



How to Update/Confirm Student Information in Infinite Campus for *Currently* Enrolled Students

Beginning on May 3, 2023, all **existing** school district families will be able to update and/or confirm family and student information in Infinite Campus. ***This process is required to register student(s) for next school year.***

Please note that this process works best on computers, NOT mobile devices. If you don't have access to a computer, please contact your student's school. They can arrange for you to come into one of our buildings to complete the online registration.

Here are the simple steps to complete this process:

- Log in to your parent/guardian portal on Infinite Campus.
 - The parent portal can be found [here](#).
 - If you do not know or remember your login credentials, please contact the admin assistant/registrar of your student's school and they can help find your information:
 - The Grove (Andrea Garcia) 719-395-5270
 - Avery-Parsons Elementary School (Shandra Nelsen) 719-395-7020
 - Buena Vista Middle School (Tammy Bumgarner) 719-395-7060
 - Buena Vista High School (Zina Workman) 719-395-7104
- Once logged in and at the Home screen, go to the left hand side menu and select "More" from the bottom of the list.
- Next, select "Online Registration" from the menu that appears in the center of the screen.
- Then, select 23-24 **Existing** Student Registration

After this, the process is fairly self-explanatory...you will be guided through either entering or confirming existing information. ***Please note that this year we are requiring documentation to confirm residency in the Buena Vista School District (a photo or scan of a current utility bill, for example).***

If you have any questions, please feel free to contact your child's school directly at one of the numbers listed above.

Thank you!

REGISTERING FOR 2023-2024 – BUENA VISTA MIDDLE SCHOOL

You will need to log into your Infinite Campus Parent Portal from a computer at the link below. Registration does not work on a mobile device, so if you need access to a computer, you can use your student's tablet or come into the school office and we can assist you. If you need to come into the office, please do that before the offices close on June 2nd.

Link: https://cocloud1.infinitecampus.org/campus/portal/parents/buena_vista.jsp

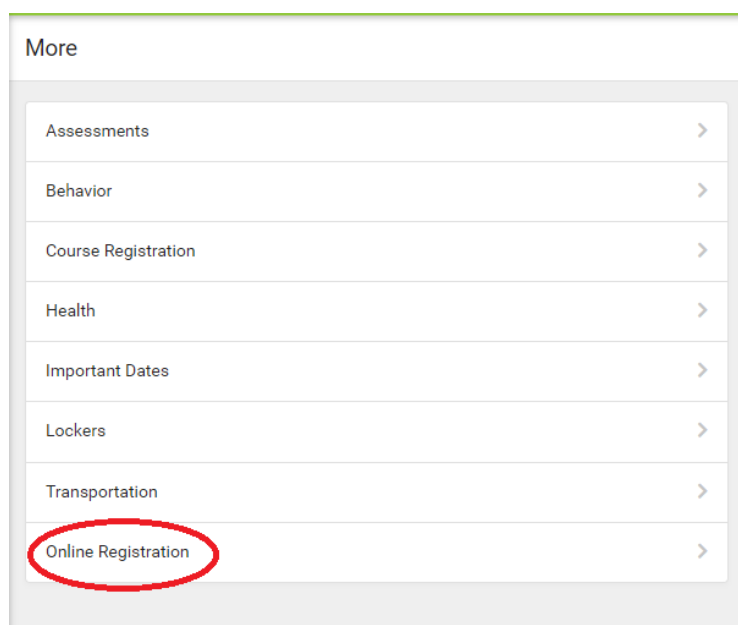
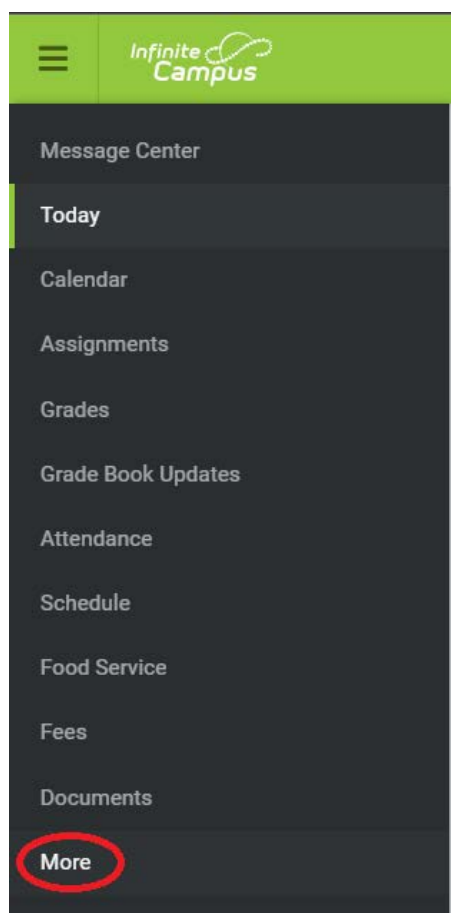
If you have forgotten your log-in credentials, please contact the school:

