

# INFINITE CAMPUS

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## Annual Student Update

The Annual Student Update is the online process that allows Bergenfield Public School District families to verify and update student information. This online process eliminates the Census Verification paperwork that was sent home in prior years and helps ensure that we have the most current information on file for our students in a timely manner. Updating your student's information such as home address, contact information, emergency contacts, and authorization forms are necessary in the event we need to contact you regarding your student.

## Accessing the Annual Student Update

A parent/guardian must have an Infinite Campus Parent Portal account to verify/update their student(s) information.

Parents/Guardians of students who do not have at least one guardian with a portal account should be receiving a weekly email with your unique link to create an account. If you are not receiving the email or are having issues accessing your account, please email [icsupport@bergenfield.org](mailto:icsupport@bergenfield.org) and provide your full name, student(s) name, and the description of your issue.

Parents/guardians who have forgotten their portal username and/or password should click the Forgot Username? or Forgot Password? link as appropriate on the portal login page. If you are unsuccessful, please email [icsupport@bergenfield.org](mailto:icsupport@bergenfield.org) and provide your full name, student(s) name, and the description of your issue.

1. Log on to the Infinite Campus Parent Portal at <https://www.bergenfield.org/CampusParent>
2. If you do not see the menu, click the 3 lines in the top left corner and then click **More**
3. Select **Online Registration**
4. Click on the **Annual Student Update** button
5. Below your listed students, select the appropriate **Registration Year** from the dropdown menu
6. Click **Begin** at the bottom of the screen
7. A validation screen will appear. You must attest you are the person completing this application by typing and signing your full name. Click **Submit**
8. A welcome screen will appear with instructions. Click **Continue**

### Notes

- Data for your currently enrolled children will populate in the verification application
- Once you begin a tab, you must enter data in all required fields in that tab before saving
- Each tab must be completed before moving to the next tab. After the required fields for a tab have been completed, you can move freely between tabs
- Be sure to press the Save/Continue button after the completion of each tab
- You can move forward and backward through the tabs using the Next and Previous buttons



## Student(s) Primary Household Tab

Verify/update your household information. Please note, if you update your address you will be contacted to provide proof of residency forms if you do not upload them.

### Home Phone

Contact preferences are reset each school year. You may change them here or through the Parent Portal after the Annual Student Update closes.

1. Verify/update the Home Phone and Contact Preferences
2. Click **Next**

### Home Address

If you check the home address is no longer current, you will be contacted to provide proof of residency forms if you do not upload them.

1. Verify/update your address
2. If you select the address is no longer current, enter the last day at that residence and provide the new home address
3. Click **Next**

### Residence

1. Indicate if you rent or own the property you listed as the home address.
2. Click **Next**

### Proof of Residency Forms

If you are completing the Annual Student Update you are not required to upload proof of residence UNLESS you indicate you have had an address change OR you are registering a new student.

1. Click on the appropriate blue 'Select documents...' button to upload your document.
2. Click **Save and Continue** when done



## Parent/Guardian Tab

Click **Edit/Review** for each parent/guardian. Individuals highlighted in yellow are not complete.

Please note if you add/remove a Parent/Guardian you may be contacted by the registrar for verification.

### Demographics

The demographic information pertains to the person in the header.

1. Verify all required fields are entered
2. Click **Next**

### Contact Information

1. Verify or modify the contact information fields.
2. Click **Next**



## Emergency Contact Tab

In an emergency, if a parent/guardian cannot be reached, one of the emergency contacts listed will be contacted. Proper identification will be required before a student is released to an emergency contact. Do not add parents/guardians as emergency contacts here.

Click **Edit/Review** for each emergency contact. Individuals highlighted in yellow are not complete.

If you have less than two emergency contacts listed, you will see an **Add New Emergency Contact** button if you wish to add an additional contact.

### Demographics

The demographic information pertains to the person in the header.

1. Verify all required fields are entered
2. If you wish to remove an emergency contact, check 'This person is no longer an Emergency Contact for any students in this family.'
3. Click **Next**

### Contact Information

1. Verify or modify the contact information fields.
2. Click **Next**

### Verification

This information is not required and will only be used to verify the person does not already appear in our system.

