# Annual Update Instructions

Parents / Caregivers





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## San Ramon Valley Unified Log in to **Campus Student** or -**Campus Parent**

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### Step 1: Log into the Infinite Campus Parent Portal



#### Home

TEST EC	Announcements     i       No announcements.     0       Inbox     i
Test Student	No messages available.       Quick Links
	San Ramon Valley Unified Contact List
Student123 Training4	New Enrollment and Annual Update

### Step 2: Click on New Enrollment and Annual Update



#### More | Online Registration

Existing Student Enrollment		
NAME	STATUS	ACTION
24-25 Annual Update (FOR FAMILIES WITH STUDENTS ENROLLED IN THE 24-25 SCHOOL YEAR)	REQUIRED IN PROGRESS	Continue
New Student Enrollment		
NAME	STATUS	ACTION
2024-25 New Student Enrollment (Next School Year)	IN PROGRESS	Continue

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Step 3: Annual Update - Click on continue



#### Conline Registration | Existing Student Enrollment

This editor is to update data for students that are currently enrolled in the District. You may add new students that are registering for the selected year later in the process.

If your child is not listed below for the Annual Update, then final placements have not yet taken place.

If this is the case for your student, please return to the Annual Update process at the end of the July 26th week when placements have been completed. At this time your student should be listed. If you do not see your student listed, please contact your resident school office staff to get more information. Do **NOT** continue with the Annual Update until you see all of your students listed below.

You can, however, continue with fall registration activities for those students you see listed below.

Thank you.

NOTE: Only use the "Click here to go to New Student Enrollment" if you have not have not gone through the enrollment process for the student you wish to enroll.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?			
Test Student	04	yes	Included	no			
Student123 Training4	07	yes	Included	no			
TEST EC	12	yes	Included	no			
You will load into application number 267183 for existing student registration.							
Begin Annual Update							

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### Step 4: Begin Annual Update