


PARENT PORTAL BACK TO SCHOOL CHECKLIST

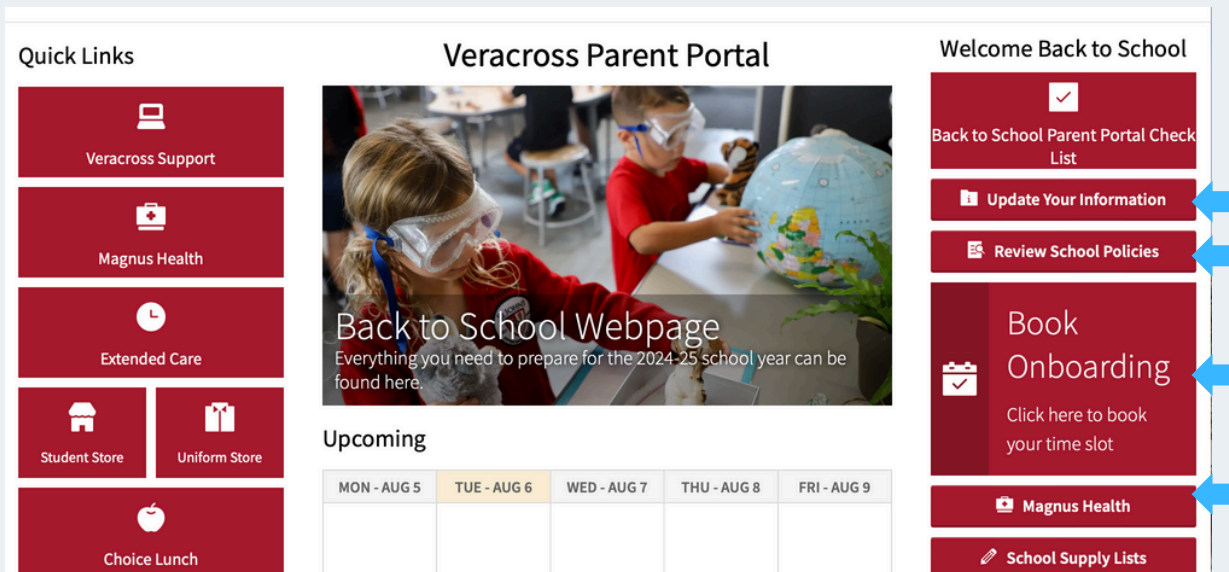
Veracross Tips

- 
- ☐ **Update your information**
 - ☐ **Review School Policies**
 - ☐ **Book your Onboarding appointment**
 - ☐ **Magnus Health (proceed to Magnus Health Checklist)**

There are three steps that need to be completed before your child(ren) return to school:

- Updating your Information
- Review School Policies
- Book your Onboarding Appointment
- Complete Magnus Health forms

These steps are located on the Parent Portal under the **Welcome Back to School** section.

