



601 Dr. Thomas Cole Jr. Way SW
Atlanta, GA 30314
Phone: 404-802-2233
www.atlantapublicschools.us

March 17, 2025

To APS Parents or Guardians:

Atlanta Public Schools (APS) is in the process of updating student information and pre-registering students for the 2025-2026 school year. The safety and security of our students are paramount in everything we do. Our staff remains committed to ensuring safety protocols are in place and followed, but we need your help.

During times of emergency, the school district must have current, accurate contact information for our families. It is critical that in times of need, your child's school(s) must be able to contact you using the information listed in Infinite Campus. Starting March 17, 2025, APS is asking all parents to go into the Infinite Campus Parent Portal and complete the Annual Student Update application. This application will allow parents to **review all key information** (including address, phone numbers, email addresses, guardians, emergency contacts, health conditions, etc.) and **make any necessary changes**.



In order to verify that your information is up to date, please use the link below or scan the QR code to the left to complete the Annual Update through your Parent Portal account.

If you need to make updates to your student's address information in the Infinite Campus Parent Portal, please select the **Online Registration** button under the **Shortcuts** box in the bottom right corner.

Parent Portal Account: <https://ic.apsk12.org/campus/portal/parents/atlanta.jsp>

Parent Portal Help Page: <https://www.atlantapublicschools.us/domain/11609>

Please complete the Annual Update in Parent Portal by April 25, 2025, for your student to receive a schedule for the upcoming school year. By July 1, 2025, Parent Portal may restrict navigation to any other area until the Annual Update Application is completed.

If you have any questions, please contact the Office of Student Assignment at 404-802-2233 or studentassignment@apsk12.org for additional assistance. Also attached is a copy of step-by-step instructions on how to complete the Annual Student Update application.

As always, thank you for being our partner in education; together, we will nurture, educate, and protect.

Sincerely,
Atlanta Public Schools

If you have a Parent Portal Account, please refer to page 2 – 3 for directions on completing your annual update. If you **do not** have a Parent Portal Account, please refer to page 4 – 6 for instructions on creating your account.



How to Complete Your **ANNUAL STUDENT UPDATE**

It's time to complete your Annual Student Update in Infinite Campus Parent Portal. See instructions below and screenshots on reverse.

An Annual Update is required for each student in order to receive an APS schedule for the 25-26 school year.

1. Log in to Infinite Campus Parent Portal (go to <https://ic.apsk12.org/campus/portal/parents/atlanta.jsp> or scan QR code above)
2. Locate **Shortcuts** box in the bottom right corner of the page
3. Click **Online Registration**
4. Choose **25-26 School Year Annual Update** (if you see COMPLETE under STATUS, you have already completed your Annual Update. You do not need to resubmit unless you are making an address change or other update to your child's record.)
5. Click **Start** and then **Begin Registration**
6. Review each page and tab for ALL STUDENTS in your household
7. When you are finished, click **SUBMIT**

USE THIS PROCESS TO UPDATE YOUR:

- ◆ **Address**
- ◆ **Email Address**
- ◆ **Phone Number**
- ◆ **Emergency Contacts**
- ◆ **Student Health Info**

Contact Student Assignment + Records or your child's school if you have questions or need assistance.



