LCSS Annual Update FY 2027

This update ensures LCSS has the most accurate contact and health information for your child. Completing this digital process replaces the paper forms traditionally sent home at the start of the year. The update takes about 10 minutes and is completed through the Infinite Campus Parent Portal.

⭐**Important:** <u>This process is for returning students only</u>. New students complete a separate registration.⭐

STEP 1: GATHER YOUR INFORMATION

Before starting, make sure you have the following details ready:

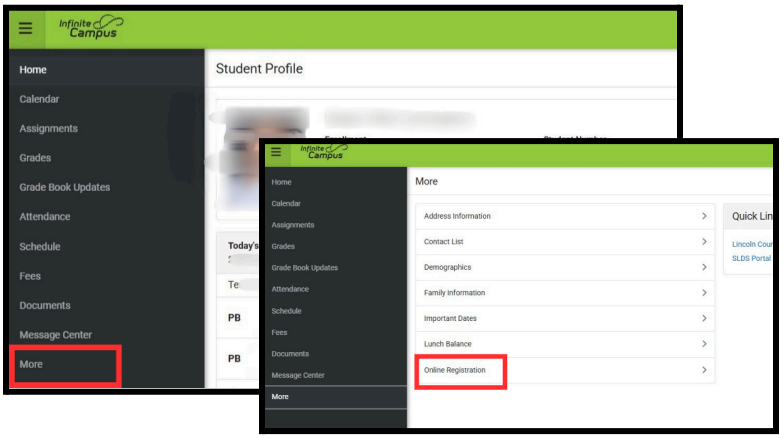
- **Household & Contacts:** Verify phone numbers, emails, and emergency contacts.
- **Health Services:** Update Medical History and Medications.
- **Transportation:** Select your students' daily mode of transportation.

STEP 2: LOG IN TO THE PARENT PORTAL

- Access the Portal through lincolncountyschools.org. Select Parents, then find the Infinite Campus Portal button.
- Need an Account? If you don't have one, please contact Carolyn Zellars at czellars@lcboe.us or (706)359-3121 or (706) 359-3742

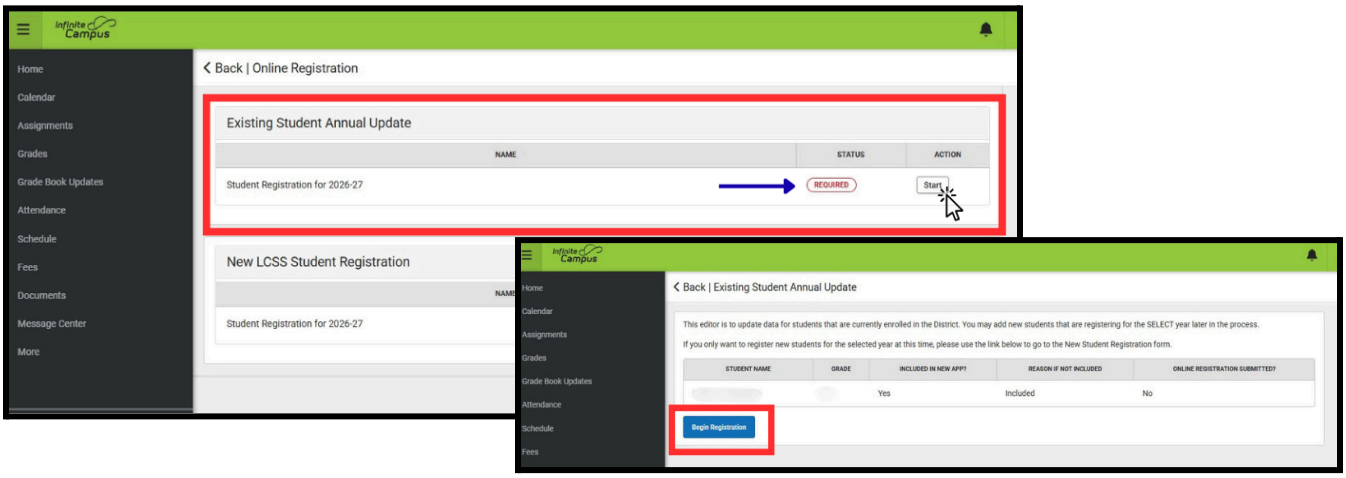
STEP 3: NAVIGATE TO REGISTRATION

- Once logged in, click the "More" button at the bottom of the left side menu.
- Select "Online Registration" from the list of options.



