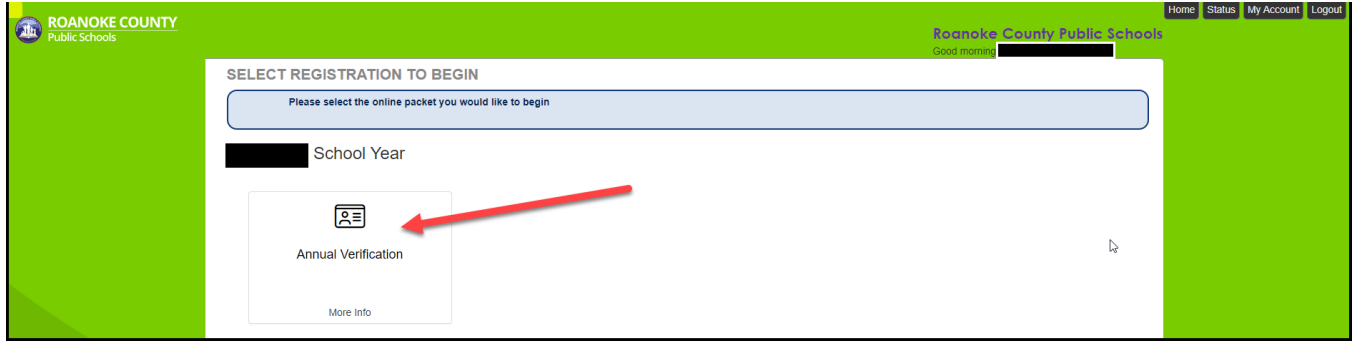


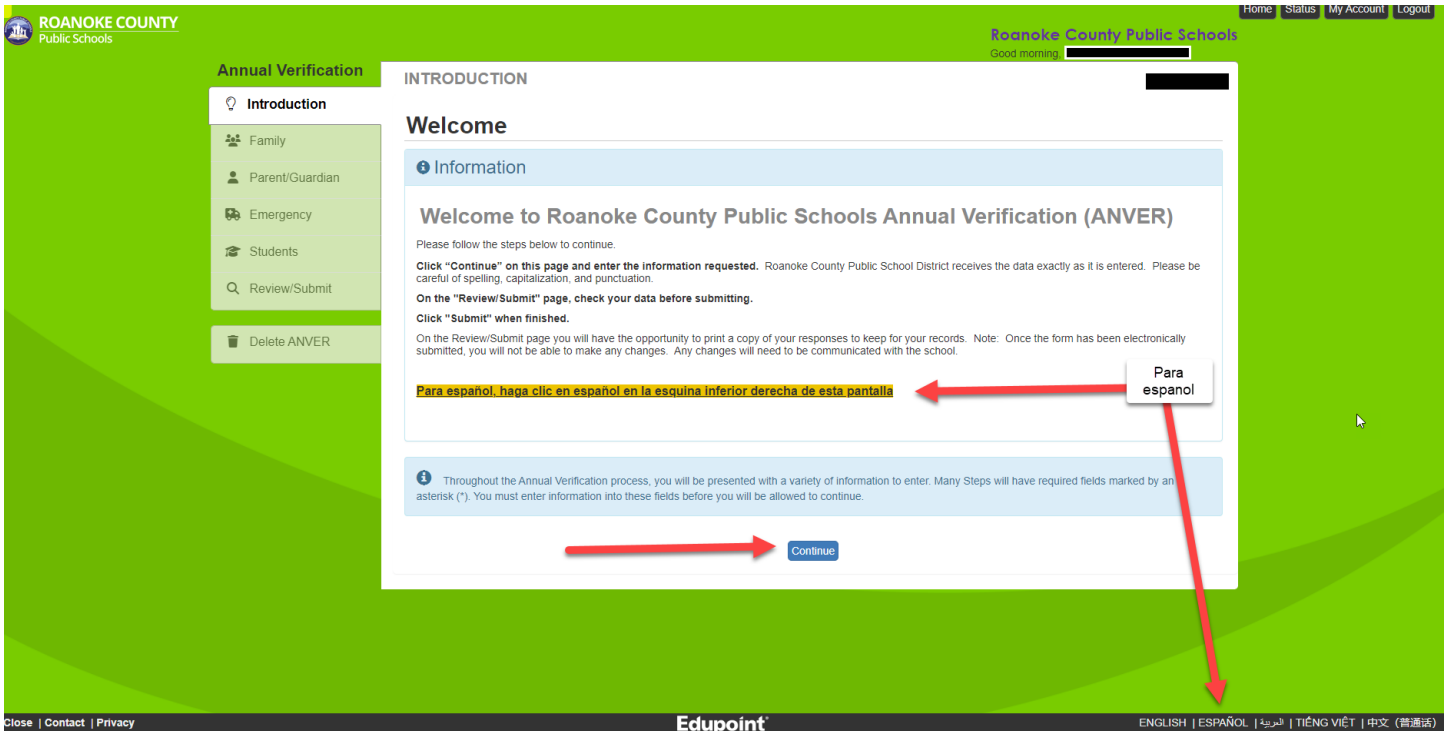
Annual Verification (ANVER) Directions

- Parents log into ParentVUE and see the Online Enrollment screen
- Click “Annual Verification”