404-802-2233



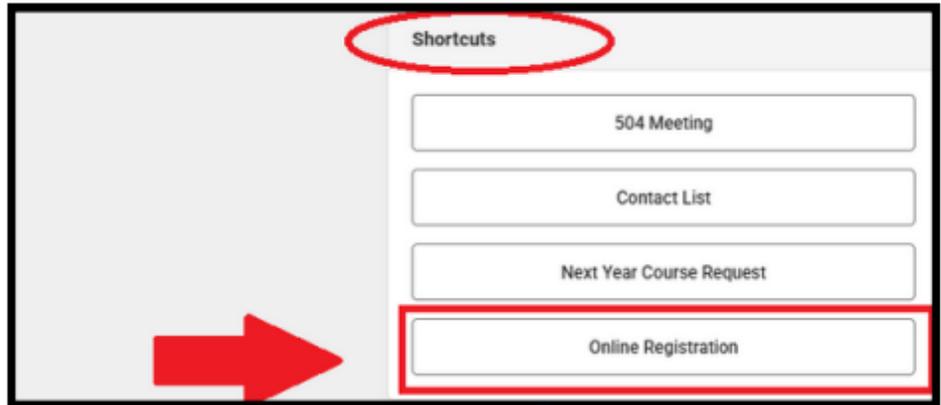
studentassignment@apsk12.org



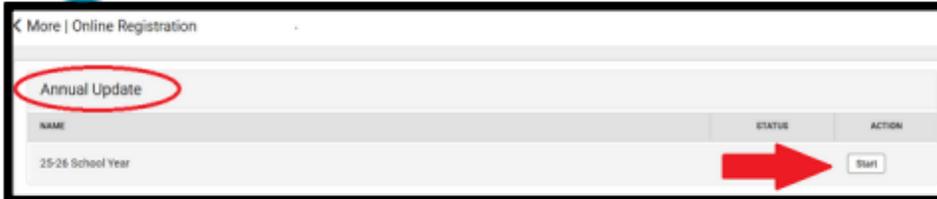
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Follow these steps to complete your 25-26 Annual Update in APS Infinite Campus Parent Portal. This is required at the beginning of each school year to access student schedules. An Annual Update is also required to update your address, phone number, emergency contacts, student health information, or other demographic information.

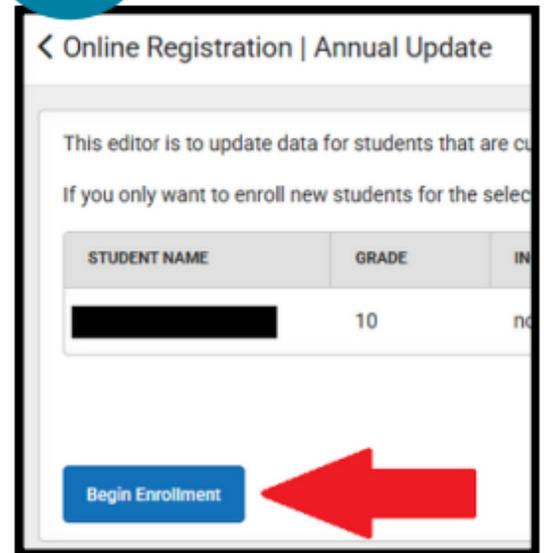
1 In Parent Portal, locate the **Shortcuts** box in the bottom right corner of the page and click on **Online Registration**



2 Next to **25-26 School Year** click **Start**

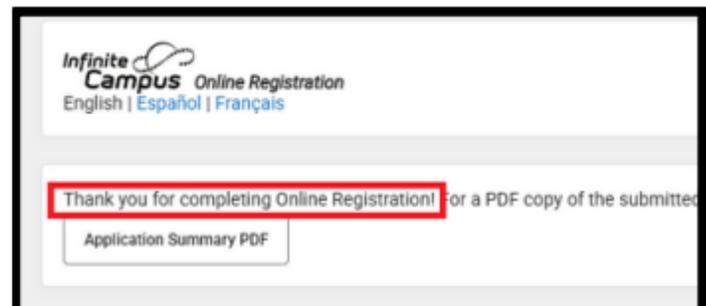
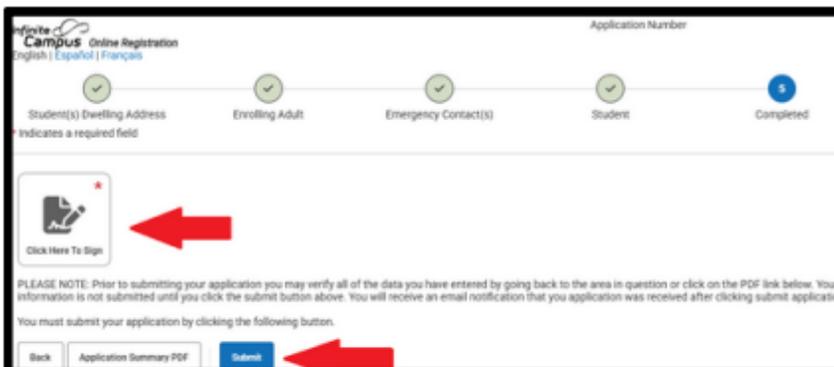


3 Click **Begin Enrollment**



4 Review the information for each student in your household and make any updates necessary.

5 Click the button to **Sign** the application and hit the blue **Submit** button. Wait for the **Thank you for completing Online Registration** message. This means you are finished!



