



Community Consolidated School District 46

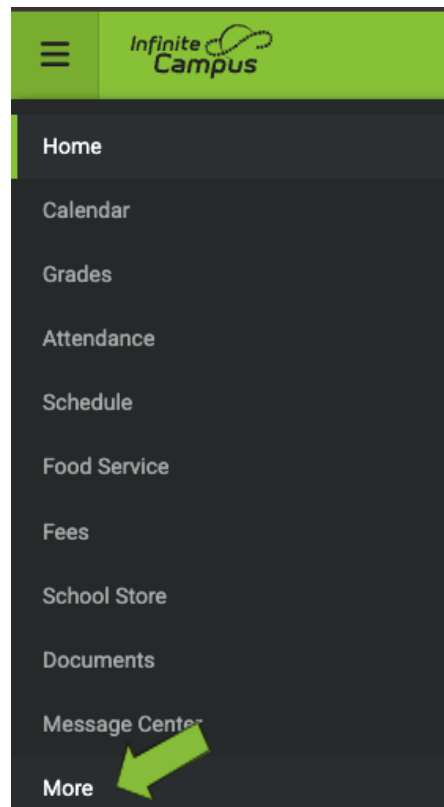
Dr. Lynn Glickman, Superintendent

CCSD 46 | 565 Frederick Road, Grayslake, IL 60030 | 847-223-3650 | FAX 847-223-3695

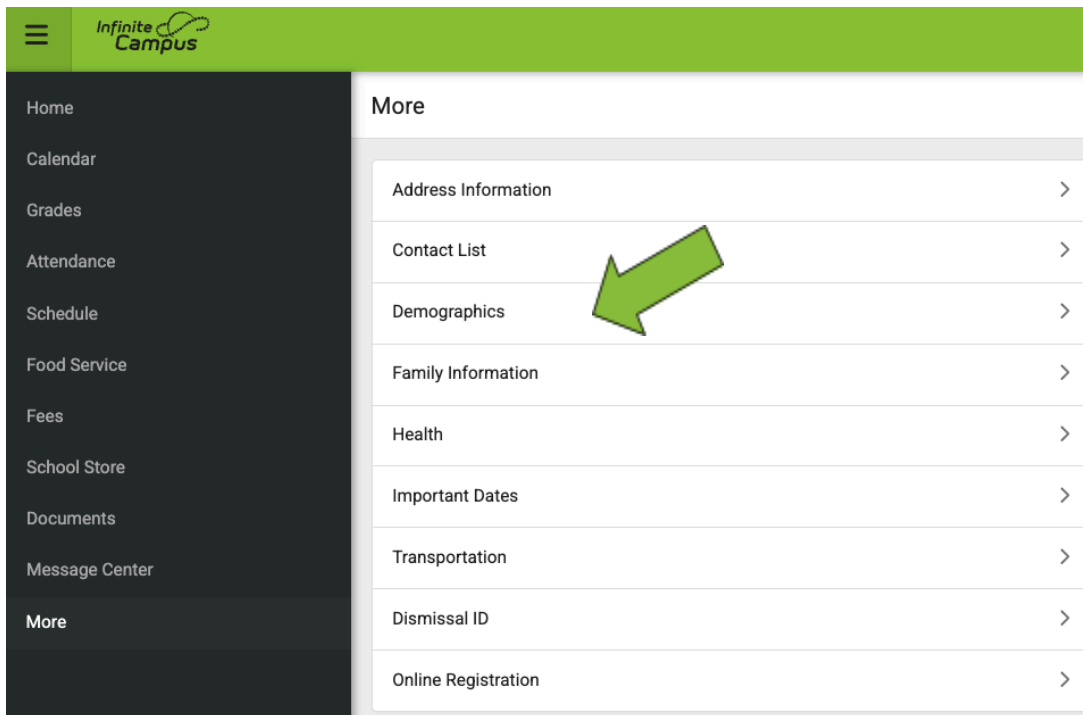
PARENT/GUARDIAN & EMERGENCY CONTACT UPDATE REQUEST

Please follow the directions below to update the parent/guardian and emergency contact information currently in the Infinite Campus system. Once your request is submitted, our staff will ensure the changes are completed.

- From your parent portal account, Select “**More**” from your main menu categories.

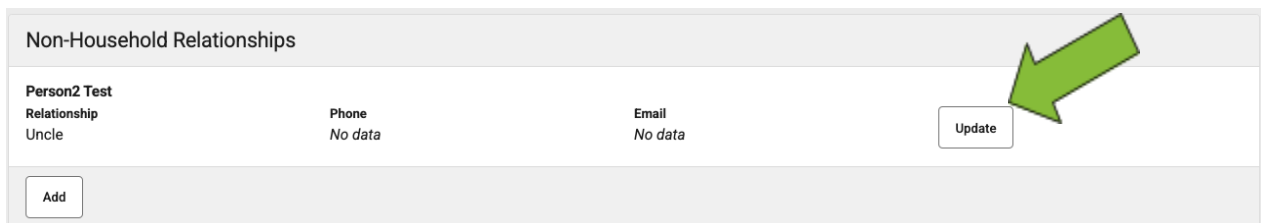


- From the additional menu categories, select “Demographics”

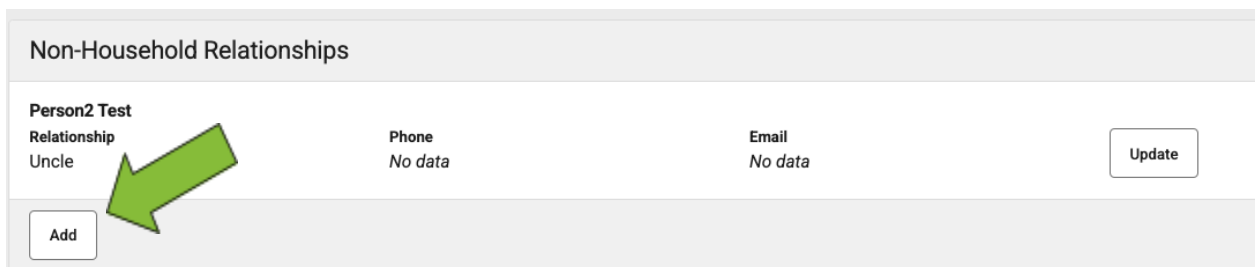


- This screen will populate with all Non-Household Relationships
Click on the name you would like to update

Select Update and enter the changes



- Click Add to add emergency contacts by completing the blanks



Once the information is complete, click “Add”

< Back | Add

Add Contact

First Name(Required)

Last Name(Required)

Middle Name

Suffix

Gender(Required)

Cell Phone

Work Phone

Other Phone

Email Address

Secondary Email Address



Add

Cancel

District staff will ensure your changes are completed. To review the information for members of your household, please go to “Family Information” in the Infinite Campus Parent Portal menu.

If any of the demographic information for your household needs to be updated, Please contact your child’s school office for assistance.