



## **Adding a Student – Information Needed**

The following information is needed to add a student to Infinite Campus. Where some of these fields are not required, each is a good idea to include to be sure duplicate students/people are not entered

### **Required to add a student**

- Legal name including first name, full middle name, last name and any legal suffix attached to the student's name (jr, I, II, etc)
- Date of birth
- Gender
- Student number if the student has one
- Household address

### **Required to enter parent/guardians**

- Legal name including first name, full middle name, last name and any legal suffix attached to the student's name (jr, I, II, etc)
- Gender
- Relationship to student
- Household address if different from student's
- Contact phone numbers

### **Required to enter other contacts**

- Legal name
- Gender
- Relationship to student
- Contact numbers