CAMPUS PORTAL FOR PARENTS

FIRST TIME ACCOUNT CREATION

Step 1: Parents/guardians should visit the link for instructions on creating a Parent Portal Account at: [Infinite Campus Parent Portal / Infinite Campus Parent Portal](#)

Step 2: For Step-by-step instructions on Parent Portal creation on a computer and/or to download the mobile app, please visit the link here:

<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/11609/Parent%20Portal%20Walkthrough%202022-23.pdf>

From a Computer

Step 1: Visit tinyaps.com/?Parent

(<https://ic.apsk12.org/campus/portal/parents/atlanta.jsp>)

Step 2: Select **Campus Parent**

Step 3: Click **New User**

Step 4: Enter your **Activation Key**

Step 5: Click **Submit**

Step 6: Enter a **Username** (alphanumeric)

Step 7: Enter a **Password**

(must be 6 characters long and meet the criteria below):

- A lower-case letter (a, j, r, etc.)
- An upper-case letter (A, J, R, etc.)
- A number (3, 7, 1, etc.)
- A symbol (@, %, &, etc.)

Step 8: Re-enter **Password**

Step 9: Click **Submit**

Step 10: Click **Back to Login**

Step 11: Enter credentials

Step 12: Click **Log in**

Step 13: Enter **Email Address** twice

Step 14: Enter the **Password** again

Step 15: Click **Save**

OF

Campus Parent

OF

New User?

Activation Key *

Enter 30-digit Activation Key

Submit

Create Campus Parent Account

Welcome: Minnie Mouse!

Username *

testparent

Password *

Confirm Password *

Password Strength 100%

Submit

Back to Login

Atlanta Public School

Single Sign-On (SSO)

OR

Parent Username

testparent

Password

strong password

Log in

Set Email

You are required to set an account security email. Please enter the email address that can be used for se

New Account Security Email

minniemouse@gmail.com

Confirm New Account Security Email

minniemouse@gmail.com

Enter Campus Password

strong password

Log Off Save

[Download the Mobile App](#)

Parents/guardians can find instructions on how-to download the mobile app on their device by visiting this link:

<https://www.atlantapublicschools.us/cms/lib/GA01000924/Centricity/Domain/11609/Infinite%20Campus%20Mobile%20Application%20QuickStart.pdf>

Step 1: Download the App on your mobile device

Step 2: Enter **ATL** in the District Name Search box

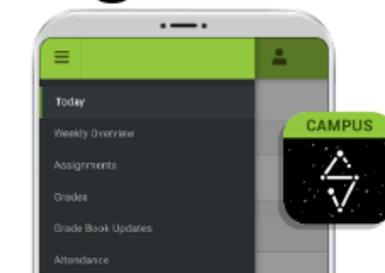
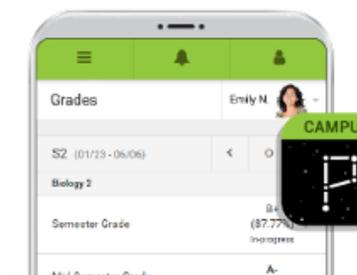
Step 3: Select **Georgia** for the State

Step 4: Click **Search District**

Step 5: Select **Atlanta City**

Step 6: Enter credentials and click **Log In** or click **New User** (to create an account)

Download the Mobile App to stay connected on the go!



To download **Campus Parent** mobile app, visit the App Store or Google Play and search **Campus Parent** or click on the direct link below.

To download **Campus Student** mobile app, visit the App Store or Google Play and search **Campus Student** or click on the direct link below.



