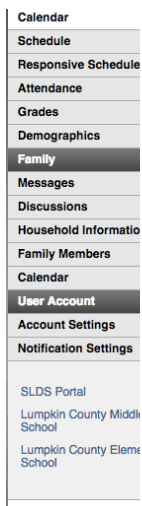


UPDATING STUDENT DEMOGRAPHIC INFORMATION

The Demographics tab lists the information the school district currently has for the selected student. Non-household contacts are those people who may be related to the student or people who have permission to pick up the student or can be contacted in case of emergency for that when the parent cannot be reached but do not live in a household with that student.

1. Log in to the Infinite Campus Parent Portal Website:
<https://campus.lumpkinschools.com/campus/portal/lumpkin.jsp>
2. Select the student at the top of the screen that you want to make changes for. Then click on the Demographics tab on the navigation toolbar.



3. Select the **Update** button underneath the section that you need to update.
4. Enter the modified information.
5. Enter any **comments**.
6. Click on **Send Update** button. An indication the message has been sent will appear.
7. Click the **OK** button and return to the Demographics page.

You may also add a contact by clicking on the Add Contact button on the Non-Household Contacts section. An Add Contact window will appear. You will then add the new contact information. Then follow steps 5 and 6 above.

Note:

- Only alphabetic letters, numbers, periods, hyphens, and apostrophes are allowed in the name fields.
- The first name, last name, gender, and relationship between the person and the student fields must be populated. A warning message displays when the name field contains a non-alphabetic character.

You may also remove a non-household contact by clicking on the **Remove** button below the non-contact's information. Enter the reason for the contact removals in the **comments** box and click the **Send Update** button.

Note:

- When the school processes the request and it is approved, the user will receive a message indicating the request was approved and the contact will be removed. However, if the school processes the request on the same day it was submitted, because the Portal uses inclusive dates, the removed contact may still appear for a period of time through the end of the day (midnight of the day the request was approved).