

Getting Started with Online Verification

Before You Begin

- **Only a legal guardian living with a student can complete verification for that student.**
- **You will need to log into your Infinite Campus Parent Portal account.**
If you do not have a Parent Portal account, please contact your student's school building.
- **You do not have to complete the verification process at one time.**
As you complete each section, you can save the application. Just sign back into the portal and click the link to pick right back up where you were.
- **Once you submit the application, you can't edit it or upload documents.**
Make sure you have everything correct before clicking the submission button.

Verification Checklist

Make sure you have this information ready for **each student** in your household.

- Household** - current address, phone number
- Guardians** – address, phone number, email address
- Emergency Contacts** – phone number
- Health** – conditions, medications
 - Immunizations* – if entering 8th or 12th grade
- Residency***
 - Proof of Residency Document 1
 - Proof of Residency Document 2

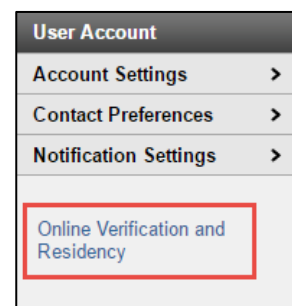
**If your residency or immunization documents are in digital form, you can upload them and attach them to the application. If not, you can still submit the online verification form, but you are required to bring or mail your documents to your student's school building to complete the process.*

Getting Help

If you need assistance with filling out the application or accessing your Parent Portal account, please contact your school building. If you are having technical difficulties, contact the Technology Help Desk at 816-359-5000 (Mon-Fri, 7:00am – 5:00pm).

Accessing Your Online Application

1. Beginning **April 23rd**, log into the Parent Portal and click the **Online Verification and Residency** link at the bottom of the left side navigation.



2. The welcome screen contains a table of all students in your household eligible for verification. Students listed as **Included** will need to be verified through this process.

Note that the Grade listed will be for the 18-19 school year.

Student Name	Grade	Included in new App?	Reason if not included
Stu Dent	11	yes	Included

A student might be excluded if you are not listed as a guardian for that student, or if that student is already in another guardian's application. If you have questions, please call the school office.

3. If everything looks correct, click **Begin Verification**.
4. Type your name into the box and click **Submit**.

The image shows a verification screen with the following text: 'Welcome John McParent. Please type in your first and last name in the box below.' Below this is a text input field with a red asterisk on the right. Underneath the input field is a blue 'Submit' button. The text below the input field reads: 'By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.'

5. The next screen contain a list of information needed to complete the verification process. Please verify that you have all the needed information, and click **Begin**.

The image shows the 'Infinite Campus Online Registration' page for Park Hill School District. The page includes the following information:

- Application Number 7040
- Park Hill School District logo and name.
- Welcome message: 'Welcome to Infinite Campus Student Enrollment for the Park Hill School District. During this process, you will be asked to enter information for your student(s) and family. Accuracy is important, so please read all directions carefully. The application can take up to two hours to complete. If you are not able to complete it all at once, you can save the application after finishing each section, and return to it using the same link in your email. Once you click "Submit" you will not be able to return to your application.'
- Section: 'Before you begin, please gather the following:'
 - Household information -- address and phone numbers
 - Proof of residency information: A current, signed rental agreement, mortgage statement, or paid real estate tax receipt, AND
 - A current utility bill (gas, water, electric) upon which the parent or guardian's address is printed and dated within the last 60 days. Final or disconnect notices will not be accepted.
 - Legal Parent/Guardian information -- work and cell phone numbers, email addresses
 - Student information -- birth certificate, immunization records, other health/medical information, previous school records
 - Emergency Contact - addresses and phone numbers.
- Note: 'If you have digital copies of required documents, they can be uploaded through the online form. Please follow the directions on the upload page carefully.'
- Note: 'Required fields are marked with a red asterisk, and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.'
- Footer: 'For questions about completing the application or the enrollment process, please contact your child's school. If you need technical assistance, please contact the Park Hill Technology Help Desk at 816-359-5000 Monday through Friday, 7am - 5pm. You may also leave a message and a representative will get in touch with you the next business day. p>
- A red box highlights the 'Begin' button at the bottom left of the page.

Verification

The application has several different sections. Each section may have several tabs to fill out.

Information which needs to be verified. These will be pre-filled with any information we have on file.

Once you've updated the information above, click this to open the next tab.

Additional tabs to be completed for this section

Click to advance to the next section

- Any field with a red * must be filled in.
- **Please check all information carefully.**
- Make changes to incorrect or incomplete information.
- Once a section is completed, its header will change from blue to green.
- You can make changes to completed sections by clicking on the green section header.
- You cannot skip sections or open a section until you have completed the previous section.

The Parent/Guardian, Emergency Contact, and Student sections may contain a list of names as shown below.

You must click Edit/Review for each person to review their information.

				Record Type	
John	McParent	M		Existing	Edit/Review
Jane	McParent	F		Existing	Edit/Review

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

Green checkmark - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue

Once you've gone through all the sections, you will submit the verification form to the school.
You cannot edit a submitted form, or return to upload documents later.

After submitting, office staff will review and either approve your application or contact you if they need additional information.