Main Office (719) 395-7060

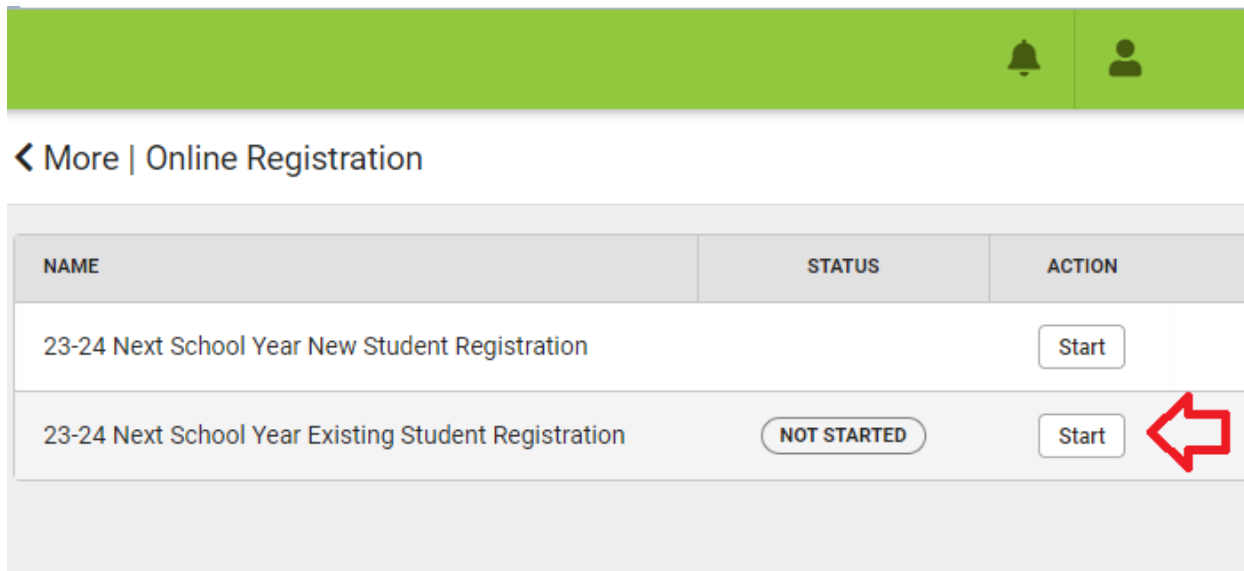
Email: BVMS@bvconnect.org

Once you are in Infinite Campus, you will click on **"More"** on the left side menu.

Then, select **"Online Registration"** from the menu.



There may be multiple registration options (see image below). You should pick the one for EXISTING student registration for 23-24. Click "Start".



NAME	STATUS	ACTION
23-24 Next School Year New Student Registration		Start
23-24 Next School Year Existing Student Registration	NOT STARTED	Start

You will then get a message about reviewing and updating information as necessary and acknowledgements.

Click "**Begin**" and start reviewing each section.

NEW THIS YEAR – PROOF OF RESIDENCY

Each family will need to verify their physical address each year. A PDF or photo of a bill will work. If you do not have a utility bill, a copy of a lease may be used. If you do not have either of these documents, please contact the school for more options.

▼ Home Address

Your address as listed in the portal
29230 County Road 361
Buena Vista, CO 81211

The home address listed is no longer current

Please upload current documentation (e.g., a utility bill) to prove residency in the Buena Vista School District. A picture or scan works well.*

[Upload Proof of Residency](#)

[< Previous](#)
[Next >](#)

HOUSEHOLD/PARENT/GUARDIAN:

You will review household information for each parent/guardian currently listed.

1. Click the Edit/Review button for each person listed.
2. Check that addresses (physical and mailing), phone numbers and email addresses are still accurate for each person.
3. Once everything is reviewed, a checkmark will show it completed, and you will click "Save/Continue" to move on.

* Indicates a required field



Parent/Guardian

First Name	Last Name	Gender	Completed	Record Type	
Parent	One	M	✓	Existing	Edit/Review
Parent	Two	F	✓	Existing	Edit/Review

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back

Save/Continue



EMERGENCY CONTACTS:

Next, we will need you to review contact information in case we cannot reach you in an emergency. These are people who may pick up your student besides parents/guardians. You do not need to list yourself or other parents/guardians as emergency contacts.

You will be able to delete a contact (edit/review) or add new ones here.

When you are done, a green check will indicate all is good to move on. Click "Save/Continue".

Infinite Campus Online Registration Application Number

* Indicates a required field

✓ Student(s) Primary Household
✓ Parent/Guardian
▼ Emergency Contact
Other Household Members

Student
Completed

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact	
Contact	One	M		Existing		Edit/Review
Contact	Two	F		Existing		Edit/Review

In AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 5

[Add New Emergency Contact](#)
[Back](#)
[Save/Continue](#)

Once you review all of your current information, making changes as necessary, you will be able to electronically sign the application and submit it to the district.

The screenshot shows the 'More | Online Registration' page. A table lists three registrations:

NAME	STATUS	ACTION
21-22 New Student Registration		Start
22-23 Next School Year New Student Registration		Start
22-23 Next School Year Existing Student Registration	COMPLETE	Start Another

IF YOU WANT TO VERIFY:

Return to the Online Registration page, it will now show the registration status as **COMPLETE**.

If it does not, start the review again.

If you need help, please see the contact information on page 1.