

**2024-25 ANNUAL VERIFICATION & ACKNOWLEDGEMENT**

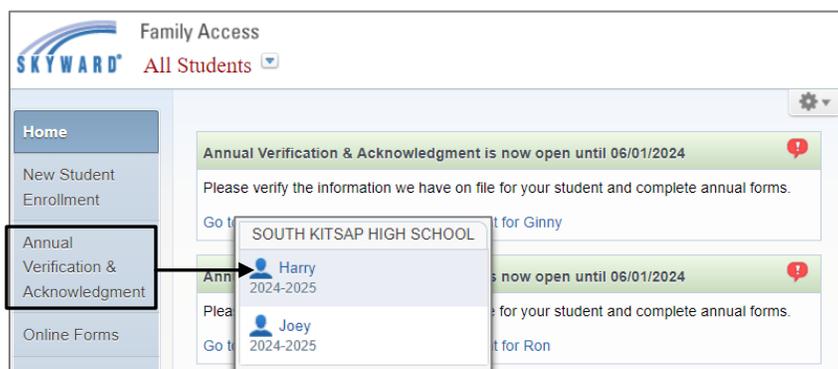
The Annual Verification and Acknowledgement process allows families to verify and update their contact information, emergency contacts, and electronically sign yearly forms.

If you have questions or need assistance, please contact the main office at your child’s school.

**PLEASE NOTE**

- If you are using the Skyward Mobile App, select Open in Browser to access Annual Verification and Acknowledgement.
- Secondary households do not have access to Annual Verification and Acknowledgement. If you are a parent/guardian in a secondary household, please contact your child’s school to verify and/or update your information.

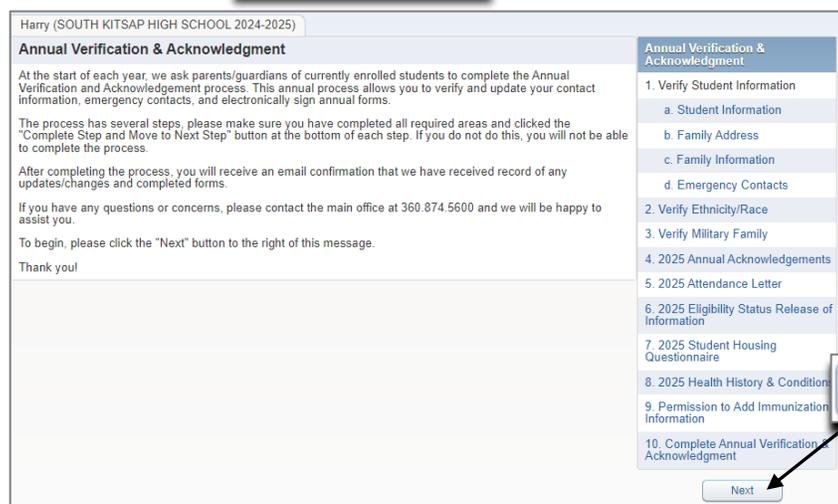
Start by logging in to Skyward Family Access: <http://family.southkitsap.wa-k12.net>



Select **Annual Verification & Acknowledgement** from the menu.

Then, click on your child’s **name** to begin the process.

*This process needs to be completed for each of your children.*



The first screen gives general information about the Annual Verification and Acknowledgement process.

Review and click **Next** on the bottom right of the screen.



**Step 1a** – After verifying your child’s information and making any opt-out selections, click the button **Complete Step 1a and move to Step 1b** at the bottom of the screen.

**Tip:** If you don’t see the **Complete Step** button, make sure your screen is maximized and/or you’ve scrolled all the way to the bottom of the screen.

**Tip:** Don’t click the **Next Step** button; it will not mark areas complete, and you will not be able to submit the form at the end of the process.

**Step 2. Verify Ethnicity/Race (Required)**

Please click "Continue" below to verify your student's Ethnicity/Race.  
After verifying and updating your student's Ethnicity/Race, click the button at the bottom of the screen: "Complete Step 2 and move to Step 3"

Dear Parent or Guardian:

Each year, school districts in Washington are required to report student data by ethnicity and race categories to the state's Office of Superintendent of Public Instruction (OSPI). Ethnicity and race categories used in our district are the same as are used in all Washington school districts. They are set by the federal government, the Washington State Legislature, and OSPI. OSPI is required to report the total number of students in various categories in each school to the federal government, but it does not report individual student data. These reports help our district and the state keep track of changes in student enrollment and various outcomes (such as graduation rates) to ensure that all students receive the educational programs and services to which they are entitled.

