

CSD's Annual Data Update

It is important for parents or guardians to make sure that CSD has all your family's correct contact and health information. This will also serve as your acknowledgement that you have reviewed the K-12 District Handbook and Code of Conduct and Restorative Practices Handbook, both can be found here: <https://www.csdecaur.net/handbook>.



For the 2021-2022 school year, you will be asked to upload proof of COVID-19 vaccination.

Step 1: Gather your information

You will need to have the following information on hand:

- Emergency contacts phone numbers
- Health insurance information
- Student health or medication data

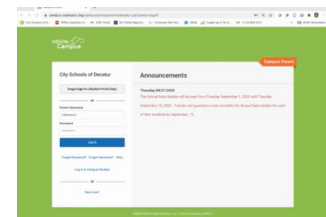


Step 2: Log on to the parent portal

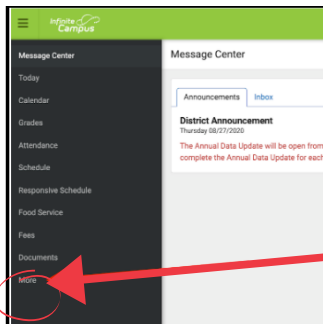
Go to:

<https://campus.csdecaur.org/campus/portal/parents/decaur.jsp>

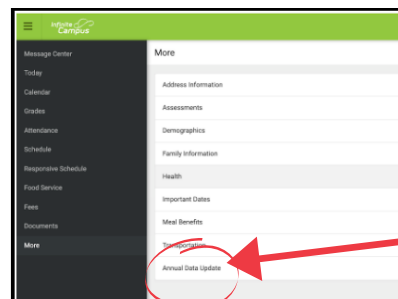
Need help with logging in? Email your school's administrative assistant. Their information can be found on your school's website under the staff directory or crew.



Step 3: Click more, then click annual data update



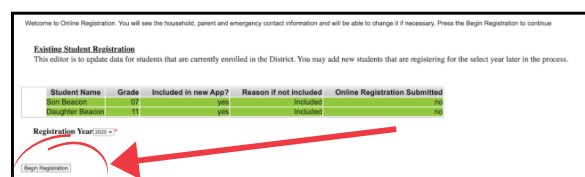
Once logged in, click "More"



Then, click "Annual Data Update"

Step 4: Click existing student and begin the update

Click button that says "existing student registration," then click "begin"



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.

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
Sign Beason	07	yes	Included	no
Daughter Beason	11	yes	Included	no

Registration Year: 2021-22

Begin Registration

Step 5: Update the household, parent, emergency contacts & student data

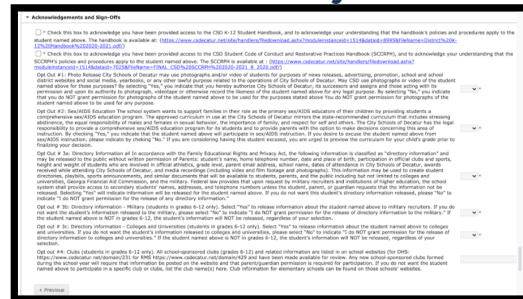
- Be sure to check all phone numbers, emails, health data, and other information.
- Take special care to properly answer the health services data including ALLERGY, MEDICAL HISTORY, and MEDICATIONS.
- Please read each step carefully.



Step 6: Acknowledgments and sign-offs

This section is very important. Please read each item carefully.

- Please review the K-12 District Handbook and Code of Conduct and Restorative Practices Handbook prior to completing the update, both can be found here:
<https://www.csdecatur.net/handbook>.



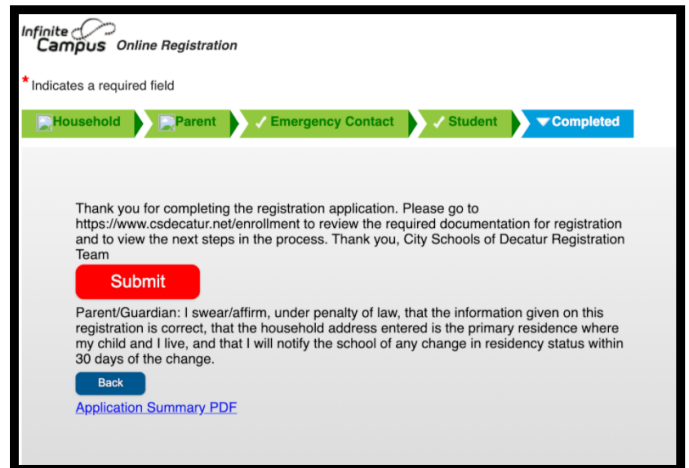
Step 7: Repeat the process for each student highlighted in yellow

Once complete, click "Save/Continue".



- Click the Application Summary PDF to get a copy of your responses.
- Click back to make any further changes.
- Click Submit to finalize the update.

Congrats you have now completed your Annual Data Update!



Go to <https://www.csdecatur.net/parentportal> for additional information about logging into the Infinite Campus Parent Portal.

For any additional questions, please email hwhatley@csdecatur.net.

