agreement: *



There will be a library access question but this is not applicable to TCA. Just select “no”.

Provide School Library Access: Middle school libraries contain books of all levels and formats to support student interests and promote literacy and reading habits for life. Due to the age span and reading level of middle school students, middle school libraries contain books that range from Juvenile to Young Adult. Because ASD20 values parent engagement in our students' education, we are now offering parents the opportunity to decide what level of access their child has to school library books categorized as Young Adult. Destiny Discover is the online catalog for Academy District 20 school libraries and Sora is the online platform and app providing e-books and audiobooks for students on demand. Students' families must make an active selection - yes or no – on whether or not they want their middle school student to have access to books classified as Young Adult. We encourage you to talk with your school librarian if you have questions about your choice. By choosing Yes, my student is allowed full access to check out all titles in middle school libraries available through Destiny Discover and Sora. By choosing No, my student may not have access to materials identified as Young Adult in school libraries and will have no access to Sora. Materials not designated as Young Adult are still available in the school library. In one business day after your selection, your student must log out of Sora to set this limit on their account. **Charter school families please choose “No” to this agreement. This agreement does not apply to charter schools.**

[For more information, please review the Young Adult Literature in Middle School webpage](#)

Provide School Library Access: *

You can enter information for after school (walk home, student driver, etc.) Please note that TCA may use this information differently than D20. Please check with your individual campus if you have questions.

Please provide information on your student's after school plan. If your student drives to school, please choose "Student Driver" and Parking Information will be available in the next section for entering their vehicle information.

After School Plan

Early Release Plan

The last step is to complete the acknowledgements and sign.

Acknowledgements

BY SIGNING MY NAME BELOW, I CERTIFY THAT:

If a student moves outside of Academy District 20 boundaries, the student's status will be updated to Out of District Choice and become subject to all Choice policies and criteria.

☐

In district students not attending their neighborhood school are Open enrollment students (which is a subset of Choice); Choice policies and criteria apply to Open enroll students.

☐

In the event of an emergency in which I cannot be reached, I acknowledge that school personnel will seek medical treatment for this student. *

☐

This field is required

I give my permission to share this student's health information on a need to know basis with appropriate school personnel.

☐

I understand that my electronic signature below verifies that I have read and am aware of the expectations, rules, and practices at my student's school. *

☐

This field is required



Click Here To Sign

This field is required

Date: *

MM/DD/YYYY



This field is required

< Previous

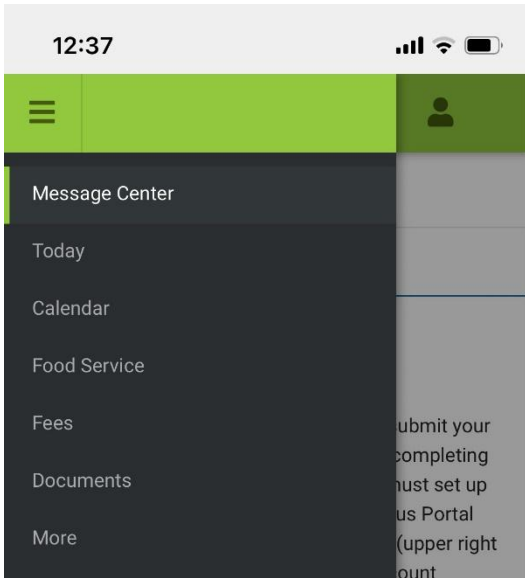
Cancel

Save/Continue

After submission, you will receive a confirmation email indicating you've completed the process. If you don't receive anything, log back into the application and ensure it says "submitted" and not "in progress".

Fee Instructions

Select the fee tab on the left side menu.



Select the cart next to each fee to add it to your payment cart. After you've added all fees, follow the instructions in the cart to complete payment (add payment method, email for receipt, etc.) After all information is entered, select "submit payment" to complete your transaction.

Fees

A screenshot of the 'Fees' section in the mobile app. At the top, there is a header bar with '0 Items in Cart' and '\$0.00' on the left, and a shopping cart icon and a wallet icon on the right. Below this is a form with three dropdown menus: 'Person' (set to 'All'), 'School Year' (set to '2022 - 2023'), and 'Type' (set to 'Unpaid'). Below the dropdowns, it says 'Total Due: \$55.00'. At the bottom of the form is a table with two columns: 'DESCRIPTION' and 'FEE BALANCE'. The table has one row: 'TCAIC Planner |5563 Harper, Grace P' with a fee balance of '3.00'. To the right of the row is a blue button with a shopping cart icon and a right arrow. Below the table is a blue button labeled 'Optional Payments'. A large blue arrow points from the right towards the top right corner of the form, specifically towards the cart icon. Another large blue arrow points from the right towards the 'Optional Payments' button.

Thank you for completing your information process! If all the boxes are checked for each student in the extended portal and all fees are paid for each student in IC, then you are ready to go. Assigned teacher's names will be sent out on the listed date.