



**BEECHWOOD SCHOOLS**

**Annual Student  
Update**

weare**beechwood.**

# The Basics

In order to ensure accurate student and family information an annual update within Infinite Campus is necessary.

- A parent or guardian will update EACH student's information by accessing the **“Online Registration Annual Update”** through their Campus Parent login.
  - Directions follow in this presentation.
  - If you need assistance with your Campus Parent login contact the school main office.
- The parent/guardian reviews a series of TABS with associated FIELDS to confirm current information or make updates.
  - *There are MANDATORY fields that must be completed to complete the update.*
- When all TABS and the associated FIELDS are finished the update is submitted for confirmation by school personnel.

# How To Complete the Update - Step by Step

Go to the Beechwood Schools website: <https://www.beechwood.kyschools.us/>

Link to Information:

## *2020-2021 District Re-Entry Plan*

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# PARENTS Link On The Webpage > Infinite Campus Parent Portal

Link to Information:

## [2020-2021 District Re-Entry Plan](#)

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- Infinite Campus Parent Portal
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- Speech and Language Pathologist
- Educational Foundation
- Band Boosters
- Accelerated Reader Home Connect
- Yearbook Ordering Information



Tiger Tipline

# Infinite Campus Parent Portal > Parent/Student Portal

[Link to information.](#)

## 2020-2021 District Re-Entry Plan

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**Beechwood**  
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## Parent/Student Portal

### STUDENT ANNUAL UPDATES

Dear Parent/Guardian,

Beechwood Independent School District has gone to online annual updates. This is in place of the paper packets that may have been sent home in previous years, for each child that you would have had to complete. Annual updates are required for each student as there is some information that requires mandatory updates each year, such as **health information** and the **Acceptable Use Policy for Technology**. If you have already completed, and submitted, the Online Annual Update through the Infinite

## Related Files & Links

### Forms

- [Campus Student and Campus Parent App](#)

### Links

[Parent/Student Portal](#)

# Select **CAMPUS PARENT** and Login

Infinite Campus

Beechwood Independent

Log in to

Campus Student

or

Campus Parent

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www.infinitecampus.com

# If you have LOGIN problems - Contact the school office.

**Infinite Campus**

**Beechwood Independent**

Single Sign-On (SSO)

\_\_\_\_\_ OR \_\_\_\_\_

Parent Username

Password

**Log In**

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

\_\_\_\_\_ OR \_\_\_\_\_

[New User?](#)

**Campus Parent**

### Announcements

There are no district announcements.

# In the task bar on the left select MORE

The image shows a software interface with a dark grey task bar on the left and a white message center on the right. The task bar contains the following items from top to bottom: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Food Service, Fees, Documents, and More. The message center is titled "Message Center" and has a sub-header "Announcements" with a blue "Inbox" link. Below this, a blue box displays the text "No Announcements."

Message Center

Message Center

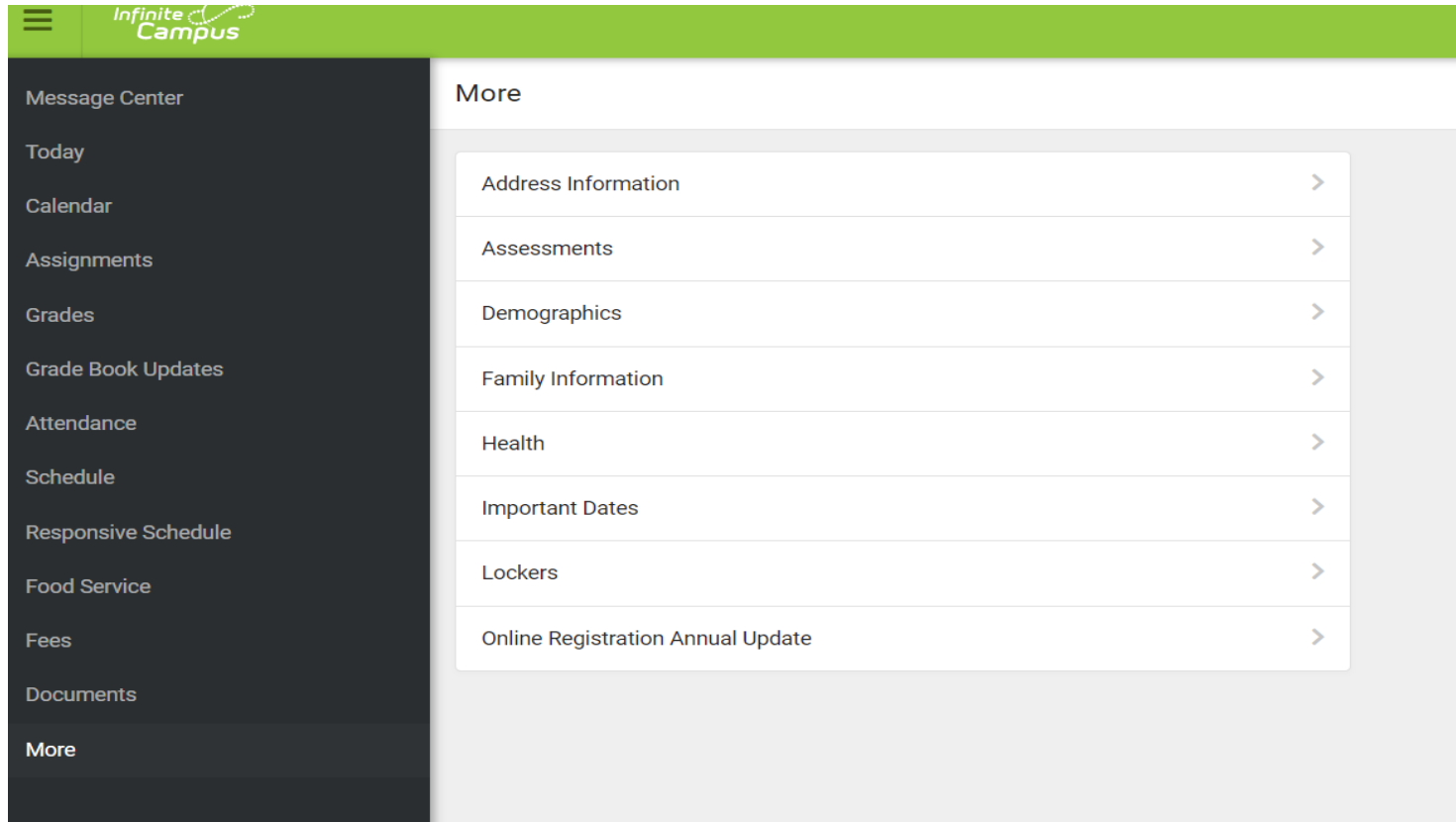
Announcements [Inbox](#)

