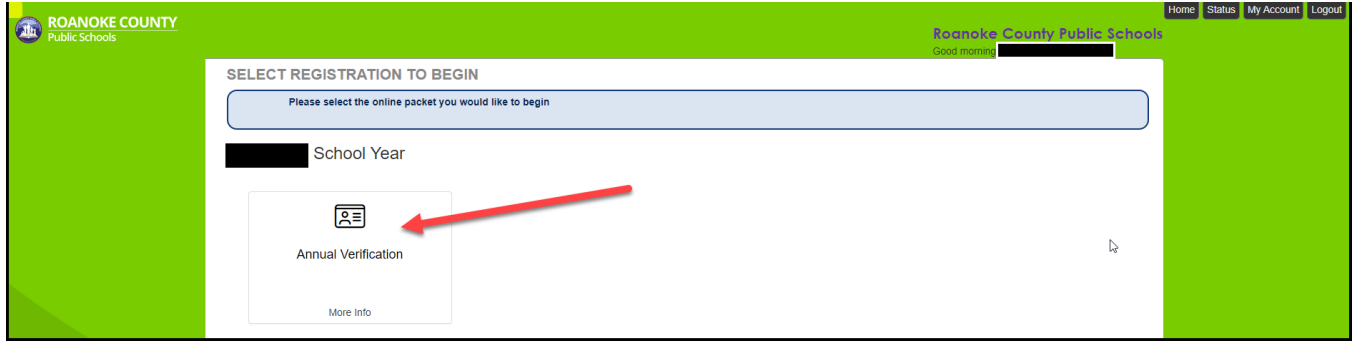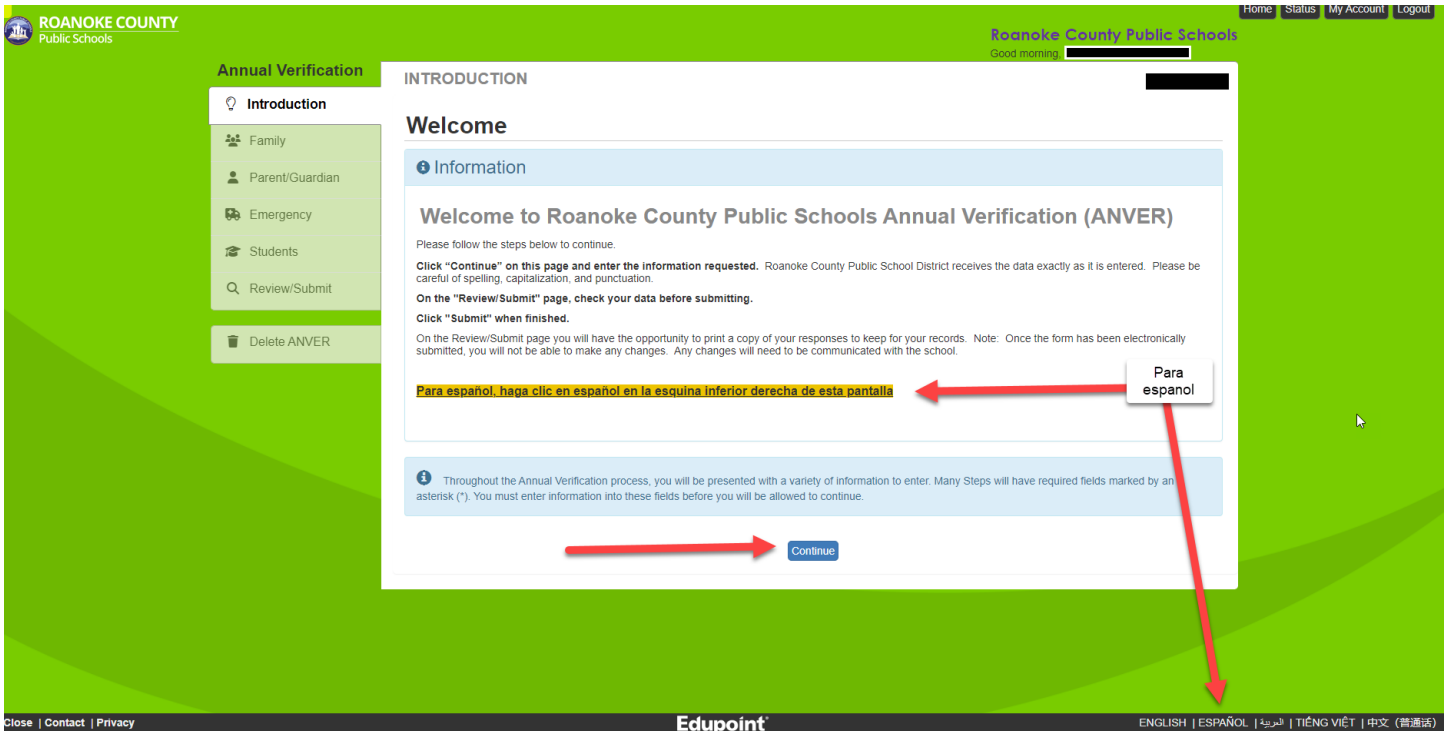# Annual Verification (ANVER) Directions