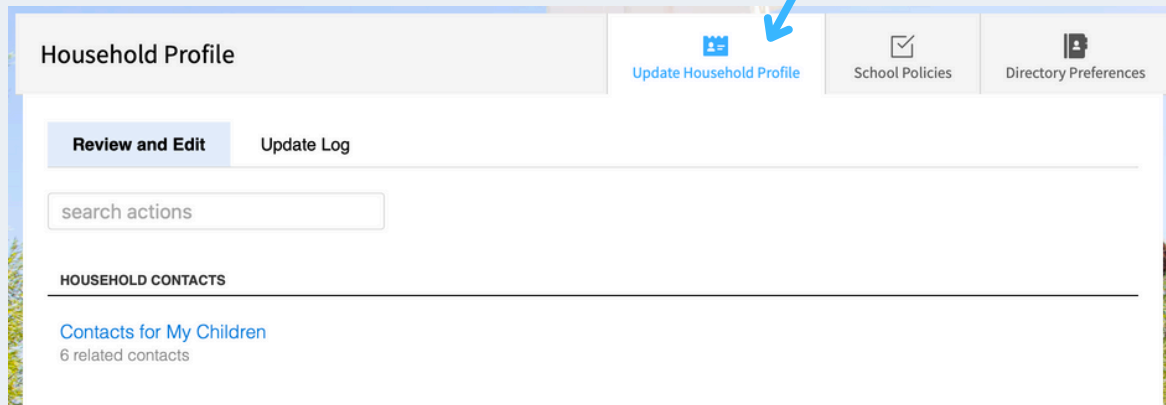


The screenshot displays the Veracross Parent Portal interface. On the left, a 'Quick Links' sidebar contains buttons for Veracross Support, Magnus Health, Extended Care, Student Store, Uniform Store, and Choice Lunch. The main header reads 'Veracross Parent Portal'. Below the header is a banner for the 'Back to School Webpage' featuring a photo of children in a classroom. Underneath the banner is an 'Upcoming' calendar for August 5th to 9th. On the right, the 'Welcome Back to School' section contains a checklist of tasks: 'Back to School Parent Portal Check List' (marked with a checkmark), 'Update Your Information', 'Review School Policies', 'Book Onboarding' (with a sub-link 'Click here to book your time slot'), 'Magnus Health', and 'School Supply Lists'. Blue arrows point to the 'Update Your Information', 'Review School Policies', 'Book Onboarding', and 'Magnus Health' buttons.

MON - AUG 5	TUE - AUG 6	WED - AUG 7	THU - AUG 8	FRI - AUG 9

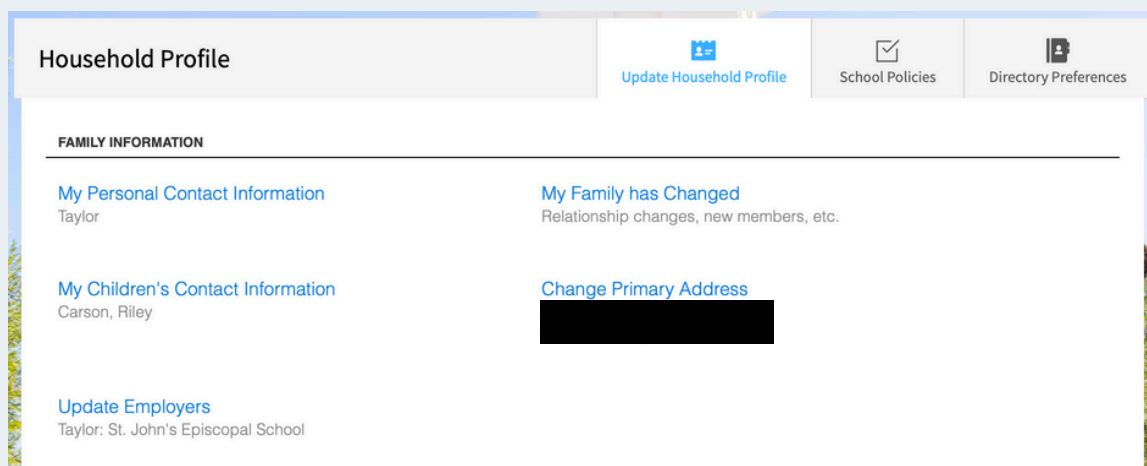
□ Update Your Information

- Click the **Update Your Information** button on the portal homepage
- You will automatically land on the **Update Household Profile** tab

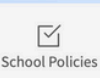


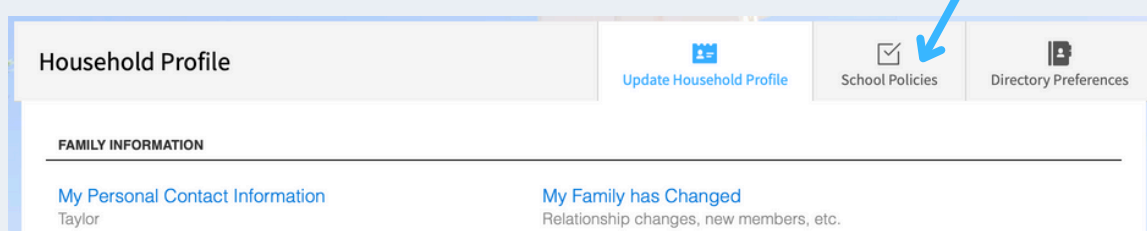
The screenshot shows the 'Update Household Profile' tab selected in the top navigation bar. Below the navigation bar, there are tabs for 'Review and Edit' and 'Update Log'. A search bar labeled 'search actions' is present. The main content area is titled 'HOUSEHOLD CONTACTS' and includes a link 'Contacts for My Children' with '6 related contacts'.