1. Click **Save and Continue**



## Non-School Aged Siblings (non-enrolled children) Tab

This tab is optional and only used to add children residing at the household that are **NOT** attending a Bergenfield Public School and are not listed as an emergency contact.

Select an **existing sibling** or click **Add Non-School Aged Sibling (non-enrolled children)**, if applicable. If neither apply, click **Save and Continue**.

### Demographics

1. Verify or modify information to complete all fields.
2. Click **Save and Continue**



## Student Tab

All students registered for a Bergenfield Public School should be listed on this tab.

Select an existing student by clicking the **Edit/Review** button.

### Demographics

For changes to student demographic data required for State and Federal Reporting, such as name, home language, and birth date, please send the request to [StudentRegistration@bergenfield.org](mailto:StudentRegistration@bergenfield.org).

1. Verify the information listed
2. Click **Next**

### Military Connected

Under the Every Student Succeeds Act (ESSA), schools and districts must identify students who are dependents of someone on Active Duty, in the National Guard, or in the Reserve components of the United States military services.

1. Verify or update the dropdown list
2. Click **Next**

### Relationships – Parent/Guardian

Verify or modify the relationship of those listed, to the student you are working on. To remove a relationship or contact preferences for a Parent/Guardian, you must contact the District Registrar at [StudentRegistration@bergenfield.org](mailto:StudentRegistration@bergenfield.org).

1. Verify the relationship to the child next to each parent/guardian name.
2. Verify the **Contact Preferences** for each parent/guardian.
  - a. **Guardian:** This flags the person as a legal guardian to the student
  - b. **Mailing:** This flags the person as allowed to receive mailings for the student.
  - c. **Portal:** This flags the person as allowed to access the Parent Portal and view this student's information within their associated Parent Portal.
  - d. **Messenger:** This flags the person to receive voice and email messages from the District's messenger system.
3. Verify the **Contact Sequence** in which you wish to be contacted in case of emergency. Parent/Guardians should be listed as 1 and 2.
4. Click **Next**

### Relationships – Emergency Contacts

Verify or modify the emergency contact information.

1. Verify the relationship to the child next to each emergency contact name.
2. Verify the **Contact Sequence** in which the emergency contacts should be contacted after the Parent/Guardian.
3. Click **Next**

### Relationships – Other Household



1. Verify or modify the Relationship to the child. For brother/sister, please use Sibling.
2. Click **Next**

### NJ FamilyCare

NJ FamilyCare provides free or low-cost health insurance for uninsured children and certain low-income parents. NJ FamilyCare with the help of the New Jersey Department of Education (NJDOE) look to identify uninsured students who may be eligible. To help connect these students and their families to healthcare services, all New Jersey school districts are asked to provide parent name, student name, date of birth, home address, home phone, and Free or Reduced Lunch Status of families without health insurance.

1. Select **Yes** or **No** if the student has health insurance.
2. If you select **No**, please read the NJ FamilyCare information carefully and answer **Yes** or **No** if you want your information released to the NJ FamilyCare Program to contact you about health insurance.
3. Click **Next**

### Survey

1. Answer the survey questions listed.
2. Click Next

### Release Agreements

Read all the information carefully before submitting your answers.

1. Read and enter your responses for:
  - a. Photo/Image Consent
  - b. Technology – Acceptable Use Policy
2. Certify your application by typing and signing your first and last name.
3. Click **Save and Continue**

### Verification

Children with complete information will have a green check. If a child is not complete, the name will be highlighted yellow.

When all students are completed, click **Save and Continue**



## Completed Tab

1. Click the Application Summary PDF to review all your information before submitting.
2. Click Submit if you are satisfied the application is complete and accurate. Once you submit the application you can no longer make changes. If you have submitted the application, and you discover you have forgotten information, contact the District Registrar at [StudentRegistration@bergenfield.org](mailto:StudentRegistration@bergenfield.org)

