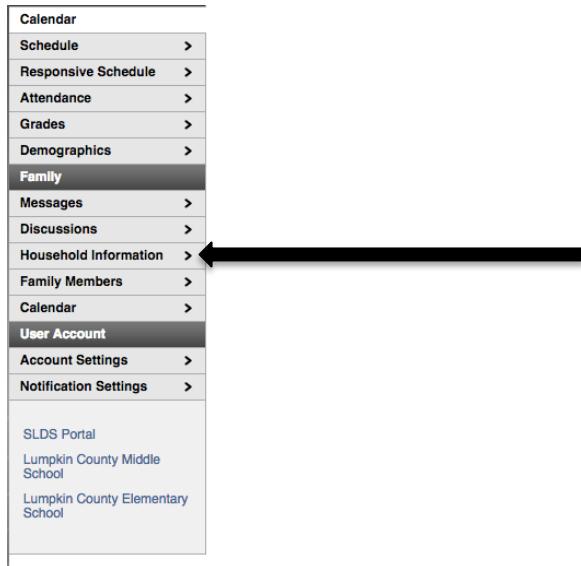


UPDATING HOUSEHOLD INFORMATION

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.

A screenshot of the 'Household Information' update form. It shows a household entry for 'Household: Household, Mike & Carol'. Under 'Household Phone Number', the number '(612)555-1212' is listed with an 'Update' button below it. Under 'Household Address', there is a 'Primary Address' row with '4321 109th Ave NE Blaine, MN 55449' and a 'Mailing: Yes' checkbox, also with an 'Update' button below it. Two black arrows point to the 'Update' buttons for both the phone number and address fields.

Click here to update your phone number.

Click here to update your address.

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.

Update Household Phone Number

Changing this will update the home phone number for all members of the household.

Household Phone Number:
612 555 - 1212 x

Comments:

Send Update **Cancel**

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.

Household Information

Household: Banks

Household Phone Number

Update Address

Update your address information, indicate what type of change you are making, and click Send Update.
Household address changes for staff members will be made in Human Resources as well.

P.O. Box:	* Number:	Prefix:	Street:	Tag:	Direction:	Apt:
<input type="checkbox"/>	6507		HIGHPOINT	RD		
* City:	UNION CITY			* State:	* Zip Code:	County:
			GA	30291 -		
<input checked="" type="checkbox"/> Send student mail to this address						
Type of Change						
Please select the reason for making this address change.						
<input type="radio"/> I am changing my address because I moved or will be moving. <input type="radio"/> I am correcting my address information because it was incorrect.						
Address Effective Date:						
<input type="checkbox"/> I am changing my address because I moved or will be moving. <input type="checkbox"/> I am correcting my address information because it was incorrect.						
Comments:						
Send Update Cancel						

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.
Number	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> , 7750 is the number. Only enter the number of the address.
Prefix	Direction of the street in the address. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , South is the prefix.
Street	Name of the street. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Barstow is the street name. Enter only the name of the street.
Tag	Label of the entered street - Avenue, Street, Blvd., etc. In the address <i>7750 South Barstow Street NE, My Town MN 55555</i> , Street is the tag. Enter only the tag in this field.
Direction	Direction indicating the placement of the street within the city limits. In the address <i>7750 South Barstow Street NE, MyTown MN 55555</i> , NE is the direction. Enter only the direction in this field.
Apt	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> , 101 is the Apartment number.
City	Postal city for the address.
State	Two-digit state code for the address.
Zip	Postal zip code
County	County in which the address is located.