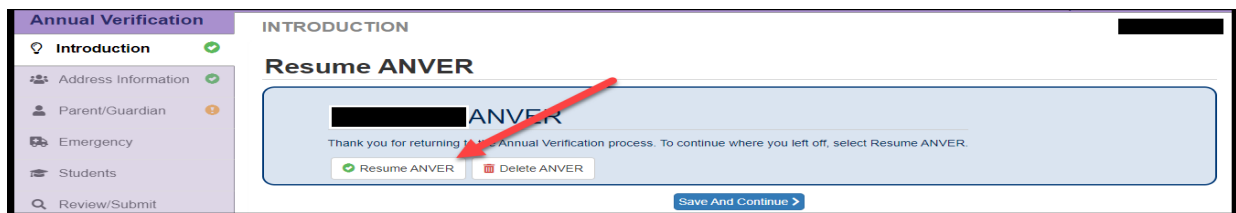


Introduction Page

- Read the information and then click “Continue” at the bottom



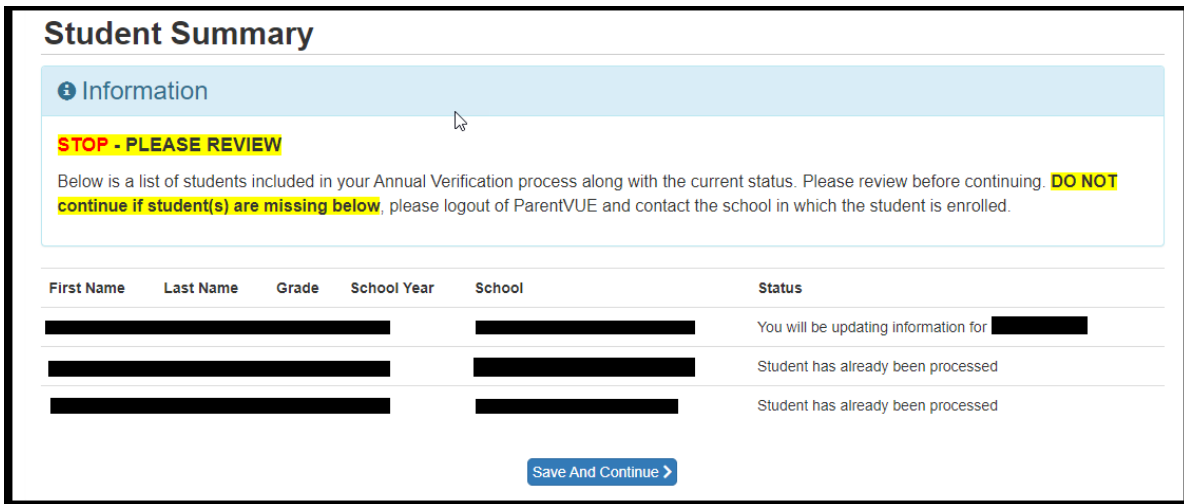
If at any time during the process you need to pause, you can click the Logout button at the top right corner. Once you log back in your will prompted begin the process again and then you get the option to “Resume ANVER”



Student Summary Page

This page provides you with a list of all students associated with your ParentVUE account. If this list is not correct, please logout and call the school of the student you are missing. The school will need to fix it before you can continue.

