

Requesting Changes to Your Data in Infinite Campus

Infinite Campus contains all of the contact, teaching, employment and emergency data for all staff and students. Infinite Campus is the system used to notify students, staff and parents (e.g. school closings, delayed starts, etc.). To ensure that the information contained in Infinite Campus is the most up to date, please review and request updates, if necessary, with the steps listed below.

1. Log into Infinite Campus
2. Select Census then select My Data in the IC Sidebar Menu
3. Review the information in each tab for accuracy
4. If changes are necessary, select Request <tab name> Update and enter the correct information, then Save. This will send an update request to an administrator. We will review and accept or deny the update request. Be sure to indicate the request type before saving the request.

Infinite Campus - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Inbox (3) - donjonw@jr7.k12.mo.us - Jef... Infinite Campus

jr7.k12.mo.us https://bluejaysis.jr7.k12.mo.us/campus/main.xsl

DRUDGE REPORT R7 Email Jefferson R-7 HelpDesk Infinite Campus Jefferson R-VII Schoo... CDW-G Gmail OCS Inventory Firewall USAC

Infinite Campus

Year: 12-13 School: All Schools Calendar: All Calendars Campus Community

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DONJON, WAYNE A
DOB: 08/30/1971 Gender: M

My Demographics My Assignments My Employment My Credentials My Household/Address My Courses My Requests

☐ Request Demographic Update

Person Information

Read Only (Create an update request to change data)

PersonID: 8392

*Last Name: DONJON *First Name: WAYNE Middle Name: A Suffix:

*Gender: Male Birth Date (Age: 40): 08/30/1971 Soc Sec Number:

Race/Ethnicity (Edit)

State Race/Ethnicity: White Federal Designation: 6:White Race(s): White Hispanic/Latino: N:No Race/Ethnicity Determination: 03:Observer Determined

Birth Country: US: United States of America

Date Entered US: Date Entered US School:

Date Entered State School: Birth Verification: B: Birth Certificate

Nickname:

- Modified by: DONJON, WAYNE 07/31/2012 07:59

Person Identifiers

Local Student Number: ☐ Generate Number

Student State ID:

Local Staff Number:

Staff State ID:

Person GUID: CC2C2222-C91D-43F0-A5AC-5D2CFA141DC3

Personal Contact Information

Other Phone: Private: Work Phone: Private:

You may review your requests by clicking on the My Requests tab under Census > My Data.

The screenshot shows the Infinite Campus web application in a Mozilla Firefox browser. The user is logged in as Wayne A. Donjon (DOB: 08/30/1971, Gender: M). The left sidebar contains a navigation menu with categories like My Data, People, Households, Addresses, and Reports. The 'My Data' category is expanded, showing sub-items like Staff Request Processor, People, Households, Addresses, Portal Request Processor, Add Person, Add Household, Add Address, Staff Locator, and Census Wizard. The 'My Requests' tab is selected under the 'Census' section. The main content area displays a table of request information.

| Brief Description | Request Date/Time | Type of Request | Status |
|-------------------|-------------------|-----------------|----------|
| Changed my MN | 07/31/2012 07:59 | Demographic | Approved |
| Change MN to A | 07/31/2012 07:57 | Demographic | Approved |