Recently, the federal government and OSPI changed the reporting categories for student ethnic and race data. As a result of the new reporting categories, we need to ask you to identify your child as either Hispanic/Latino or not Hispanic/Latino and by one or more racial groups.

For example: If your family is Asian, you will now be able to list your child as either Chinese, Japanese, or belonging to one or more of the other Asian groups. If your family is Native American, you will be able to list your child's tribal affiliation. If one parent identifies with one race and the other parent with another, you will be able to check both races for your child.

All public schools in Washington will need to start using these new categories. Please complete the no later than the first day of school.

For more information about the student data reporting categories for ethnicity and race, please contact your district office.

**Continue**

**Step 2 –** Read the information about why we're asking you to verify your child's race and ethnicity, then click **Continue**.

**Tip:** You must click Continue before you're able to verify your child's ethnicity and race on the next screen.

To make changes to the race/ethnicity we have on file for your child, click **Change Ethnicity** or **Change Race** and make the appropriate changes.

**Tip:** After selecting the appropriate race/ethnicity, scroll to the TOP of the selection screen to click **Save** (don't close out of the pop-up window).

Please answer BOTH questions 1 and 2.

1. Is your child of Hispanic or Latino origin? (Select all that apply.)  
Not Hispanic/Latino **(Change Ethnicity)**

2. What race(s) do you consider your child? (Select all that apply.)  
White Write in: **(Change Race)**  
White Write in: Irish

**Complete Step 2 and move to Step 3**

After making any necessary updates, click **Complete Step 2 and move to Step 3**.

Continue through the rest of the process (steps 3-9) remembering to click the button **Complete Step and move to next Step** at the bottom of each page.

**Step 10. Complete Annual Verification & Acknowledgment (Required)**

By completing Annual Verification & Acknowledgment, you are confirming that the Steps below have been finished. Are you sure you want to complete Annual Verification & Acknowledgment for Harry?

Review Annual Verification & Acknowledgment Steps		Annual Verification & Acknowledgment
Step 1) Verify Student Information	Completed 07/10/2024 2:05pm	1. Verify Student Information ✓ Completed 07/10/2024 2:05pm
No Requested Changes exist for Step 1.		✓ a. Student Information
Step 2) Verify Ethnicity/Race	Completed 07/10/2024 2:06pm	✓ b. Family Address
No Requested Changes exist for Step 2.		✓ c. Family Information
Step 3) Verify Military Family	Completed 07/10/2024 2:06pm	✓ d. Emergency Contacts
Step 4) 2025 Annual Acknowledgements	Completed 07/10/2024 2:06pm	2. Verify Ethnicity/Race ✓ Completed 07/10/2024 2:06pm
Step 5) 2025 Attendance Letter	Completed 07/10/2024 2:06pm	3. Verify Military Family ✓ Completed 07/10/2024 2:06pm
Step 6) 2025 Eligibility Status Release of Information	Completed 07/10/2024 2:07pm	4. 2025 Annual Acknowledgements ✓ Completed 07/10/2024 2:06pm
Step 7) 2025 Student Housing Questionnaire	Completed 07/10/2024 2:07pm	5. 2025 Attendance Letter ✓ Completed 07/10/2024 2:06pm
Step 8) 2025 Health History & Conditions	Completed 07/10/2024 2:08pm	6. 2025 Eligibility Status Release of Information ✓ Completed 07/10/2024 2:07pm
Step 9) Permission to Add Immunization Information	Completed 07/10/2024 2:08pm	7. 2025 Student Housing Questionnaire ✓ Completed 07/10/2024 2:07pm
Guardian Name: Lily Potter	Guardian Address: 2689 HOOVER AVE SE PORT ORCHARD, WA 98366	8. 2025 Health History & Conditions ✓ Completed 07/10/2024 2:08pm
<b>Submit Annual Verification &amp; Acknowledgment</b>		9. Permission to Add Immunization Information ✓ Completed 07/10/2024 2:08pm

In the last step, make sure each step (1-9) has a green checkmark next to it indicating it is complete.

If you don't see a green checkmark, click on the step to go back to it, then, click the **Complete Step** button at the bottom of the screen (remember – do not click the Next Step button).

If all steps have the green checkmark, click **Submit Annual Verification & Acknowledgment** to complete the process.

**Thank you!**