If the list is correct, click “Save and continue” at the bottom



Student Summary

Information

STOP - PLEASE REVIEW

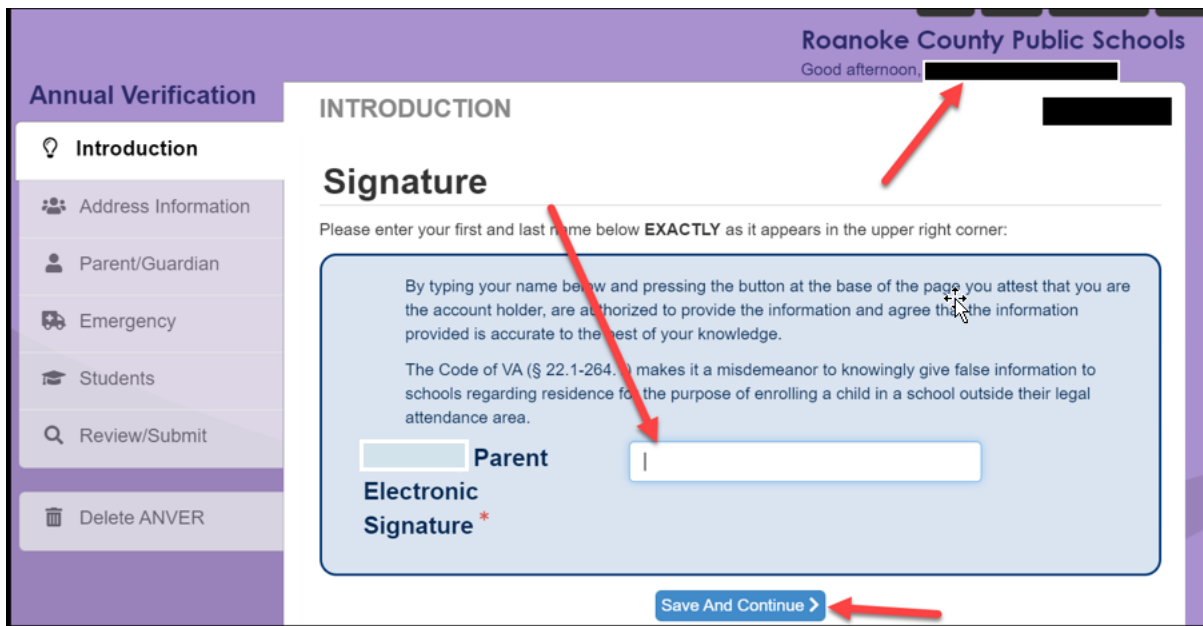
Below is a list of students included in your Annual Verification process along with the current status. Please review before continuing. **DO NOT continue if student(s) are missing below**, please logout of ParentVUE and contact the school in which the student is enrolled.

First Name	Last Name	Grade	School Year	School	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	You will be updating information for [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student has already been processed
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Student has already been processed

[Save And Continue >](#)

Signature Page

As the parent who is providing the information, you must electronically sign the submission. You must type your name EXACTLY as it appears in the top right corner of the screen. Then click “Save and Continue” at the bottom



Roanoke County Public Schools
Good afternoon [REDACTED]

Annual Verification

- Introduction
- Address Information
- Parent/Guardian
- Emergency
- Students
- Review/Submit
- Delete ANVER

INTRODUCTION

Signature

Please enter your first and last name below **EXACTLY** as it appears in the upper right corner:

By typing your name below and pressing the button at the base of the page, you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

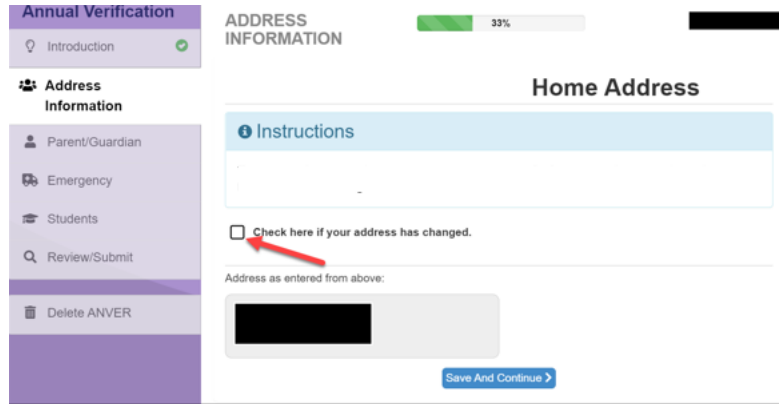
The Code of VA (§ 22.1-264.1) makes it a misdemeanor to knowingly give false information to schools regarding residence for the purpose of enrolling a child in a school outside their legal attendance area.

Parent Electronic Signature *

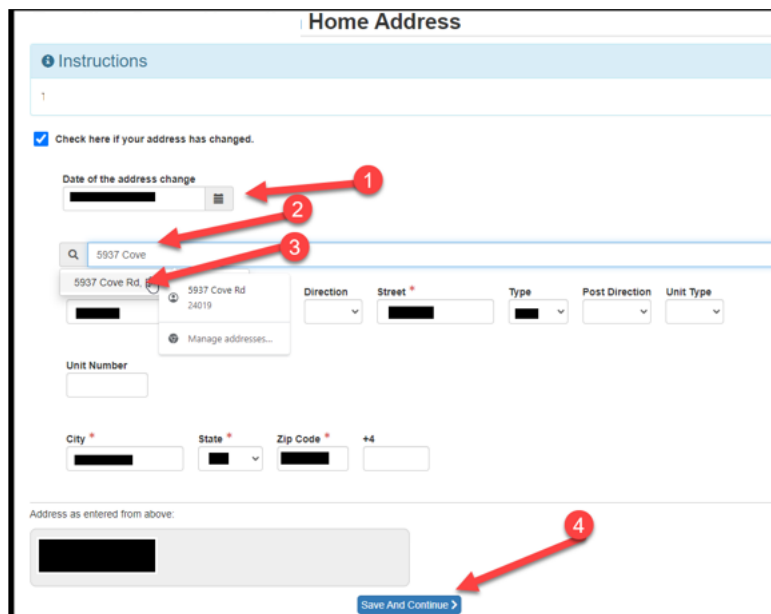
[Save And Continue >](#)

Home Address Page

Confirm the address is correct. If it is correct, click “Save and continue” at the bottom.