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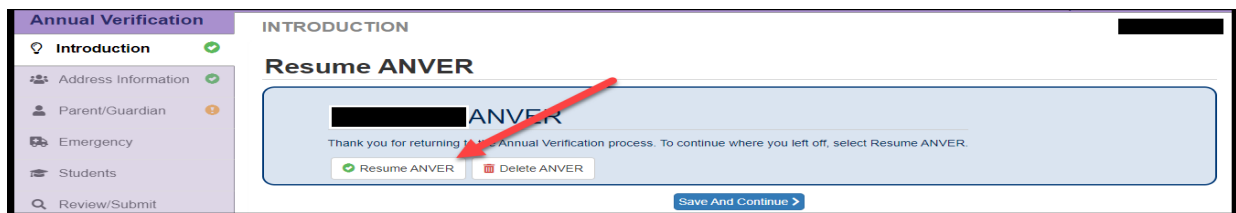

Introduction Page

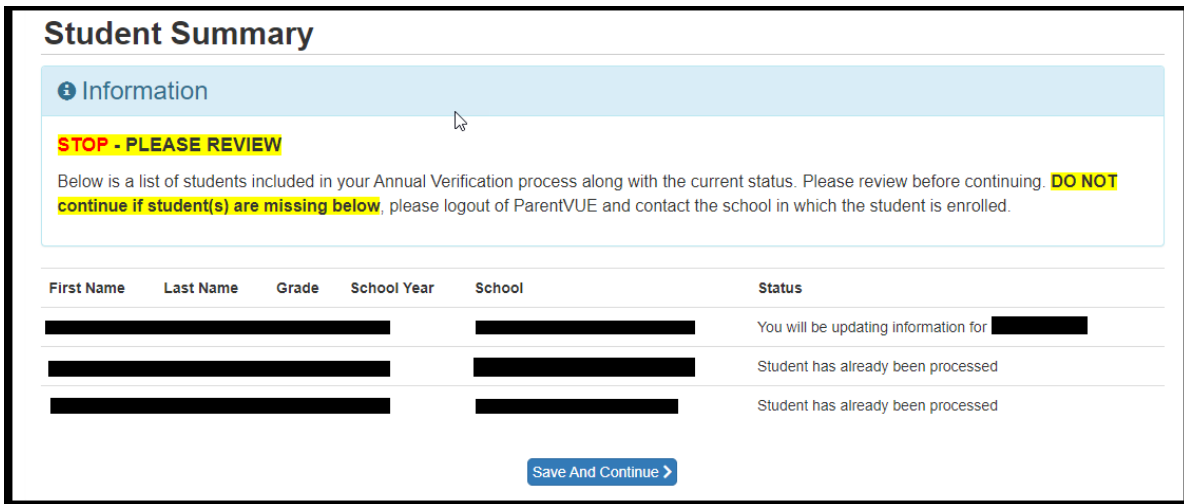- Read the information and then click "Continue" at the bottom

