



July 15, 2024

Dear families,

It's **Annual Update** time!

This is our yearly process to update information for your student(s) who are enrolled in the 2024-2025 school year. It is extremely important that this information is updated before the start of the school year. We are requesting that this be completed by August 2nd.

This process needs to be completed by **ALL** families including:

New students – even if you just enrolled this year.

Existing Students – Primary households only to complete for student(s)

Secondary Households – update your own information only

Reminders:

- **Medical** - Medical information needs to be updated every year. Even if you have notified the school of a medical condition in the past, you will need to continue to inform us each year through this Annual Update process. Please feel free to visit [Nursing Services](#) for more information.
- **Transportation** - All transportation information needs to be completed through the Annual Update every year in order to assist with transportation routes and busing assignments. Even if your student does not ride the bus, please complete the annual update.
- **External School of Choice & Internal School of Choice** – A Transportation Request needs to be filled out for all school of choice students yearly. This can be completed on the Transportation tab within the annual update.
- **Chromebook Agreement 6th – 12th Grade** - Students MUST have the annual update completed before they will be allowed to check out a Chromebook for the year. More detailed information can be found at [Library Media Services](#)

Please verify that all existing information is accurate. If any changes need to be made, please do so at this time. A proof of residency must be uploaded in order to process an address change. Release Agreements will also need to be reviewed during this process. Anything highlighted in yellow indicates there is information missing. A red **Submit** button will appear at the end of the application upon completion.

[This document](#) will explain how to complete the process.

Notifications regarding smart start, student schedules, and transportation information will be sent out from each school building sometime after August 5th and also available in infinite Campus Portal.

Please refer to the school [Website](#) for building information and calendars.

Thank you.