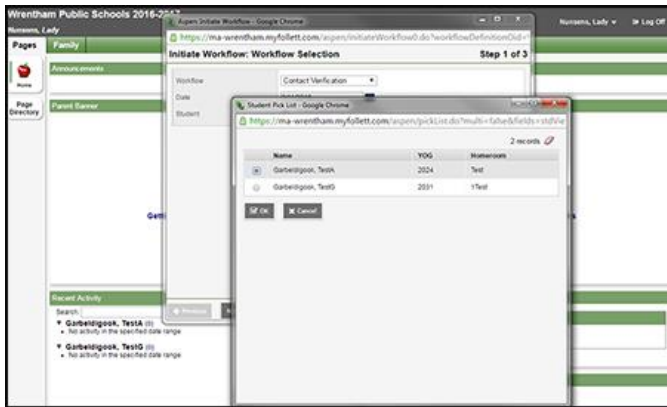


Contact Verification Walkthrough

When the Family Portal is opened for the new school year, parents and guardians will log in using the same account information they had the previous school year. For new families, letters will be sent home either with the eldest student enrolled or in the mail, which contain the necessary account information.



Start by clicking on 'Initiate' in the Workflow widget to the lower right of the welcome screen. A window will pop up showing Step 1 of 3. If you have popups disabled, your browser should notify you and give you the option to allow them. If you get no alert and the popup window does not appear, you will need to change your browser settings to enable popups.

Click on the magnifying glass, this creates another popup window where you select the student you wish to run the workflow for and click 'OK.' You will need to repeat this workflow for each student individually. Click 'Next.'

The window now shows Step 2 of 3. There are two tabs here, one for Student Demographics and one for Contacts. You may switch between the tabs by clicking on their titles. There are a few fields you will not be able to edit. To make changes to these fields, you must contact your school office. The red asterisk indicates the field is required and cannot be left blank.

Your student's emergency contacts are listed on the Contact tab with their first name, last name, emergency priority (starts at '0' not '1'), and relationship to the student. Primary Care Physicians are usually listed as a contact with priority '10' in our database. To add a contact, click on the 'Add' button below the list. To delete a contact, select who to delete by checking the box to the left of their name and click on the 'Delete' button. To edit/view a contact's details, click on their first name. (It will appear in blue.)

In the event that you edit, view or add a contact, a new window will pop up. Contacts will have a default priority of '0' which is typically what the school designates the primary emergency contact. Please designate the rank of your emergency contacts carefully. No phone number fields or phone priority fields have a red asterisk, but any contacts without contact information will be deleted. Only one phone number needs to be provided, the rest may be left blank.

Once you have verified all the information is correct, click 'OK' and the top popup window will close. Repeat for each contact as necessary.

Make sure the last field at the bottom of the Student Demographics tab has been signed with your initials when you are satisfied with the information given. You will receive a red error popup if you don't. Click 'Next.'

The window now shows Step 3 of 3. You can click on 'Previous' to go back and review your information, or 'Finish' to submit. The popup window will close. Your changes will be reviewed by staff before posting to your student's record. The timing will vary between one and two business days depending on the number of submissions.

Student Demographics

Required fields:

Attendance Calls – Our district sends out automated phone calls in the event that a student is not present for daily attendance.

Physical Address – We require at least the street number, name and type (preferably spelled out, not abbreviated.)

Verification – There is a small box at the bottom of the Student Demographics tab in which the guardian completing this form must enter their initials. Make sure to read the text to the left of the box which states explicitly what you are verifying.

Optional fields:

Home Phone – Should be associated with the student's Physical Address.

Outreach Calls – This is the phone number that will receive calls regarding snow days, emergencies, and school updates.

Secondary Att/Out Phone – The option of a second number to also receive all attendance and outreach calls.

Alternate Email – If you wish to have schools communications sent to an additional email address as opposed to only to the primary.

Mailing Address – If your Physical and Mailing addresses are the same, you may leave this blank.

Contacts

Students should have at least two emergency contacts in addition to their parents/guardians.

Required fields:

Relationship to Student – Please choose the relationship code from the dropdown that best describes how your child knows this contact.

First Name

Last Name

Phone Number – While no phone number fields have a red asterisk, any contacts without contact information will be deleted. Only one number needs to be provided, the rest may be left blank.

Phone Priority – While there are no red asterisks on these fields, if there are multiple phone numbers, please assign rankings so we know which number to try first. These ranks only apply to the individual contact. (1 being the first priority.)

Optional fields:

Address – While an address is not required for emergency contacts, it can help our staff when prioritizing contacts in the event of an emergency.

Email Address – Most school communications go through the email addresses assigned to the student in Student Demographics. This field is available as a way to indicate who the student's primary and alternate email addresses will go to, or to make private emails possible.