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: <u>https://www.bcsdk12.net/parents/code_of_conduct</u>



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

4 Step 1: Gather your information

You will need the following information on hand:

- Emergency contact's phone numbers
- Student health or medication data

4 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.

m 4 Step 3: Click more, then click "Student Registration"

E Infinite Campus		=	Infinite Campus			
Message Center		Me	essage Center	More		
Today		То		Benawor		-
Calendar		Ca	lendar	Demographics		>
Assignments		As	signments	Family Information		>
Grades		Gr	ades	Health	⊤ haan altah	7
Grade Book Updates		Gr	ade Book Updates	Important Dates	Then, click	
Attendance		Att	endance		"Student	+
Schedule	Once logged in, click "More"	Sc		Lockers	/ Registration"	1
Responsive Schedule	click "More"	Re	sponsive Schedule	Transportation		
Academic Plan		Ac	ademic Plan	GTID	~	>
Fees		Fe		Student Registration		>
Documents		Do		Next Year Course Request		5
Discussions		Dis				
More		Mo	ore	Renaissance Reports		2

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

E Menter		AP 2	
Message Center	K More Online Registration		
Today	NOT	8347/8 ACTION	Click "Start"
Calendar Assistments	21-22 Current School Year New Student Registration	(NUT STARTED) Start	
Grades	21-22 Current School Year Update/Transfer Student	(ACT STARTED Dari	-
Grade Book Updates	22-23 Student Registration New Student Registration	(ACT STARIES) Dart	
Attendance			

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

						* 00
Message Center	Conline Registration	C Online Registration Update/Transfer Student				
		This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the SELECT year later in the process. If you only want to register new students for the selected year at this time, please use the link below to go to the New Student Registration form.				
	STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?	
		10	Yes	Included	No	
					110	
	Begin Registration	-				

m 4 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.

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

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

 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

* Release Agreements - Parent Acknowledgments	
Parent Guardians,	
The Bibb County School District requests that each student have a parent/guardian acknowledge the following components on an annual basis.	
FERPA-Directory Information	
2 t acknowledge that the Bibb County School District will alode by the Farndy Educational Rights and Drivacy Act (FERDA). FERDA allows certain types of personally identifiable	
information, known as "Directory Information" to be released by BCSD without consent of a parent or student. Details are provided in the BCSD Budent Code of Conduct. I can submit a timely request to be envolved student's should https://social.id.aluning.directory.information.using the Student Dyk-Dut Permittings/count.ide/student (diparativet/counts/colonation).com/action.media.com/actions/counts/colonation/colonation/counts/counts	
Technology	
I acknowledge that the Bibb County School District and its achools utilize computers (or other electronic devices) and the internet for instructional purposes. Prior to 2nd	
prede, stolents will sug devices while at school. Stolents in the 2nd grade and beyond will be issued a device to user in school the they can take home. 6200 utilizes atompt memory filtering and executing to purpose students with the safet and/energy activationse possible. The school and the stolent and the student of the Student Code of Confuct) with my child and execute that it is hanced at all times. Take homes to restift my child's opportunity to blad the device home by completing the Student Code of Confuct). How the sub-school at all times to the school to restift my child's opportunity to blad the device home by completing the Student Code of News tittes/News child. 2nd/energy to complete the school to restift my child's opportunity to blad the device home by completing the Student Code of News tittes/News child. 2nd/energy to complete the school to the school to restift my child's opportunity to the school to code at all the school to code at all the school to restift my child's opportunity to the school to code at all the school to c	
Code of Conduct	
I acknowledge that the Bibb County School District Student Code of Conduct is published annually prior to the start of the new school year. This document is maintained	
electronically on the BCSD vebsite and can be found here: https://www.boutcl2.res/lawesta/code_of_confuct. As a parent/puerdian. 1 acknowledge evaluable access to this document, agree to review the contents with my student(a), and agree to support my student(a) being held accountable to all components.	
2 * The address given on this application is the physical location where the student actually resides. I understand if the student does not live with the parent or legal guardian	
additional documentation my be required.	
I am authorized to enroll this student, and understand that in compliance with OCGA 20-2-700 that having enrolled the student, my permission must be given before the	
student is withdrawn, unless the request to withdraw is from another school system.	
I have uploaded the student's Georgia Certificate of Immunization (form 3231) or agree to provide Form 3231 when 1 enrol this student at the school.	
I understand that this student's enrollment is pending receipt of all disciplinary records from any prior schools attended.	
I understand that if this student is being provisionally enrolled in a grade level I requested without all required documentation, this student is being provided educational	
services based solely on the information I provide. I understand that changes may be made to the services being previded once records are received from previous schools and have been minimed by appropriate school personnel. This may include, but is not intell intell independent, class placement, take	
* In the event that I cannot be reached, I hereby give my permission for a school representative to make whatever emergency arrangements are necessary. I will assume financial responsibility for all charges to the above. I understand in the event of an extreme emergency, the dosest doctor or medical facility will be utilized.	
Was this application submitted by someone other than the legal guardian?	
Vies, submitted by someone other than legal guardian.	
No, subwitted by legal guardian.	
Relationship to student	
Please size on the line below"	
Please sign on the line below"	
Clear	
4 Previous	
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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.

Congrats you have now completed your Annual Data Update!