- If the address of the parent and student has changed, click the checkbox “Check here if your address has changed”
 1. You must enter the date of the address change
 2. Begin typing the new address in, the address will appear below.
 - Addresses with an apt, suite, etc. number should be typed like the following example (100 Main St # 5A)
 3. Click the new address from the list
 4. Click “Save and Continue”



If the new address does not appear, manually type in the Street Number, Street, Street Type, Unit Type (blank or # for apt, suite, etc.), City, State, Zip and Unit Number

Mailing Address Page

- If Home and Mailing addresses are the same, click the “Mail address is the same as home address box.
- If they are not the same, uncheck the box and enter the mailing address

Annual Verification

ADDRESS INFORMATION 100%

Introduction

Address Information

Parent/Guardian

Emergency

Students

Review/Submit

Delete ANVER

Mailing Address

Instructions

Mail address is the same as home address

[Redacted Address]

< Previous Save And Continue >

Parents/Guardian Demographics Page

- Confirm your name and click “Save and Continue” if correct
- If the name is wrong, logout and contact your student’s school

Annual Verification

PARENT/GUARDIAN 25%

Introduction

Address Information

Parent/Guardian

Emergency

Students

Review/Submit

Delete ANVER

Demographics:

[Redacted Name]

First Name [Redacted]

Middle Name [Redacted]

Last Name * [Redacted]

[Redacted Address]

< Previous Save And Continue >

Parent/Guardian Contact Information Page

- Confirm and or correct any data and answer the questions on the page
- Click “Save and Continue”

The Roanoke County Public School system uses the program ParentLink to deliver automated calls to parents. Phone numbers marked as "Home" will automatically receive automated calls. If you wish to get automated calls at other phone types (Mobile, Work1 or Work2) please check the "**Contact**" box.

In the event you don't have a home phone, marking "**Contact**" on your Mobile phone will ensure you receive the emergency automated calls about important events, school closures, etc...

Annual Verification

- Introduction ✓
- Address Information ✓
- Parent/Guardian** ⚠
- Emergency
- Students
- Review/Submit
- Delete ANVER

PARENT/GUARDIAN 100%

Contact Information: [REDACTED]

Instructions

Please verify the number(s) below and make corrections if needed.

Select one phone number as your primary contact.

The Roanoke County Public School system uses the program ParentLink to deliver automated calls to parents. Phone numbers marked as "Home" will automatically receive the calls. If you wish to get calls at other phone types (Mobile, Work1 or Work2) please check the "**Contact**" box.

Phone Numbers

x	Line	Primary	Type	Phone	Extension	Contact	Not List
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Home	(540) 555 - 1234 *		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	<input type="checkbox"/>	Mobile	(540) 555 - 1234 *		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Parent/Guardian Page

- If you have the same address as the other parent you will need to click “In Progress” to confirm their information.
- If there are no other parents OR they leave at a different address you will click “Save and Continue” at the bottom

Annual Verification

- Introduction ✓
- Address Information ✓
- Parent/Guardian** ⚠
- Emergency
- Students
- Review/Submit
- Delete ANVER

PARENT/GUARDIAN

Please be sure to edit and/or enter the information for **each parent/guardian** associated to **ALL STUDENTS** in the Annual Verification at this time. Later in the process you will be asked to relate each parent/guardian to the individual student(s).

Please **DO NOT** include Emergency Contacts in this list because you will be asked to list those separately.

	First Name	Last Name	Gender	Status
	█	█		Complete
	█	█		In Progress

[< Previous](#) [Save And Continue >](#)

Emergency Page

- Confirm, correct, add or delete emergency contacts.
- You must review each emergency contact by clicking the “In Progress” button
- Once you have reviewed all contacts, click “Save and Continue” at the bottom

Annual Verification

- Introduction ✓
- Address Information ✓
- Parent/Guardian ✓
- Emergency**
- Students
- Review/Submit
- Delete ANVER

EMERGENCY

Please add at least 1 emergency contacts. **Please DO NOT** include parents/guardians.

These are people to be called when parents cannot be reached. Schools may share information relevant to current emergency circumstances if parents cannot be reached.