- Make sure you have at least two contacts listed for your child(ren) under **HOUSEHOLD CONTACTS**



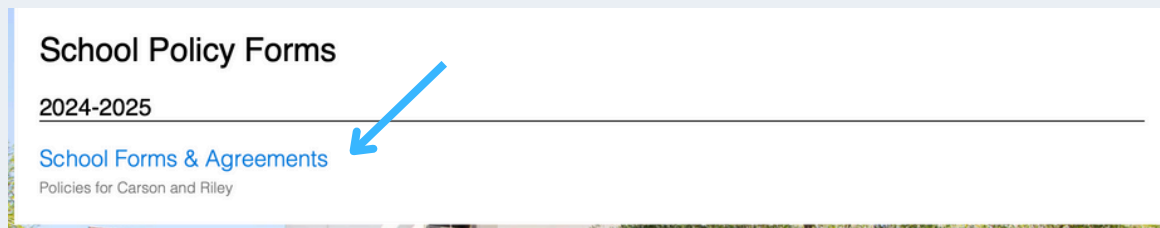
The screenshot shows the 'Update Household Profile' tab with the 'FAMILY INFORMATION' section expanded. It contains several links: 'My Personal Contact Information' (Taylor), 'My Family has Changed' (Relationship changes, new members, etc.), 'My Children's Contact Information' (Carson, Riley), 'Change Primary Address' (redacted), and 'Update Employers' (Taylor: St. John's Episcopal School).

- Click and update/confirm the following under **FAMILY INFORMATION**:
 - My personal contact information
 - Note any family changes the School should be aware of
 - Update/confirm your primary address
 - Update employers
- Proceed to click on the  tab at the top to Review School Forms and Agreements.



The screenshot shows the 'Update Household Profile' tab with the 'School Policies' tab selected in the top navigation bar. The 'FAMILY INFORMATION' section is still visible below the navigation bar.

□ Review School Policies



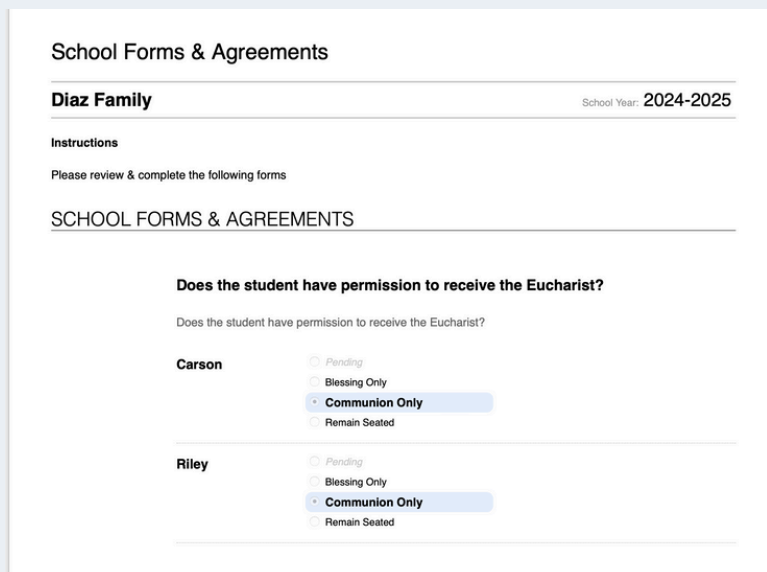
School Policy Forms

2024-2025

[School Forms & Agreements](#)

Policies for Carson and Riley

- Click the next tab at the top of the Household Profile page that says **School Policies**. Click the [School Forms & Agreements](#) link.



School Forms & Agreements

Diaz Family School Year: 2024-2025

Instructions

Please review & complete the following forms

SCHOOL FORMS & AGREEMENTS

Does the student have permission to receive the Eucharist?