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

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
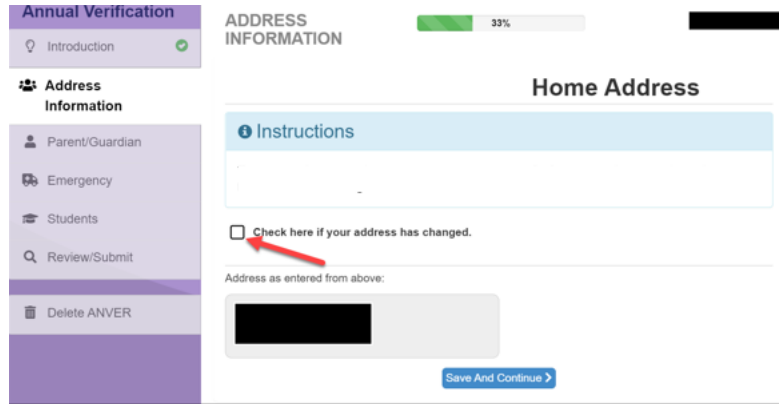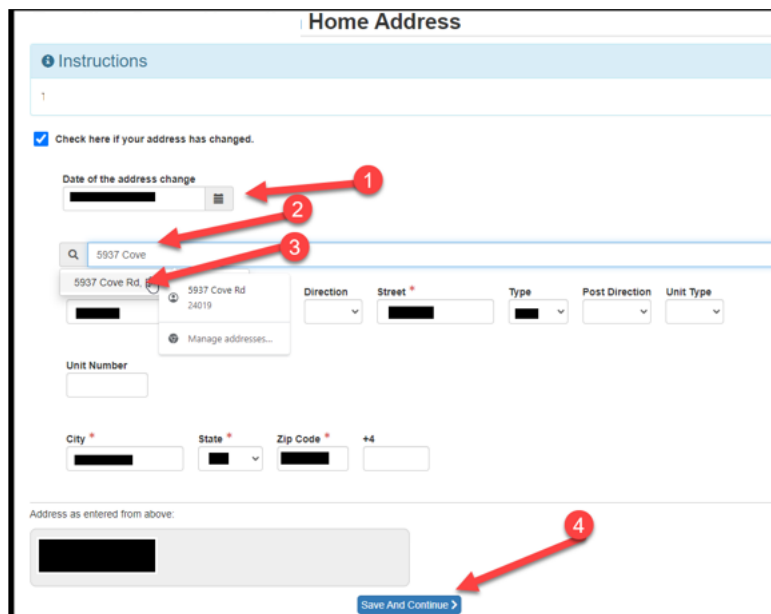
Home Address Page

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.
     o 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

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

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...

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

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


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
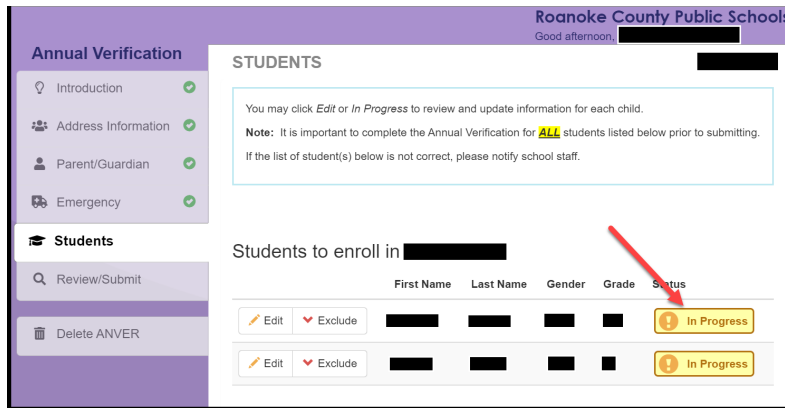
Student Demographics Page

- Confirm data, answer required questions, click "Save and Continue" at the bottom
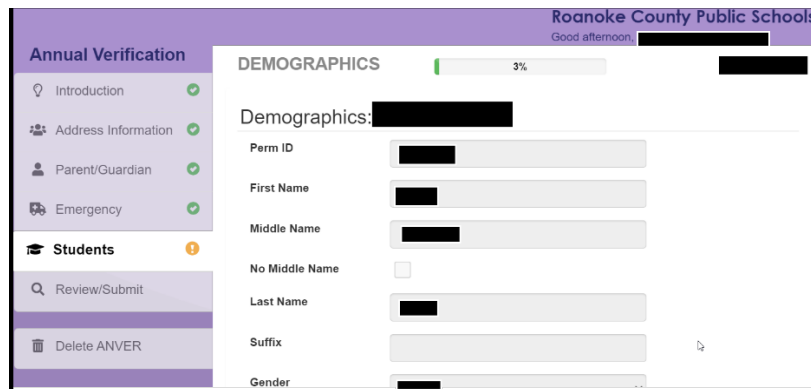
Student Contact Information