DAILY PLANNER
daily overview



ASSIGNMENTS
browse assignments



ATTENDANCE
view attendance



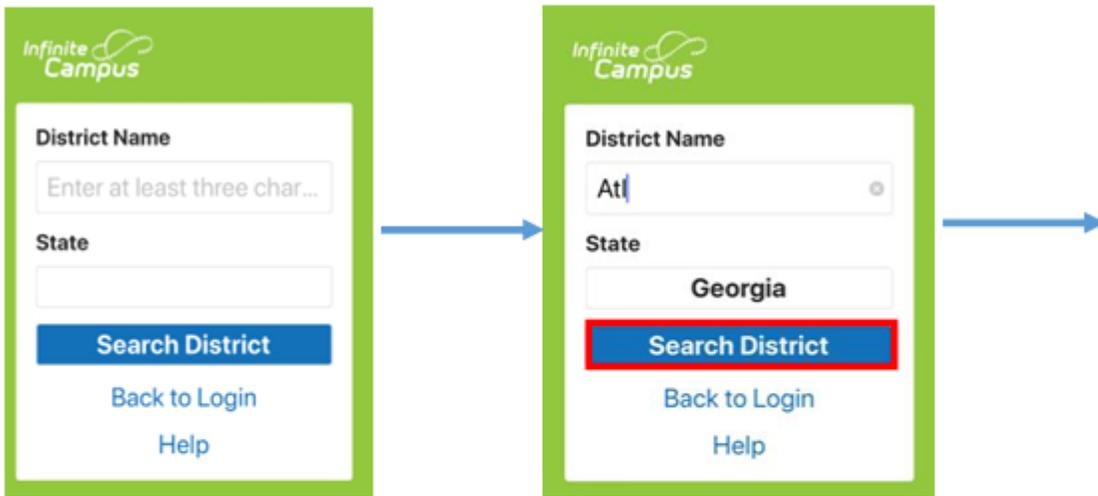
GRADES
access grades anytime



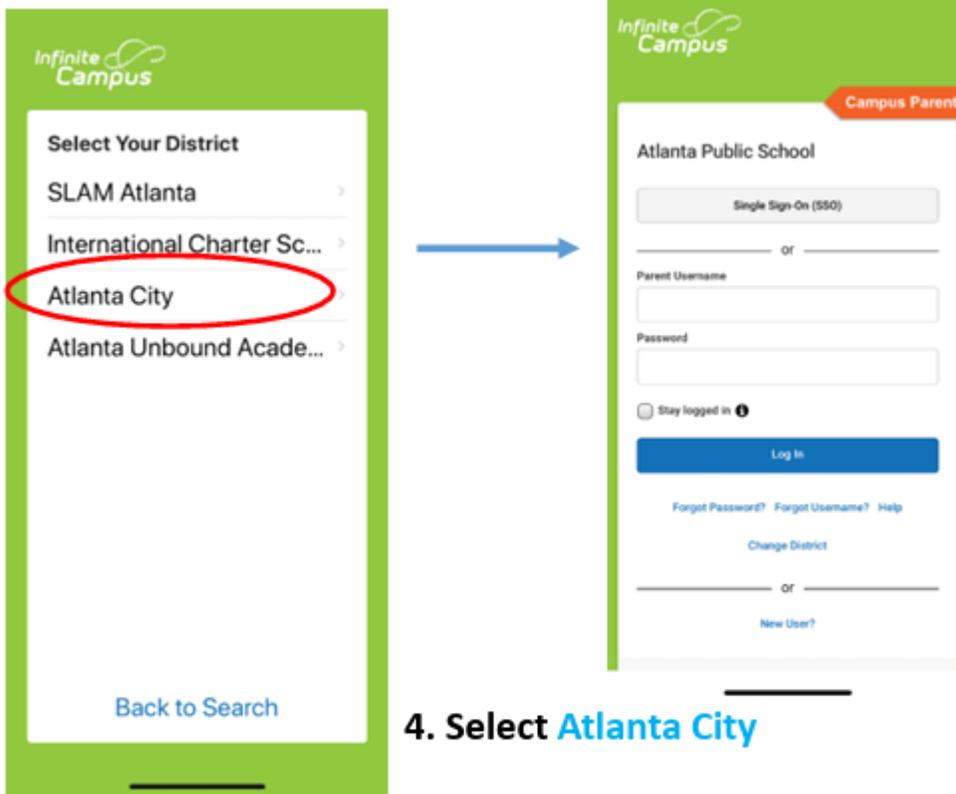
SCHEDULES
check schedules



ONLINE REGISTRATION
existing families



1. Ent **ATL** in the District Name Search box
2. Select **Georgia** for the State
3. Click *Search District*



4. Select **Atlanta City**
5. Enter credentials and click *Log In*
or
Click *New User*