



## 2025-2026 ANNUAL UPDATE THROUGH INFINITE CAMPUS PARENT PORTAL



At the beginning of each school year, it is **mandatory** for parents/legal guardians of **ALL** students enrolled in Mayfield City Schools to complete the Annual Update through the Infinite Campus Parent Portal. If you have registered a new student between March 1<sup>st</sup> – June 30<sup>th</sup>, you are asked to complete this process as well. This ensures that you have created your Parent Portal Account and that we have the most accurate information for ALL student(s) for the 2025-2026 school year.

The Annual Update allows you to:

- Update your email address, phone number and contact preferences, which are used to contact you about emergencies, school closings, and general information.
- Update **your child's Emergency Contacts**
  - **Any non-household person you authorize to pick up and care for a student if the guardian is unavailable must be listed or added to this section of the Annual Update. Parents/Guardians should NOT be listed as an Emergency Contact.**
- Add or update your child's Emergency Medical Authorization.
- Select permissions for District Release Agreements (*Field Trips, Photo/Media release, Student Code of Conduct, Technology & Student Email*).
- Enroll a new student for the 25/26 school year if applicable.

**The Annual Update will open in the parent portal on **Tuesday, JULY 1<sup>st</sup>**  
and must be completed by the primary residential legal guardian for every student  
PreK through Grade 12 by the first day of school - **AUGUST 21, 2025.**  
**Students in grades 2, 5 & 9 that are receiving new Chromebooks must have this completed for the  
scheduled handout date in August (dates to be determined).**  
**Students will not be permitted to attend any field trips until this is completed as well.****

To complete the Annual Update:

- 1) Login to the **Infinite Campus Parent Portal** ([www.mayfieldschools.org](http://www.mayfieldschools.org) > **Menu > Infinite Campus Parent/Student Portal**). **If you do not know your login, please email [ichelp@mayfieldschools.org](mailto:ichelp@mayfieldschools.org).**
- 2) Click **MORE > Annual Update / Registration / Withdraw / Address**
- 3) Under “Existing **CURRENT SCHOOL YEAR CHANGES**”, select **START** for the **Required 25-26 ANNUAL UPDATE / Add New Student**
- 4) Documents that may be needed include: *any new photo ID, new or updated court papers with custody rights, medical information such as updated immunizations or medication forms, and any address change or lease updates.*
- 5) If enrolling a **NEW STUDENT**, these important documents are **required** to be uploaded in this application:
  - a. Parent Photo ID (driver's license or passport)
  - b. Child's Birth Certificate
  - c. Student Immunization Record
  - d. [Preschool Health Questionnaire](#) (Preschool students only)
  - e. [Medications](#) if applicable
  - f. [Release of Records form](#) if coming from a previous school
  - g. Any Special Education or Gifted documents (IEP, 504, WAP, etc.)
- 6) Verify all information is correct!
- 7) Be sure to set up a recovery email address while in the Portal by selecting the icon of the person in the top right corner, select Account settings, and then enter your email address. You will receive an email to confirm that the email you provided is correct. This will allow you to recover your username and password on your own if you forget them.
- 8) Be sure to click **SUBMIT** to complete the application in order to be reviewed.
- 9) **Once submitted** your application will be reviewed and if any further information is needed (*ex: updated Lease Agreement*) may be placed on HOLD. This will put your Annual Update status back to IN PROGRESS until you go back in and upload the requested documentation and click SUBMIT.

*We appreciate your time and prompt attention to this important piece of your student's education  
at Mayfield City Schools.*