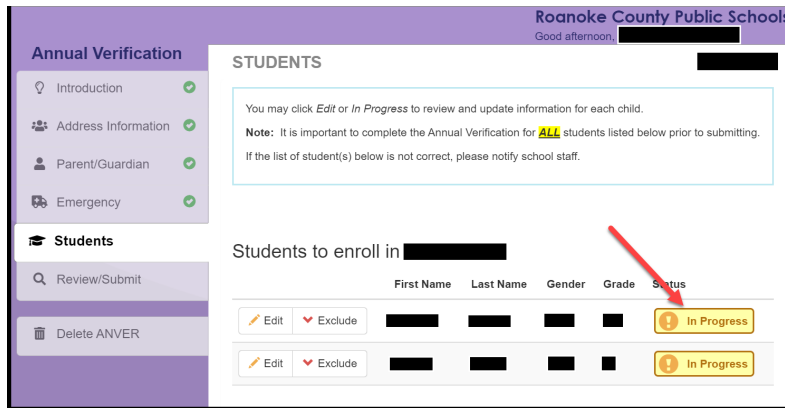
You need to define all emergency contacts for all students at this time. Later in the process you will be asked to relate the emergency contacts to the individual student(s).

If your student will be riding with a sibling or being picked up by a sibling please add them as an Emergency Contact

	First Name	Last Name	Gender	Status
	█	█		In Progress
	█	█		In Progress
	█	█		In Progress

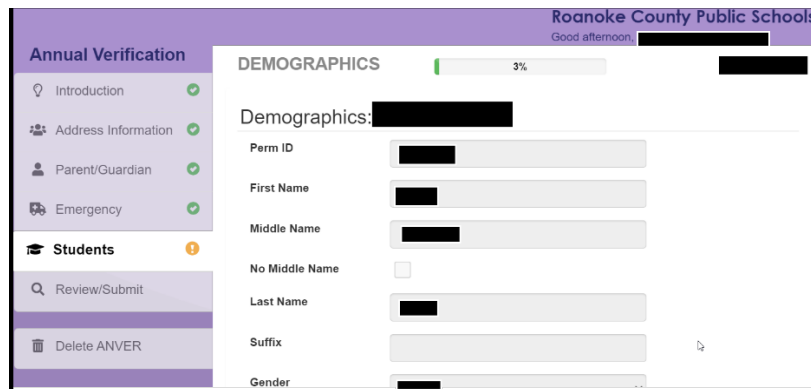
Students Page

- Click the “In Progress” button for the student you want to complete ANVER for first. If you will not be completing ANVER for a student (example may be that the other parent will complete the other student’s ANVER, click “Exclude” for that student OR you just want to come back later and do the other student



Student Demographics Page

- Confirm data, answer required questions, click “Save and Continue” at the bottom



Student Contact Information

- Confirm, add, delete, answer required questions, click “Save and Continue” at the bottom

Parent/Guardian Relationship

- Confirm data, click “Save and Continue” at the bottom

Emergency Contact Relationships

- Confirm data, correct relationship types. If an Emergency Contact is not associated to this student, check “No Relationship” box
- Click “Save and Continue” at the bottom when done

Emergency Contact Order

- Click and drag the contacts in the order you would like them contacted
- Click “Save and Continue” at the bottom when done

The screenshot shows the 'RELATIONSHIPS' section of the Annual Verification process, which is 20% complete. The left sidebar lists 'Introduction', 'Address Information', 'Parent/Guardian', and 'Emergency' as completed steps, and 'Students' as the current step. The main content area is titled 'Emergency Contact Order: [REDACTED]' and includes an 'Instructions' box that says: 'Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:'. Below the instructions is a list of six contacts, each with a numbered drag handle and a relationship label: 1. [REDACTED] (FATHER), 2. [REDACTED] (MOTHER), 3. [REDACTED] (Grand-Mother), 4. [REDACTED] (Grand-Mother), 5. [REDACTED] (Grand-Father), and 6. [REDACTED] (Grand-Father). At the bottom of the form are 'Previous' and 'Save And Continue' buttons.

Health Information

- Confirm data, answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'HEALTH' section of the Annual Verification process, which is 24% complete. The left sidebar shows 'Introduction', 'Address Information', 'Parent/Guardian', and 'Emergency' as completed steps, and 'Students' as the current step. The main content area is titled 'Health Information: [REDACTED]' and includes an 'Instructions' box that reads: 'If custodial parent or legal guardian cannot be reached in case of emergency, [REDACTED] is authorized to follow whatever procedure is necessary to secure medical treatment needed. Roanoke County Public Schools is authorized to release or exchange [REDACTED] present school year with the physician/agency listed below:'. Below the instructions is a dropdown menu with the text 'I/We understand that any health [REDACTED]' and the option 'Yes' selected.

