



Emailed to All K-12 Families August 9, 2023

Dear K-12 Hilltopper Families,

It's that BUSY time of year & we need your student's Annual Update!

The ANNUAL UPDATE - Every School Year

Your K-12 student's very important ANNUAL UPDATE ensures their records with us are UP-TO-DATE. The ANNUAL UPDATE is an item you conveniently complete online!

WHEN DO I COMPLETE IT?

TODAY! - LINK to [INSTRUCTIONS](#)

- Your window to complete the Annual Update is **8/7/23 - 9/30/23**.
- Follow the instructions above & [log in to your Infinite Campus Parent Portal](#) (or IC app) to begin.
- Want the Infinite Campus app? Get it on the [App Store](#) or [Google Play](#) or [Amazon App](#)

WHO COMPLETES a MANDATORY ANNUAL UPDATE?

YOU! - ALL K-12 Chardon Local School District Enrolled Households

Every K-12 student must have an Annual Update completed each school year.

BUT...MY STUDENT IS NEWLY ENROLLED

Households that have newly enrolled K-12 students must also complete the Annual Update.

BUT...MY STUDENT IS A RETURNING STUDENT

Households with students who attended our schools as recent as last year must also complete the Annual Update.

INFINITE CAMPUS TROUBLESHOOTING

Please contact your building secretary during business hours if you need assistance accessing your Parent Portal. School phone numbers are listed on our [district website](#) under the Schools menu dropdown.

Thank you!

Sincerely,

Dianne Farizel, Data/EMIS Coordinator

Christine Creviston, Board Secretary