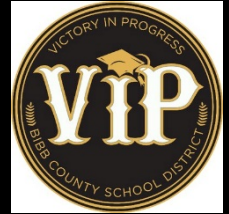# BCSD Annual Data Update

Each year it is <u>required</u> for a parent/guardian to complete the Annual Data Update through the Infinite Campus Parent Portal. This provides us with the most current and accurate contact & health information in case of an emergency for your child. This also serves as your acknowledgment that you have reviewed the BCSD Student Code of Conduct found here: https://www.bcsdk12.net/parents/code_of_conduct

Directions for completing the Annual Data Update can be found in the steps below:

Step 1: Gather your information

You will need the following information on hand:
- ✓ Emergency contact's phone numbers
- ✓ Student health or medication data

Step 2: Log into your Parent Portal

If you do not have a Parent Portal account, click here to create one: Parent Portal
- ✓ Go to https://campus.bibb.k12.ga.us/campus/portal/parents/bibb.jsp?status=samllogoff
- ✓ If you need any assistance with logging in or creating your portal account, please contact your school's Registrar. Their information can be found on your school's website under the staff directory.
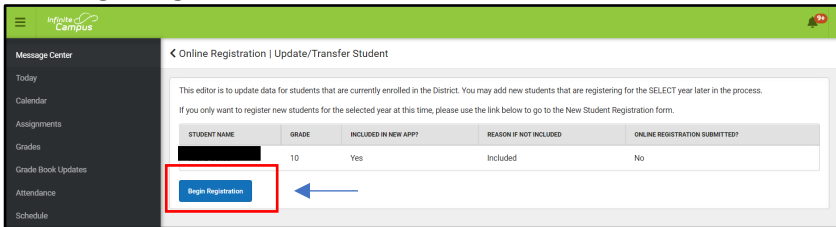
Step 3: Click more, then click "Student Registration"

Once logged in, click "More"

Then, click "Student Registration"

Step 4: Click 22-23 Student Registration-Update/Transfer Student

Click "Start"

✓ **Click Start and you will see your student(s) name listed.**
✓ **Click Begin Registration**

Step 5: Update the household, parent, emergency contacts & student data

✓ Be sure to check all phone numbers, emails, health data, and other information. If there are no changes click "save/continue".
✓ Take special care to properly answer the health services data including ALLERGY, MEDICAL HISTORY, AND MEDICATIONS.
✓ Please read each step carefully.

Step 6: Release Agreement-Parent Acknowledgments and Sign-offs.

<mark>This section is <u>very important</u>. Please read each item carefully.</mark>

✓ Please review the BCSD Code of Conduct Student Handbook <u>prior</u> to completing the update found here:
https://www.bcsdk12.net/parents/code_of_conduct
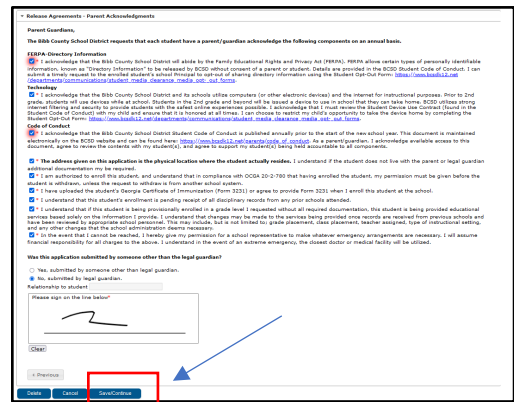
Step 7: Repeat the process for each student highlighted in yellow

✓ Once complete, click "save/continue".
✓ Click the Application Summary to get a copy of your responses.
✓ Click Submit to finalize the update.

<div align="center">

**Congrats you have now completed
your Annual Data Update!**

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