

KATONAH-LEWISBORO SCHOOL DISTRICT INFINITE CAMPUS PARENT PORTAL

UPDATING DEMOGRAPHIC, HOUSEHOLD AND FAMILY MEMBER INFORMATION

Katonah-Lewisboro parents may now submit electronic updates to certain demographic, household and family member information via the Infinite Campus Parent Portal, at:

<https://icampus.klschools.org/campus/portal/katonah.jsp>

UPDATING STUDENT DEMOGRAPHIC INFORMATION

After logging in to the Parent Portal, select a student from the “Select A Student” drop-down at the top of the screen. Additional menu items become available on the left hand navigation bar. Select **Demographics**, and the following will display:

Demographics

Test Testing

Personal Information

Legal Name:	Test Testing	Date of Birth:	01/01/2003
Gender:	M	Hispanic/Latino:	N
		Race(s):	White

Update

Non-Household Contacts

At this time, updates can be made only to the student’s Personal Information. To change information about your child’s Non-Household Contacts, please contact your child’s school.

(Please note: any changes to a student’s name or date of birth will also require the presentation of appropriate documentation at the child’s school.)

To update your child's demographic data, click on **Update**, and the following screen will display:

Update Demographics ✕

* Denotes Required Field

* First Name: Test	* Last Name: Testing
Middle Name: 	Suffix: [v]
* Gender: Male [v]	* Date of Birth: 01/01/2003
* Is the individual Hispanic/Latino? N: No [v]	* Race(s): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> White

Comments:
[text area]

Send Update **Cancel**

Enter the updated information in the fields that you wish to change, add an optional comment, and click on **Send Update**.

All submitted requests go through a review process, and you will be notified via the **Process Inbox**, at the bottom of your home screen, when your request has been processed:

▶	District Notices - 2 messages	
▶	School Notices - 0 messages	
▼	Inbox - 5 messages (1 new)	
✕	Date	Subject
✕	07/18/2013	Your Student Demographic request for Test Testing has been approved

UPDATING HOUSEHOLD INFORMATION

After logging in to the Parent Portal, select **Household Information** from the left hand navigation bar, and the following will display:

Household Information

Household: Testing
Household Phone Number (914)555-1212 <input type="button" value="Update"/>
Household Address Primary Address 139 Testing St South Salem, NY 10590 Mailing: Yes

At this time, Updates can be made only to the Household Phone Number. The student's Household Address can only be changed by contacting the District Registrar, Irene Cyleneica, at 763-7050, or icyleneica@klschools.org.

To update your household phone number, click on **Update**, and the following screen will display:

Update Household Phone Number ✕

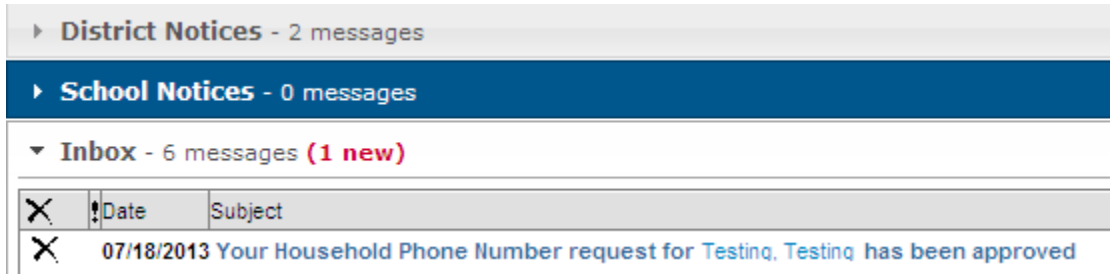
Changing this will update the home phone number for all members of the household.

Household Phone Number:
(914) 555 - 1212 ✕

Comments:

Enter the updated household phone number, add an optional comment, and click on **Send Update**.

All submitted requests go through a review process, and you will be notified via the **Process Inbox**, at the bottom of your home screen, when your request has been processed:



UPDATING FAMILY MEMBER INFORMATION

After logging in to the Parent Portal, select **Family Members** from the left hand navigation bar, and the following will display:

Family Members

Household: Testing

Test Testing

Cell Phone : (914)555-1212 Email :
Work Phone : (914)555-1313 Secondary Email :
Other Phone :

Update

Test's Relationships

Name	Relationship with Test	Contact Order	Guardian
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At this time, updates can be made only to the Family Members' phone numbers and email addresses. To change information about your child's Relationships with Family Members, please contact your child's school.

To update your Family Members' information, click on **Update**, and the following screen will display:

Update Contact - Test Testing ✕

Demographic information for enrolled students can be viewed and modified in the Demographics area of the Campus Portal.

Cell Phone :
 - x

Work Phone : - x **Other Phone :** - x

Email Address: **Secondary Email Address:**

Comments:

Enter the updated information in the fields that you wish to change, add an optional comment, and click on **Send Update**.

All submitted requests go through a review process, and you will be notified via the **Process Inbox**, at the bottom of your home screen, when your request has been processed:

▶ **District Notices** - 2 messages

▶ **School Notices** - 0 messages

▼ **Inbox** - 1 message **(1 new)**

✕	Date	Subject
✕	07/18/2013	Your Family Contact request for Test Testing has been approved

If you have any questions about your electronically submitted request(s), or for more information about the Infinite Campus Parent Portal, please send an email to parentportal@klsd.lhric.org.