

# Student Information Verification Guide

## WHY VERIFY?

**Why This Verification Matters:** Accurately verifying your student's profile ensures school staff can contact you immediately during emergencies, maintain proper medical and health alert records, and uphold accurate student safety protocols. Completing this online form annually helps the school district keep critical student demographics and emergency details current.

## Step-by-Step Verification Instructions

### STEP 1

#### Login to Your Student Portal

- Click on the face icon in the top right-hand corner and select "View Full Site".
- Select "Initiate" on the right-hand side about ½ way down under the section "Start a Student Information Verification Form"
- If you have more than one student attached to your parent portal, select the student that you want to update and click Ok..\*\*Clicking Save & Close will save your progress so you can return to complete later or

Click NEXT

### STEP 2

#### Review Student & Contact Details

- Review your child's general information on the **Student Tab**.
- Go to the **Family/Contacts Tab** to manage emergency contacts.
- Click "**Add**" to add a new contact or click the blue hyperlinked number to edit existing contact details.
- Ensure every emergency contact has '*Can pick up this Student*' selected.
- For any information that is not available for change, enter in the "**Notes from Parent/Guardian**" box.
- **Note:** Parents cannot be deleted without a legal document, and permissions are governed by District policy.

Click NEXT

### STEP 3

#### Check Health & Medical Alerts

- Navigate to the **Health & Alerts Tab** to check recorded medical conditions and health alerts.
- If any updates or changes are needed, type them directly into the '**Notes from Parent/Guardian**' box to notify the school office.

Click NEXT

### STEP 4

#### Verify Language & Cultural Information

- Open the **Language & Culture Tab** to review home language and cultural background details.
- As with health alerts, use the '**Notes from Parent/Guardian**' box to inform the office of any required edits.

Click NEXT

### STEP 5

#### Complete & Submit Verification

- Go to the **Finish Tab** and do **ONE of the following** to submit your verification (Not Both).
  1. **If NO changes were made:** Check the box '*No changes required, information has been verified*' and click **Submit**.
  2. **If changes WERE made:** Ensure all notes are typed out correctly and click **Submit** without checking the box.

## CRITICAL SUBMISSION RULE

**Warning:** If you check the 'No changes' box AND submit typed changes, **your changes will NOT be submitted** to the school office!