Student Medication Information

- Confirm data, answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'HEALTH' section of the Annual Verification process, which is 27% complete. The left sidebar shows 'Introduction', 'Address Information', 'Parent/Guardian', and 'Emergency' as completed steps, and 'Students' as the current step. The main content area is titled 'Student Medication Information: [REDACTED]' and includes two questions: 'Does student take Prescription Medication? *' with a dropdown menu set to 'No', and 'Does student take Over-the-Counter Medication (nonprescription)? *' also with a dropdown menu set to 'No'. There is also a text input field for 'Identify Medication(s) and condition requiring its use:'. The top right of the page shows 'Roanoke County Pub' and 'Good afternoon, [REDACTED]'.

Over-the-counter Medications

- Confirm data, answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'HEALTH' section of the 'Annual Verification' form. The progress bar is at 31%. The form title is 'Over-the-counter Medications: [REDACTED]'. Below the title is a paragraph of instructions: 'When a school nurse is available to assess the needs of a student, I give permission for the following over-the-counter medication to be given to student (select yes or no for each below). Over-the-counter medications are for occasional use only. School staff may not administer these medications.' There are three dropdown menus, each with 'Yes' selected: 'Tylenol (Acetaminophen) *', 'Advil (Ibuprofen) *', and 'Antacid (Tums or generic chewable tablets) *'. The left sidebar shows 'Introduction', 'Address Information', 'Parent/Guardian', and 'Emergency' as completed steps, and 'Students' as the current step.

Acute or Chronic Illnesses

- Confirm data, answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'HEALTH' section of the 'Annual Verification' form. The progress bar is at 34%. The form title is 'Acute or Chronic Illnesses: [REDACTED]'. Below the title is a dropdown menu with 'No' selected for 'Does student have ADD? *'. There are two text input fields for 'ADD Medication' and 'ADD Medication Description'. Below these is another dropdown menu with 'No' selected for 'Does student have ADHD? *'. There is a text input field for 'ADHD Medication'. The left sidebar shows 'Introduction', 'Address Information', 'Parent/Guardian', and 'Emergency' as completed steps, and 'Students' as the current step.

Parent Consent form Billing Public Insurance

- Answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'Parent Consent for Billing Public Insurance: [REDACTED]' form. The left sidebar shows 'Address Information', 'Parent/Guardian', and 'Emergency' as completed steps, and 'Students' as the current step. The main content area has a blue header with an information icon and the text 'Instructions'. Below the header is a paragraph of text: 'Roanoke County Public Schools can submit claims to the Medicaid agency for some services covered by Medicaid and FAMIS. In this way, Virginia Medicaid helps schools pay for part of the cost of these services for students. In order to participate, your school must share information with Medicaid about your child. Your child's school needs your consent to share this information with Medicaid. You have the right to choose whether or not the school division may share this information. Giving consent to a school division does not impact the services your child will receive outside of the school division. ***Even if your child is not currently eligible for Medicaid, should they become eligible at any point during the school year, this will allow us to share the information for reimbursement purposes.***

Media Release Opt-Out

- Answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'Annual Verification' interface for 'Media Release Opt-Out'. The progress bar is at 65%. The left sidebar lists sections: Introduction, Address Information, Parent/Guardian, Emergency, Students (with a warning icon), Review/Submit, and Delete ANVER. The main content area is titled 'INFORMATION RELEASE' and contains the following text:

Media Release Opt-Out: [Redacted]

Promoting the activities and accomplishments of Roanoke County Public Schools (RCPS) students during the course of a school year provides our community with an opportunity to see and hear about the great things going on in our school division. The media release applies to external public relation efforts, including but not limited to:

- Pre-arranged media visits to schools and classrooms
- Television, internet and exhibits
- RCPS educational training and/or promotional materials
- Videos and RVTV-3 or on division websites/social media platforms
- "Good news" releases to local media outlets
- School-level newsletters
- Video, photos and applicable information about students who participate in any extracurricular activity, including sports and performances.

Do you wish for student to be included in any promotional efforts?

Acknowledgements

- Answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'Annual Verification' interface for 'Acknowledgements'. The progress bar is at 72%. The left sidebar is identical to the previous form. The main content area is titled 'INFORMATION RELEASE' and contains the following text:

Acknowledgements: [Redacted]

Family Life Ed

Please click this to access [Roanoke County Public Schools Family Life Letter](#). Read through the information and then select whether or not you would like to opt this student **OUT** of the program.

