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July 6, 2018

Parent/Guardian:

This year, Pulaski County Schools will be allowing you to update your demographic information and fill out the HIF (Household Income Form) online through the Infinite Campus parent portal. The first instruction sheet provides instructions on how to sign in to the parent portal and who to contact should you need assistance.

The second instruction sheet provides instructions on how to update your demographic information in the Infinite Campus parent portal. It is of great importance that we have up to date contact information including address and phone numbers. This section will also allow you to update the household member information as well as emergency contacts.

Lastly, you will find an instruction sheet on completing your HIF (Household Income Form). Even if you know that you will not qualify, it is still very important to complete this form. The information that you provide directly impacts our state and federal funding.

It is our hope that this process will eliminate some of the forms that you had to complete in previous years and make the process easier for you.

Thank you,

Patrick Richardson  
Superintendent  
Pulaski County Schools

## **Infinite Campus Parent Portal**










If you do not have an Infinite Campus Parent Portal log in or if you have forgotten your username and/or password, please contact

Burnside Elementary School Attendance Secretary, Robyn Brooks at 606-561-4250

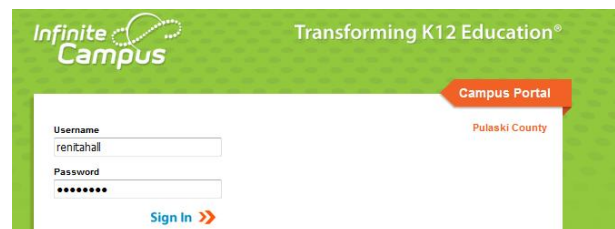
Or if they are unavailable, you may contact Renita Hall at 606-679-1123

Step 1: Go to [www.pulaski.net](http://www.pulaski.net), Scroll down the screen and under Quick Links, select Parent Portal.

### Quick Links

-  MYMAIL
-  JOB OPPORTUNITIES
-  MENUS
-  PARENT PORTAL 
-  PUBLIC INFORMATION
-  BOARD OF EDUCATION
-  STAFF DIRECTORY
-  STUDENT PORTAL

Step 2: Enter your information and sign in to the parent portal.



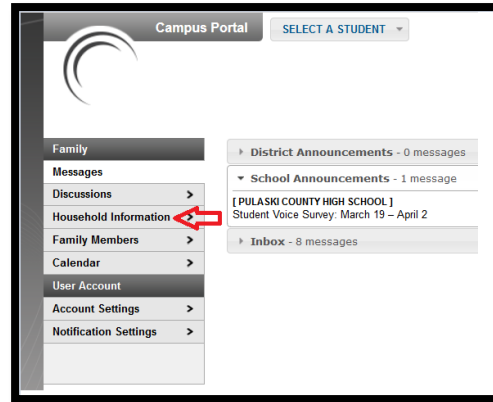
The screenshot shows the Infinite Campus login page. The header features the Infinite Campus logo and the tagline "Transforming K12 Education®". A navigation bar includes "Campus Portal" and "Pulaski County". The login form contains two input fields: "Username" with the text "renitahall" and "Password" with masked characters. A "Sign In >>" button is located below the password field.

# Updating Demographic Information via the Infinite Campus

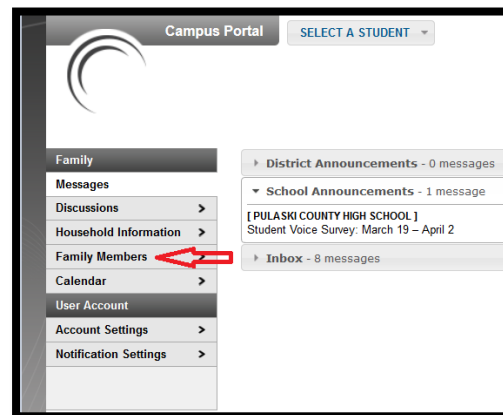
## Parent Portal

**Step 3: Select “Household Information” on the left hand side of the screen. This will allow you to update your Household Phone Number and Household Address**

- Click “Update” to change household phone number
- Click “Update” to change address

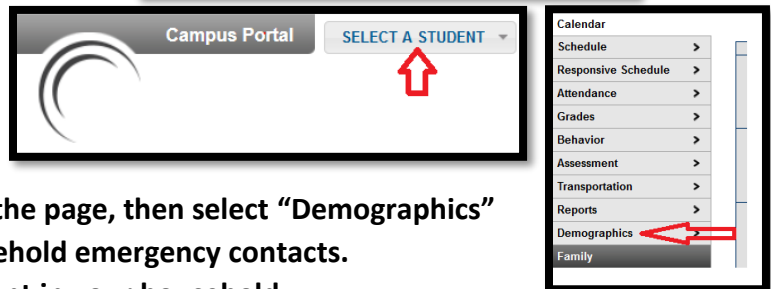


**Step 4: Select “Family Members” on the left hand side of the screen. This will allow you to update phone and email information on each member of your household.**



**Step 5:**

- **ONLY 1 Child Enrolled:** Select “Demographics”.
- **2 Or More Children Enrolled:** “Select a Student” at the top of the page, then select “Demographics” to update your child’s non-household emergency contacts.
  - Continue with each student in your household.

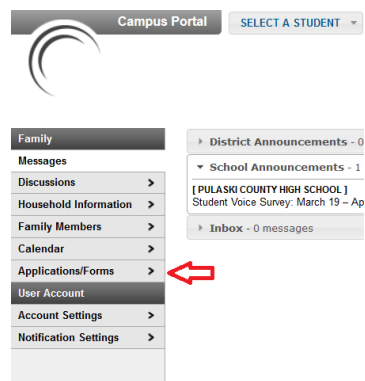


**\*\*\*\*Information will not be immediately updated. A message will be sent to school staff and they must approve the update.**

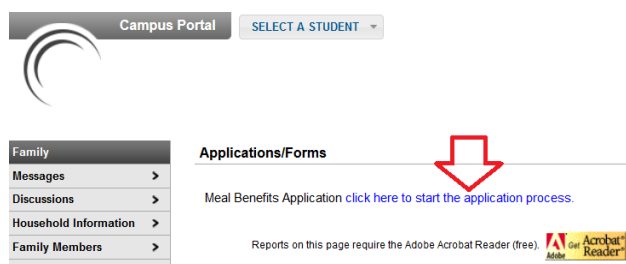
## **Completing the HIF via the Infinite Campus Parent Portal**

\*\* When completing the online HIF application, you **MUST** include income information.

**Step 6: Select Applications/Forms on the left hand side of the screen.**



**Step 7: Click the hyperlink in blue that says “Meal Benefits Application click here to start the application process”.**



**Step 8: Create E-Signature**

1. Click Yes
2. Create your Pin
  - Pin must be 5 letters, numbers or special characters (! @ # \$ % ^ & \* + ? ~ | =)
  - You must have at least one each of two of the types.
3. Enter your Infinite Campus Parent Portal password.
4. Click submit.

**Step 9: You will then have another box pop up directing you how to complete the form. Read the instructions carefully for each section.**

### NOTES:

#### Household members page

- Check the box beside each member living in your household.
- If any members are missing, including children under school age, grandparents, or any other person residing in the house, click add household member.

#### Authorization page

- You will be asked several questions concerning the release of information. When asked about sharing information with “Other Programs” and “Sports”, this could include things such as a reduction in the cost of AP and ACT Exams and help with other activities that result in a cost to the student.