STEP 4: BEGIN THE ANNUAL UPDATE PROCESS

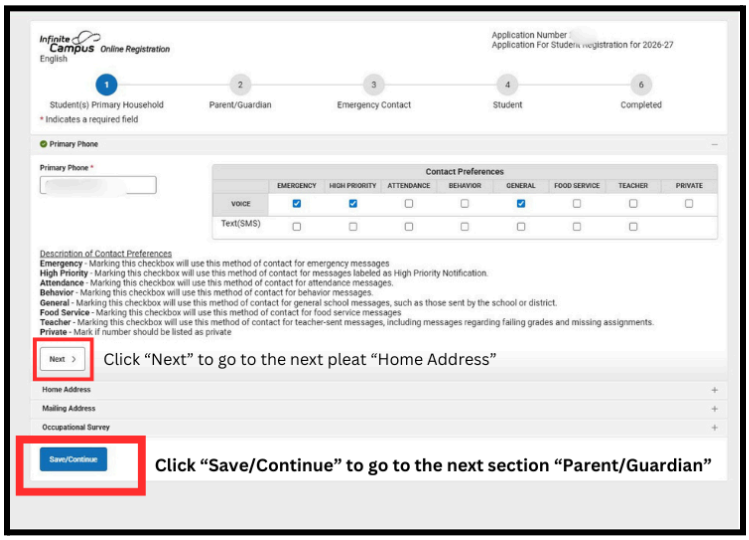
- Select "Existing Student Annual Update." You will see "Student Registration for 2026-2027" below it and a "REQUIRED" button in red.
- Click "Start" to see your student(s) listed.
- Click "Begin Registration".



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STEP 5: UPDATE INFORMATION

Review and update the **four** sections.
Note: If no changes are needed for a section, you must still click "Save/Continue" to proceed.

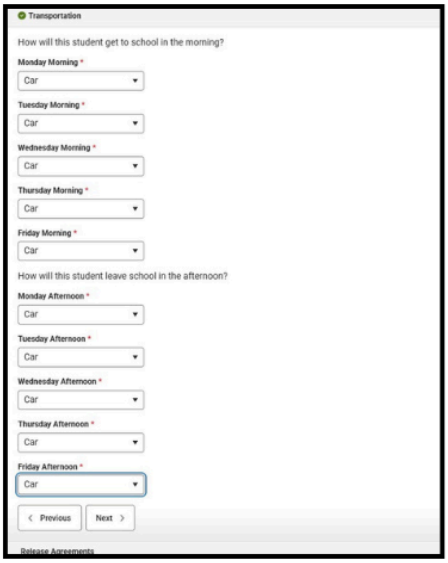


1. **Student(s) Primary Household:** Check all phone numbers, home address, email addresses, and complete the Occupational Survey.

2. **Parent/Guardian:** Check all birthdates, phone numbers, home address, email addresses, and military connection, if applicable.

3. **Emergency Contact:** At least one is required. Check names, gender, phone numbers, email addresses, and home addresses.

4. **Student:** Review all Demographics, Emergency Information.
    a. Pay close attention to Medical Conditions, Medications, and Transportation. Release Agreements are also under this tab. Read each agreement carefully, answer, and provide your digital signature. The Student Handbook and Computer Network User Agreement, and Attendance Protocol are under this section.





STEP 6: FINALIZE AND SUBMIT

- **Multiple Students:** Repeat the update process for every student highlighted in yellow.
- **Sign:** Provide your digital signature again.
- **Review:** Click "Application Summary PDF" to download or print a copy of your responses for your records.
- **Submit:** Click "Submit" to officially finalize your update.