

# Infinite Campus Annual Online Registration (OLR)

## Information we are requesting Parents/Guardians to verify:

- Household - address, phone
- Parent/Guardian - names, guardians, contact info
- Student Information - name, DOB, etc
- Handbooks/Policies - please read and click "I accept" for the various handbooks and policies
- Medications and health conditions - confirm, add new, remove
- Transportation - verify and/or change as needed
- Digital equity and parent military status (state requirement)

This process provides the latest and most accurate information to your child's school. *\*Please note that we do not collect Student Emergency Information Forms as we obtain all information through this online registration process.*

## SPLIT HOUSEHOLDS - THINGS YOU NEED TO KNOW

Only the PARENT/GUARDIAN in the **PRIMARY HOUSEHOLD** will be able to complete the annual review. If you are not considered the Primary Household, you will see the message *Not Primary Household*. For those in mixed family households: if you are not the primary guardian of a student, you may see a "No Guardian Rights" message. Primary households are determined by the boundary school.

## HOW TO FIND THE ONLINE REGISTRATION and ANNUAL REVIEW

Log into your Campus Parent Portal. On the left side, near the bottom, locate and click **More**. Scroll down and click the link for **Annual Online Registration and Review**. Under ACTION, click the **START** button and on the next screen click the **START HERE** button.

NAME	STATUS	ACTION
2025-2026 School Year - FALL 2025 ENROLLMENT	REQUIRED	Start

*\*Please note that the Registration and Annual Review works best when using a browser on a computer. You may experience issues if using a mobile device such as a smartphone, iPad, etc.*

The entire process should take about 5-10 minutes. You will receive a confirmation email when the application has been processed and approved - this can take up to 2 business days. If you have questions or problems, please contact your school office or the Technology Parent Help Line at 262-789-6298 or [parentportal@nbexcellence.org](mailto:parentportal@nbexcellence.org).

## EMERGENCY CONTACT INFORMATION

Emergency contact information is not collected in the annual review. To verify or update this information, log into your Campus Parent Portal. On the left side, near the bottom, locate and click **More**. Use the links for **Demographics** and **Family Information** to make changes.