Do you wish to **OPT-OUT** of the Family Life Education Program for this Student? *

Health Information

Please click this to access [Roanoke County Public Schools Health Information Document](#). Read through the information and acknowledge below:

Health Information Acknowledgement *

Internet Survey

- Confirm data, answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'Annual Verification' interface for 'INTERNET SURVEY'. The progress bar is at 89%. The left sidebar is identical to the previous forms. The main content area is titled 'INFORMATION RELEASE' and contains the following text:

Internet Access: [Redacted]

Select the type of internet access student has at home. *

Navigation buttons: < Previous, Save And Continue >

Transportation Information

- Confirm data, answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'TRANSPORTATION' section of the Annual Verification process, which is 93% complete. The left sidebar lists 'Introduction', 'Address Information', 'Parent/Guardian', 'Emergency', 'Students', 'Review/Submit', and 'Delete ANVER'. The main content area is titled 'Transportation Information' and includes an 'Instructions' box. The instructions state: 'Bus routes are located on the Roanoke County Public Schools webpage. Pre K, kindergarten and first grade students must have a parent, adult who is listed on the student's emergency card, or an individual who is at least 14 years of age at the bus stop (visible to the bus driver) in the afternoon to receive them. The parent must provide written permission, which is pre-approved by the school administration, for individuals not listed on the emergency card and for any minor (age 14 to 17) in the afternoon to receive them. If a parent, other adults listed on the student's emergency card, or the pre-approved adult or minor is not at the bus stop, the child will be kept on the bus and returned to the elementary school.'

Emergency Closing Student Transportation Procedure

- Answer required questions, click “Save and Continue” at the bottom

The screenshot shows the 'EMERGENCY CLOSING STUDENT TRANSPORTATION PROCEDURE' section, which is 96% complete. The left sidebar is identical to the previous screenshot. The main content area explains that an emergency may occur and provides instructions for parents to complete questions and inform their child of emergency transportation arrangements. It lists three options for receiving information: 1. Local radio and TV stations, 2. ParentLink (with instructions to contact the school or RCPS website), and 3. Roanoke County Public Schools website (<https://www.rcps.us/>). A red note at the bottom states: 'PLEASE NOTE: These procedures will be used for EMERGENCY early school closing ONLY.'

School Selection

- Confirm data and click “Save and Continue” at the bottom

The screenshot shows the 'SCHOOL SELECTION' section, which is 100% complete. The left sidebar is identical to the previous screenshots. The main content area is titled 'School Selection' and includes an 'Information' box stating: 'Based on the home address entered, you live within the attendance boundary of [redacted]'. Below this is a field for 'Enrolling Parent/Guardian Home Address' with a house icon and a red arrow pointing to the 'School Selection *' dropdown menu.

Students

- Continue to do additional students if needed. If finished with all students, click “Save and Continue” at the button

Annual Verification

- Introduction ✓
- Address Information ✓
- Parent/Guardian ✓
- Emergency ✓
- Students** ✓
- Review/Submit
- Delete ANVER

STUDENTS

You may click *Edit* or *In Progress* to review and update information for each child.

Note: It is important to complete the Annual Verification for **ALL** students listed below prior to submitting. If the list of student(s) below is not correct, please notify school staff.

Students to enroll in [REDACTED]

First Name	Last Name	Gender	Grade	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[Edit] [Exclude] [Complete]

Students listed below are students currently not enrolled in Roanoke County Public Schools and/or have

Review/Submit

- Parents must review each submission by clicking the review button an

Annual Verification

- Introduction ✓
- Address Information ✓
- Parent/Guardian ✓
- Emergency ✓
- Students ✓
- Review/Submit** ⚠

REVIEW/SUBMIT

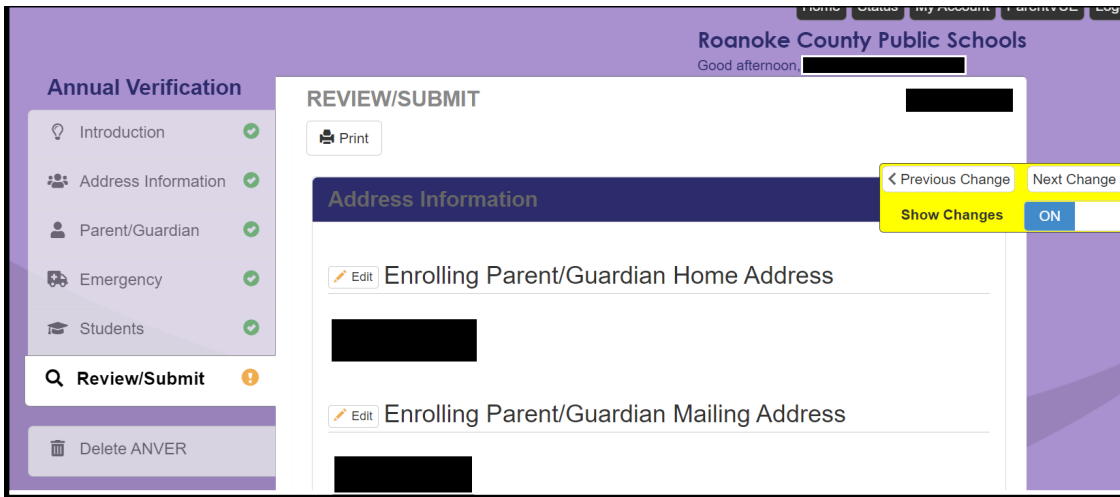
[Review]

