Infinite Campus Parent Portal
Updating Contact Information

It is important for you to keep your contact information up to date in Infinite Campus. Please provide a Home (Other) Phone, a Work Phone, and a Cell Phone for each guardian. At least one guardian must also have an Email Address. Each Penfield High School student should have an Email Address and we recommend that you also provide a Cell Phone number for each PHS student.

After logging on to the Portal, select a student at the top of the screen.

All update screens work in a similar way: you click first on an Update button, you update the information, and then you click on a Send Update button. All changes go through a review process.

If you want to change your home phone number or your address, click on the Household Information link in the Index on the left-hand side. On this screen, you can update the Household phone (will update the number for all family members) by clicking on the Update button, and typing in the new information. After you are finished, click on the Send Update button.

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Update Household Phone Number

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

Household Phone Number: (585) 377 -
Comments:

Send Update Cancel
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You can also request a mailing address change from this page by clicking on the *Update* button in the Household Address box and providing the updated information. Fill out the entire form; the fields marked in red are required. Click on the *Send Update* button when you are finished.

Please note that address changes will not be made until you provide acceptable proof to the District Office. Acceptable proof of residency includes the original copy of a tax bill, homeowners insurance policy, mortgage commitment letter, lease signed by both tenant & landlord, or purchase agreement.

If you want to change a phone number or an email address for any member of your family (children and guardians), click on the *Family Members* link in the Index. There, you can view contact information for each member of your family. You can request updates to the Cell Phone, Work Phone, Other Phone and Email (including Secondary Email) address from this page by clicking on the *Update* button, making changes as needed, then clicking on the *Send Update* button.

If you want to update a student’s personal information (legal name, gender, date of birth, and ethnicity), click on the *Demographics* link in the Index. Note that all fields are required when you request updates to the personal information.

You can also request updates to the Non-Household contacts (including the Dentist and the Doctor) from the Demographics link. You can request that a contact be removed, you can request updates to the contact information, and you can request an additional contact be made.

All information on the Demographics page is specific to the student that you have selected at the top of the screen.