



## ANNUAL UPDATE/EMERGENCY MEDICAL AUTHORIZATION PROCESS

**This update must be completed for each student**

Perry Schools has transitioned to an online system for parents/guardians to complete the mandatory Annual Update (formerly completed through the Emergency Medical Authorization and various other annual release forms). Completion of the online Annual Update is REQUIRED for all students currently enrolled in Perry Schools.

### **To complete the Annual Update:**

1. Log into your Infinite Campus Portal Account.
2. Select ANNUAL UPDATE in the lower left hand corner of the screen.
3. Follow the on-screen instructions.
4. Each student's information must be reviewed and/or updated as permissions (technology use, field trips, KI administration (if necessary) and media releases) are now handled through the Infinite Campus Annual Update. Note: any student who does not have an Annual Update completed by August 18th will not have access to technology and cannot be permitted to attend field trips until the update is complete.

It is also the parent/guardian's responsibility to update any changes throughout the year via this online update tool. Accurate information is a vital component in serving the educational needs of all Perry students and we thank you, in advance, for taking the time to complete the Annual Update process.

If you need assistance in completing this process, or do not have a Parent Portal account, please contact Ann Aucelli at the Board of Education (440) 259-9200, x9216 and she will be happy to help you.

Sincerely,  
Amy S. Harker  
Director of Student Services & College and Career Readiness