- 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

Health Information

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

Student Medication Information

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

Over-the-counter Medications

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

Acute or Chronic Illnesses

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

Parent Consent form Billing Public Insurance

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

Media Release Opt-Out

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

Acknowledgements

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

Internet Survey

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

Transportation Information

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

Emergency Closing Student Transportation Procedure

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

School Selection

- Confirm data and click "Save and Continue" at the bottom

Students

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

Review/Submit

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

- 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.
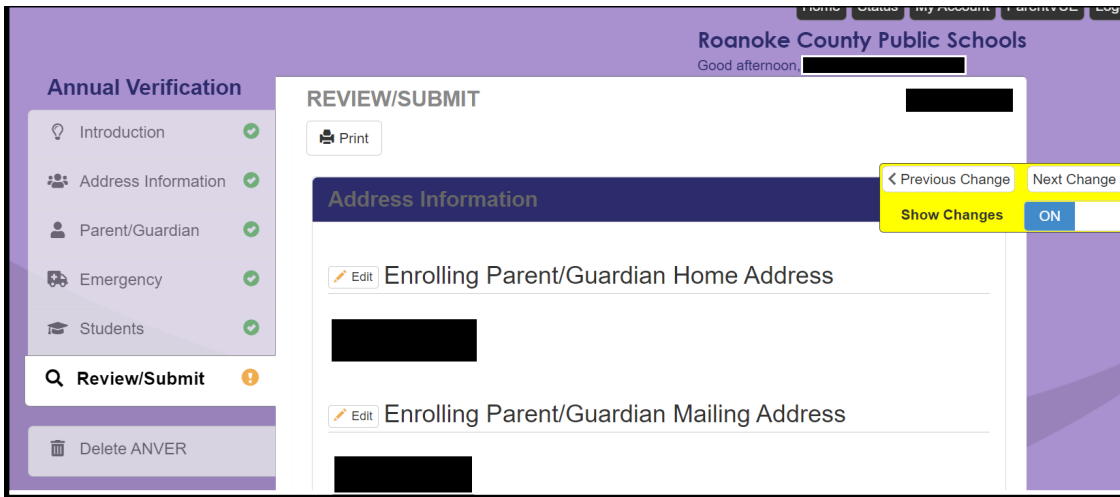
- When done reviewing data, check the confirmation box and click "Submit"
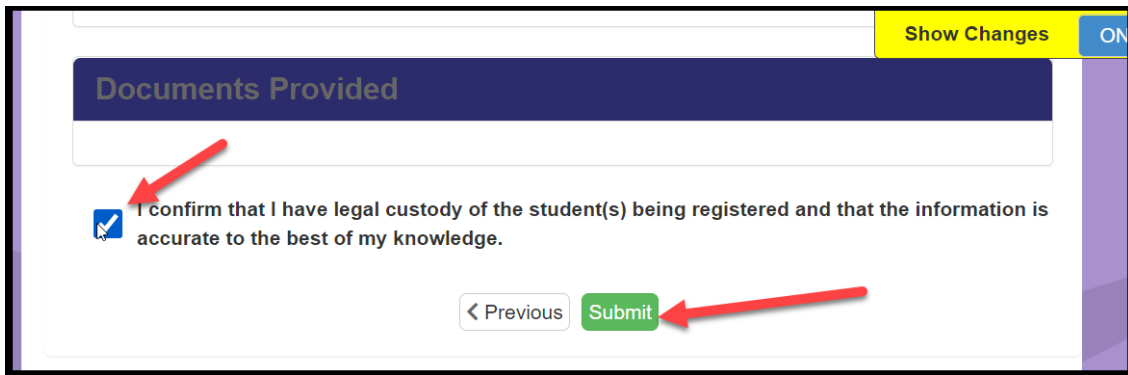
- Click "OK"
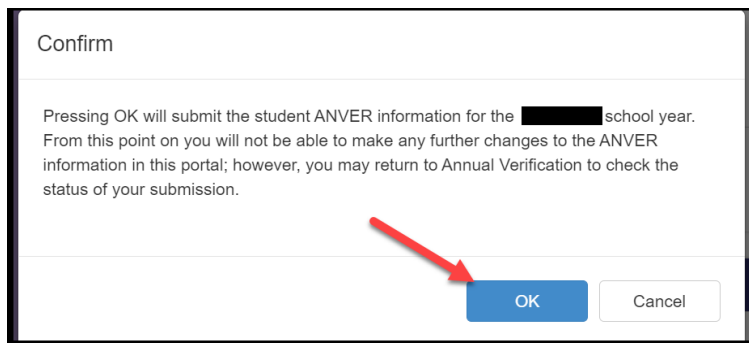
- Parents can click "Status" to see the submission get accepted

***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 ████████,

The Annual Verification for the following student ████████ has been successfully completed for the ████████ 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 ████████,

The Annual Verification(s) for:
████████
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