Park Hill School District

GETTING STARTED WITH ONLINE VERIFICATION

BEFORE YOU BEGIN

Only a legal guardian living at the student's primary address can complete verification for that student.

You will need to log into your Infinite Campus Parent Portal account or the Campus Parent app.
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 or app 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

Please 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
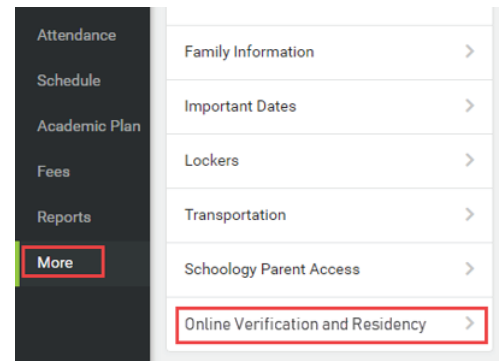
RESIDENCY & IMMUNIZATION DOCUMENTS

If your residency or immunization documents are in digital form, you can upload them and attach them to the application.

Many banks and utility companies offer digital copies, or you can scan or take a photo of these documents with a smart phone and email it to yourself to get a digital copy.

If you do not upload documents, you must still submit the online verification form, but you are required to bring or mail your documents to any school building to complete the process.

ACCESSING YOUR ONLINE APPLICATION

1. Beginning **April 4**, log into the Parent Portal or the Campus Parent app and choose the **More** option from the navigation. Then click **Online Verification and Residency**.

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 22-23 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 student's school office before continuing.

3. If everything looks correct, click **Begin Verification.**

4. Type your name into the box and click **Submit.**

Welcome John McParent. Please type in your first and last name in the box below.

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.

Submit

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

VERIFICATION

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

- Any field with a red * asterisk 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.
- After each section you will click **Save/Continue**. This will save your progress if you need to leave and come back later.

The Parent/Guardian, Emergency Contact, and Student sections contain a list of names as shown in the picture below. **You must click Edit/Review for each person** to review their information.

ADDING A NEW STUDENT

There is button to Enroll a New Student at the bottom of the Student section. Use this to enroll students who are new to the district for the 22-23 school year and not already listed in the student section.

SUBMITTING THE FORM

Once you've gone through all the sections, you will submit the verification form to the school. Don't forget you can save the application and return to it later. **You cannot edit an application or upload documents after it has been submitted.**

This is the confirmation screen. Your form has not been submitted until you see this screen. Office staff will review and either approve your application or contact you if they need additional information.