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Carson

☐ Pending

☐ Blessing Only

☒ Communion Only

☐ Remain Seated

Riley

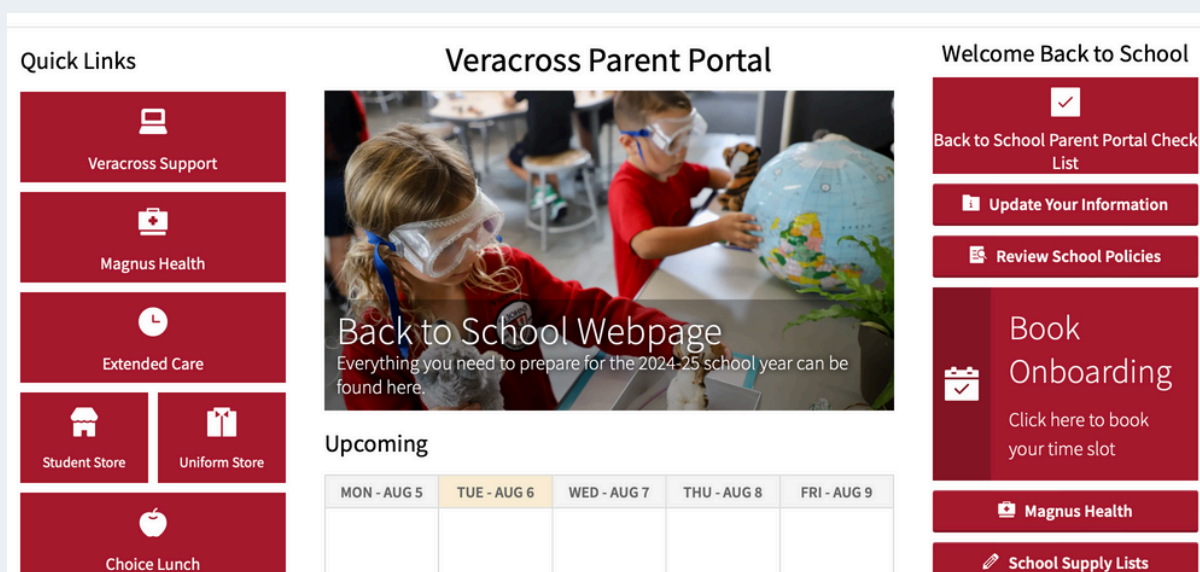
☐ Pending

☐ Blessing Only

☒ Communion Only

☐ Remain Seated

- Complete all questions on this page. Once complete, scroll back up to the top of the page and click the [SAVE POLICIES](#) button. there are unsaved changes
- Once you see the **green** notice that your selections have been saved, you can close this tab and return to the **Veracross Parent Portal homepage**.



Quick Links

- Veracross Support
- Magnus Health
- Extended Care
- Student Store
- Uniform Store
- Choice Lunch

Veracross Parent Portal

Back to School Webpage
Everything you need to prepare for the 2024-25 school year can be found here.

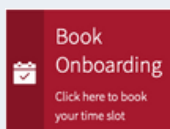
Upcoming

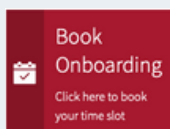
MON - AUG 5	TUE - AUG 6	WED - AUG 7	THU - AUG 8	FRI - AUG 9

Welcome Back to School

- Back to School Parent Portal Check List
- Update Your Information
- Review School Policies
- Book Onboarding
Click here to book your time slot
- Magnus Health
- School Supply Lists

☐ Book your Onboarding Appointment



- Click the  button on the Veracross Parent Portal homepage under the Welcome Back to School section.
- This button will take you to a page that lists your child(ren) along with their assigned Teacher/Advisor.
- Use the drop down to select a date and time for your child(ren).
- Your child(ren)'s teacher will receive a confirmation of your appointment time.

Teacher Conferences

Instructions

Select meeting times below for each child's teachers that you would like to schedule your meeting with.

Your schedule will automatically be saved upon selecting a time slot with the teacher.

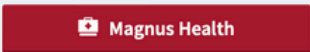
When you are finished, click the blue printer button next to My Schedule to download a PDF of your conference schedule.

Teacher	Time Slot
Carson [redacted] 1 teacher	Monday, August 19 08:00 am - 08:15 am
Joy Kemmerle Homeroom 3-2	Monday, August 19 08:00 am - 08:15 am
Riley [redacted] 1 teacher	Monday, August 19 08:00 am - 08:15 am
Malina Shuy Homeroom 1-1	Monday, August 19 08:20 am - 08:35 am

My Schedule

Monday, August 19

- 08:00 am - 08:15 am (Carson)
- 08:20 am - 08:35 am (Riley)

Return to the **Veracross Parent Portal homepage** by clicking the Parent Portal button at the top. Click on the  button. Follow the Magnus Health Checklist for support while completing this section.

Parent Portal

My Children My Calendar Directories Help

Home

Quick Links

- Veracross Support
- Magnus Health
- Extended Care

Veracross Parent Portal

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Directories