No Announcements.

- Message Center
- Today
- Calendar
- Assignments
- Grades
- Grade Book Updates
- Attendance
- Schedule
- Responsive Schedule
- Food Service
- Fees
- Documents
- More



# In the MORE tab select Online Registration Annual Update



The screenshot displays the Infinite Campus user interface. At the top, there is a green header bar with the Infinite Campus logo on the left and a hamburger menu icon. Below the header, a dark grey sidebar on the left contains a list of navigation options: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Food Service, Fees, Documents, and More. The 'More' option is highlighted. To the right of the sidebar, the 'More' menu is expanded, showing a list of options: Address Information, Assessments, Demographics, Family Information, Health, Important Dates, Lockers, and Online Registration Annual Update. Each option has a right-pointing chevron icon.

Infinite Campus

Message Center

Today

Calendar

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Responsive Schedule

Food Service

Fees

Documents

**More**

More

- Address Information >
- Assessments >
- Demographics >
- Family Information >
- Health >
- Important Dates >
- Lockers >
- Online Registration Annual Update >

# Select the “Click here to go to Existing Student Registration”



 Brian Vanover

Online Registration

Please select from the following:

Register student(s) who are currently enrolled in this district. **or** Register student(s) who have never been enrolled in this district.

[Click here to go to Existing Student Registration](#)

[Click here to go to New Student Registration](#)

# Student names will appear - select “Begin Registration”

Campus

Brian Vanover

Online Registration

Welcome to Online Registration. You will see the household, parent/guardian and emergency contact information and will be able to change it if necessary. Press t

## Existing Student Registration

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.

[Click here to go to New Student Registration](#)

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Registration Year \*

[Begin Registration](#)

# Select the “Begin” button



*Application Number 2077*

Welcome to the Infinite Campus Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers.

Note: Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call (859) 331-1220 between 9:00 AM and 2:00 PM, or leave a message and someone from one of the school offices will contact you as soon as possible.

Begin

# Tabs and Fields

- After the “Begin” button is clicked the category TABS will be seen.
- The FIELDS within each TAB is where editing will occur:
  - Yellow highlighted areas require editing
  - Continue through the questions in each TAB and FIELD
  - If a mandatory question isn’t answered you cannot continue until completed
  - You will need to either click Next or Save/Continue before continuing to the next section of each tab.
- When all FIELDS have been successfully finished the parent/guardian will SUBMIT the annual updates.
- An email will be sent to the parent/guardian when the Annual Update has been submitted to school personnel.

# Tabs and Fields - How it Looks.

Online Registration - Google Chrome  
kyede1.infinitecampus.org/campus/olr2/coreOLR/portal/shell.xsl?applicationMode=admin&ox=olr2.coreOLR.Olr2Main-applicationList&applicationGUID=C837DE57-C382-4BD3-8003-62FF3B7A7BA8...

Infinite Campus Online Registration Application Number [REDACTED]

\* Indicates a required field

✓ Student(s) Primary Household → ✓ Parent/Guardian → ✓ Emergency Contact → ✓ Other (Non-Enrolled) Children → ✓ Student → Review

✓ Staff Approval → Student Processing

### Application Review

#### Application

Application End Year: 20-21 Current Year [Change End Year](#)

#### Household

Household phone number in application [REDACTED]  
The Household record is linked to a Campus record. HouseholdID [REDACTED] will be updated when the application is posted.

[Link Household ✓](#) [Unlink Household ✓](#)

#### Home Address

[REDACTED]  
Fort Mitchell, Ky 41017  
The Home Address record is linked to a Campus record. AddressID [REDACTED] will be updated when the application is posted.  
*Notice: AddressID [REDACTED] is occupied by the [REDACTED] household. HouseholdID [REDACTED]*

[Link Address ✓](#) [Unlink Address and Household ✓](#)

#### Mailing Address

The Household has no separate Mailing Address.

#### Parents / Guardians

Name	Gender	Birth Date	Linked To PersonID

# THANK YOU!



**Beechwood**  
INDEPENDENT SCHOOLS

Thank you for helping us to keep student and family information accurate.

If you have questions please contact the school office.