



2025-2026 ANNUAL UPDATE THROUGH INFINITE CAMPUS FOR NON-MAYFIELD Excel TECC/CEVEC students

At the beginning of each school year, it is required for parents/legal guardians of **ALL** students enrolled in Mayfield City Schools to complete the Annual Update through the Infinite Campus Parent Portal. This ensures that you have created your Parent Portal Account and that we have the most accurate information for all our Non-Mayfield Excel TECC and CEVEC student(s) for the 2025-2026 school year.

The Annual Update allows you to:

- Update your email address or phone number, which is 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)

The Annual Update will open in the parent portal on **Tuesday, JULY 1st
and must be completed by the primary residential legal guardian for your Non-Mayfield
Excel TECC or CEVEC student by the first day of school - **AUGUST 21, 2025.****

To complete the Annual Update:

- 1) Login to the **Infinite Campus Parent Portal** (www.mayfieldschools.org > **Menu > Infinite Campus Parent/Student Portal**). **If you do not know your login, please email ichelp@mayfieldschools.org.**
- 2) Click **MORE > Annual Update / Registration / Withdraw / Address**
- 3) Under "**Existing CURRENT SCHOOL YEAR CHANGES**", select **START** for the **25-26 NON-MAYFIELD ANNUAL UPDATE (Excel TECC / CEVEC ONLY)**
- 4) Verify all information is correct and make any corrections needed.
- 5) 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.
- 6) Be sure to click **SUBMIT** to complete the application.

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