Annual Update Instructions

The Annual Update must be completed by ALL Chardon Local School District households. If you registered this past spring or summer, you are asked to complete the Annual Update. This ensures that you have created your Parent Portal Account and that we have the most accurate information for your student.
Every student PreK - Gr. 12 must have an Annual Update completed online each year. ***Changes in residency, custody and medical conditions or medications require additional documentation.*** The Annual Update cannot be completed on paper. If you do not have access to a computer, please contact the Board of Education office at 440-285-4052.

- Only the Primary Household Parent/Guardian can complete the Annual Update.
- Please note that this **CANNOT** be completed on a mobile device. You will need to use a desktop or laptop computer.
- You must have a Parent Portal Account, if you do not, please contact your **building secretary**.
- Login to your Parent Portal Account through Infinite Campus. *https://chardonoh.infinitecampus.org/campus/portal/chardon.jsp*
- On the bottom left toolbar, click "More" then select "Online Registration"
- Find "Annual Update" and select "Start" under Action
- Your student and household information will be pre-populated. Proceed through each tab and update or add any information as needed. When you've completed the update, you must click **"Submit".**



