

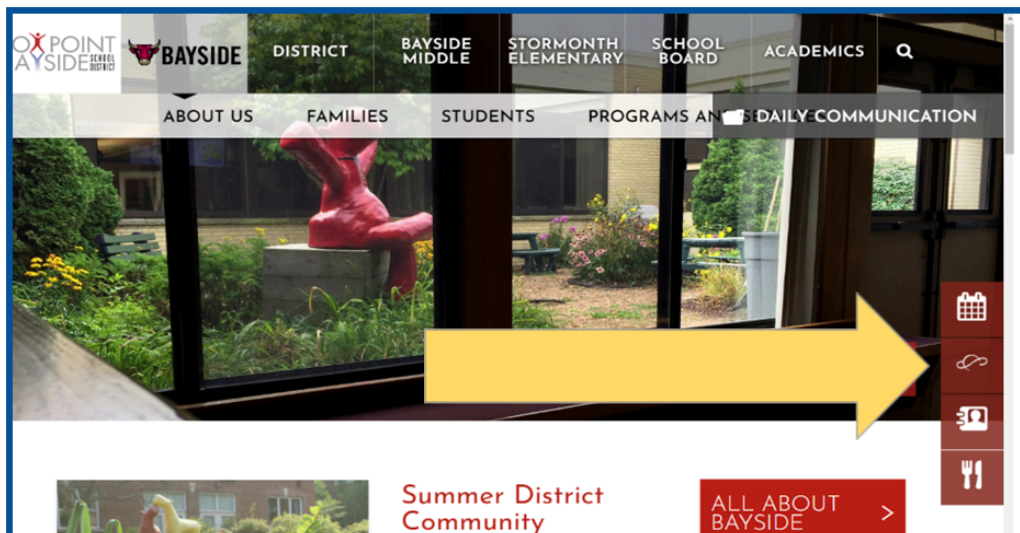
# Annual Renewal of Information

Prior to the start of EVERY school year, **all** child and family information must be verified and updated in the Fox Point-Bayside School District Infinite Campus Portal System (the Portal). This is called Online Registration or OLR.

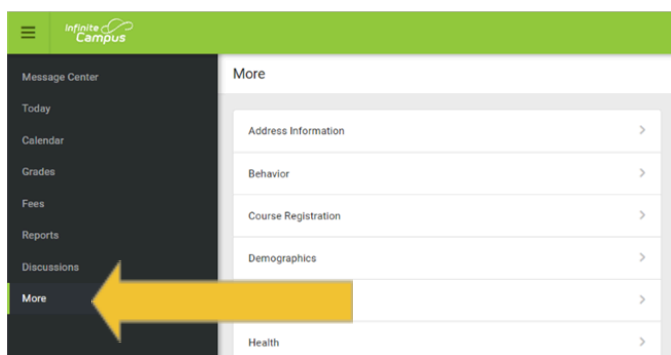
**All families (including Open Enrollment and Chapter 220 students) will need to upload a Proof of Residency** document to the Portal. Before you begin, make sure you have an electronic copy of one of the following: Property tax bill, Mortgage statement OR Lease Agreement. The document **MUST** have **both** your name AND address on it. If you are unable to upload the document as part of the OLR process, please email the document (or screen shot) to [ICHelp@foxbay.org](mailto:ICHelp@foxbay.org) and it will be uploaded for you.

## INSTRUCTIONS to complete OLR:

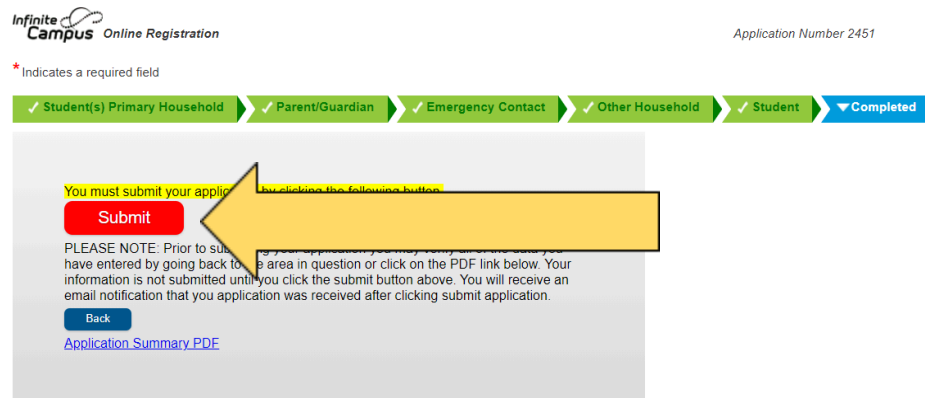
1. **Log into your Parent Portal:** This can be done via the website. The link is located on the right hand side of the website. Click on the link.



2. Click on Campus Parent. If you have forgotten your Username or Password, click on the “[Forgot Username?](#)” or “[Forgot Password?](#)” links. If that doesn’t work or if you do not have a Campus Parent login, please email [ICHelp@foxbay.org](mailto:ICHelp@foxbay.org)
3. Once you are logged in, click on “MORE” on the left hand side of the screen and then click on Online Registration. You will access the Annual Renewal of Information by clicking on Online Registration (at or near the bottom of the screen).



4. You will see **Existing Student Registration**. Select "Start" under the Action column.
5. You will see your current students listed. Select **Begin Registration** and a new window will open with your OLR Application.
6. There are several tabs (or pleats). When you are moving through the registration process, you will be verifying the information that is already in the system.
7. Here are some tips:
  - a. The tabs are: Student(s) Primary Household, Parent/Guardian, Emergency Contacts (you will be asked for at least 2), Other Household (other children in your household that are not currently enrolled in our school district) and finally Student.
  - b. Each **yellow highlighted** area needs to be reviewed, section by section. Review the information and continue to click **next** until you finish the tab and click **Save/Continue**.
  - c. Once you have completed all the steps and hit the final **Save/Continue**, be sure to click the **Submit** button.



8. Finally, some information on Phone numbers. We only (at this time) use Texting to communicate in Emergency situations such as: Inclement Weather, School Closings, unexpected bus delays or cancellations. If you check the box for texting for any other "Preference", we do not use the system for those reasons currently. **You will also need to Text "START" to 91201 at least one time and respond YES to the reply text.**

