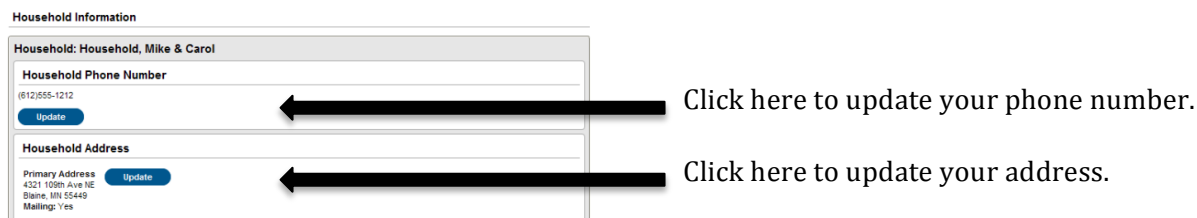
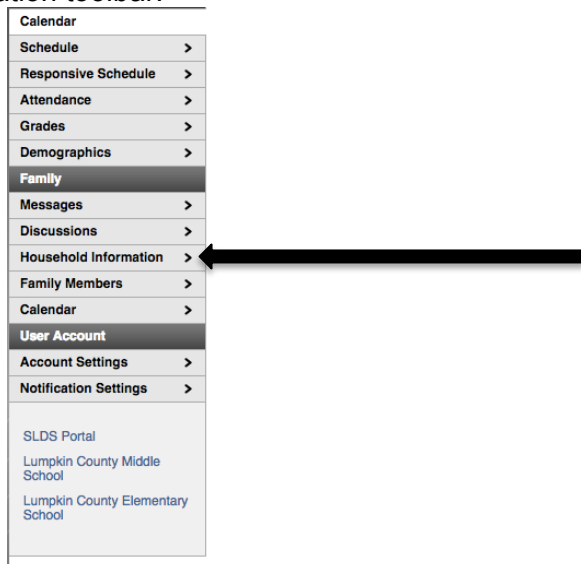


## UPDATING HOUSEHOLD INFORMATION

Log in to the Infinite Campus Parent Portal Website:  
<https://campus.lumpkinschools.com/campus/portal/lumpkin.jsp>

You can make changes to your household phone number and address by selecting Household Information on the left navigation toolbar.



### Updating Household Phone Number

1. Click on the **Update** button below the Household Phone Number field. A pop-up window will appear.
2. Enter the updated 10-digit household number (area code plus number).
3. Enter any **Comments** related to the modified information. These comments are seen by the registrar processing the request.
4. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
5. Click **OK** to return to the **Household Information** view.

Note: Updating this phone number will update the home phone number for all members of the household.

### Updating the Household Address

1. Click the **Update** button next to the Address that should be changed (a household may have more than one address). A pop-up window will appear.
2. Enter the correct address information in the appropriate fields. Address fields are defined below.
3. If mail should be sent to this address, mark the **Send mail to this address** checkbox.
4. Determine the type of change for this address and select the correct radio button.
  - a. I am changing my address because I moved or will be moving. This selection requires the entry of an Address Effective Date, meaning the address change will not take effect until the date entered (all mail sent between now and the effective date will be sent to the existing address). A calendar pop-up will display to easily select the date the new address should take effect.
  - b. I am correcting my address information because it was incorrect.
5. Enter any **Comments** related to the modified information. These comments are seen by the registrar processing the request.
6. Click the **Send Update** button. A confirmation message will appear indicating the request has been sent.
7. Click **OK** to return to the **Household Information** view.

Note: A proof of residency must be submitted to the school registrar in order for the change of address to be approved. Proof of residency includes a utility bill or lease agreement that indicates the physical address and is dated within 30 days of the request.

All change requests to household information will be sent to the school registrar. You will receive a notification in the Parent Portal Message Inbox indicating the status of the change.

### Address Fields

Field	Definition
P. O. Box	Indicates the address is not a street address and mail is sent to the resident Post Office for collection. When a household has a P.O. box as the mailing

	address, a second address is often listed for transportation (bus) drop offs.
<b>Number</b>	House Number of the address, or Box number if the address is a P.O. Box address.  In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , <b>7750</b> is the number. Only enter the number of the address.
<b>Prefix</b>	Direction of the street in the address.  In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , <b>South</b> is the prefix.
<b>Street</b>	Name of the street.  In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , <b>Barstow</b> is the street name. Enter only the name of the street.
<b>Tag</b>	Label of the entered street - Avenue, Street, Blvd., etc.  In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , <b>Street</b> is the tag. Enter only the tag in this field.
<b>Direction</b>	Direction indicating the placement of the street within the city limits.  In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , <b>NE</b> is the direction. Enter only the direction in this field.
<b>Apt</b>	Apartment number if this address is for an apartment building location.  In the address <i>7750 South Barstow Street NE, Apt. 101 My Town MN 55555</i> , <b>101</b> is the Apartment number.
<b>City</b>	Postal city for the address.
<b>State</b>	Two-digit state code for the address.
<b>Zip</b>	Postal zip code
<b>County</b>	County in which the address is located.