Review allows you to confirm all data entered during the ANVER process to ensure accuracy. When complete, press Submit below:

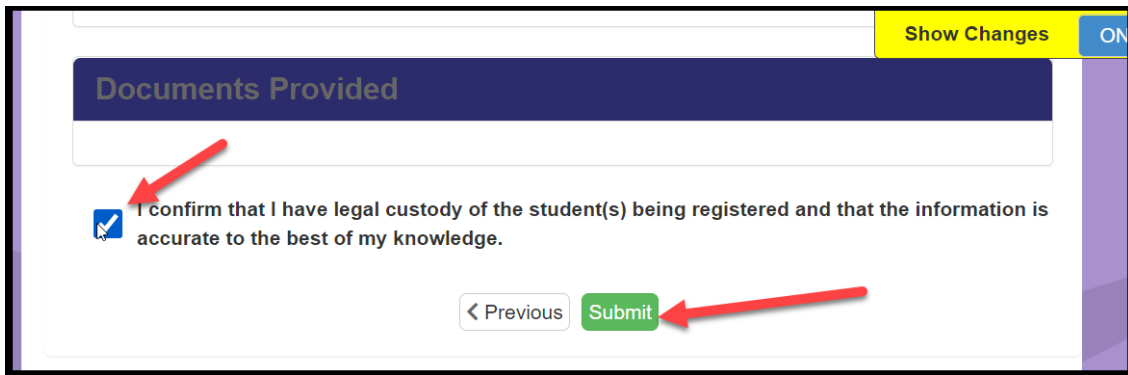
Status	Student	Grade Level	School Selection	Comments
[Ready To Submit]	[REDACTED]	[REDACTED]	1. [REDACTED]	

[Previous] [Review]

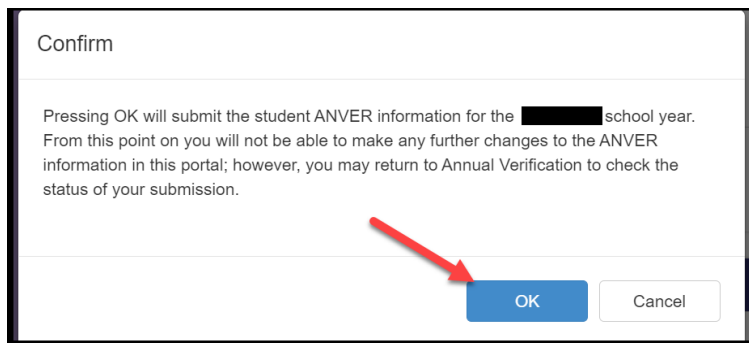
- Scroll down thru the data you entered, confirm you have entered the correct information. If you see a mistake, click the edit button to the left to go back and make the correction. Click “Save and Return” and it will bring you back to the review screen.



- When done reviewing data, check the confirmation box and click “Submit”



- Click “OK”



- Parents can click “Status” to see the submission get accepted

***Remember that submissions that have address changes or selected they have not provided custody documents will show as waiting. You will need to contact the school and schedule a time to drop of the needed documents

ANVER

Status

Thank you for completing the Online Registration process. Your registration form has been successfully submitted. Should you have any questions in the meantime, please contact your student's school.

The status of your registration(s) that are in progress can be found [on the status page](#)

Roanoke County Public Schools
Good afternoon

Student Information Portal (SIP)

Annual Verification

Review Submitted:

Status	Last Name	First Name	Grade	School Name	Comments
Waiting				Waiting	

Log out of ParentVUE when done.

Parents will get an email confirmation telling them if the record was accepted or pending

Accepted Email Example



AutoAccept User

"Roanoke County Public Schools – Confirmation of ACCEPTED Annual Verification (ANVER)"



Message sent from Roanoke County Public Schools

Dear [REDACTED],

The Annual Verification for the following student [REDACTED] has been successfully completed for the [REDACTED] school year.

Thank you,

Roanoke County Public Schools

Review Email Example



No Reply

"Roanoke County Public Schools – Confirmation of SUBMITTED Annual Verification (ANVER)"



Message sent from Roanoke County Public Schools

Dear [REDACTED],

The Annual Verification(s) for:

[REDACTED] have been successfully submitted for review. Once the Annual Verification has been processed, follow up notification will be provided to you. Please contact your student's school if you have any questions regarding the Annual Verification review and approval process.

Thank you,

Roanoke County Public Schools