

## Student Information Verification Process Instructions

Parents will complete the information through the Skyward **Parent Login ONLY** during the month of April or May. It can be completed on a computer, iPad, or iPhone but NOT through the app. **A parent must login on their phone through the website.** Parents can change the language as needed with Google Translator. Select the Student Information Form for your child. The link will take you to a list of information to verify and update as needed.

The screenshot shows the Skyward Family Access homepage. At the top, there is a navigation bar with "TE", "My Account", "Contact Us", and "Report". Below this, the "Family Access" logo is on the left, and "All Students" is a dropdown menu. A "Select Language" button is highlighted with a red box. On the left side, there is a vertical navigation menu with "Home" at the top, followed by "Student Information Verification Form" (highlighted with a red box), "Calendar", "Gradebook", "Attendance", "Student Info", "Schedule", "Discipline", "Test Scores", "Activities", "Student Services", "Conferences", "Academic History", and "Portfolio". The main content area features a green notification banner: "Student Information Verification Form is now open until 11/13/2017". Below the banner, there is a text box: "Please complete the student verification information for your child, save and submit when complete." Two links are provided: "Go to Student Information Verification Form for J/" and "Go to Student Information Verification Form for JE", both highlighted with a red box. Below the links, it says "No messages were found." On the right side, there is an "Upcoming Events" section with a list of events: "SI-Weather No School", "SI-IW", "Staff PD-No School", "Holiday-Other", and "SP-PD".

Instructions to UPDATE and complete student information are listed in the center box and on the right side of the page.

The screenshot shows the Skyward Family Access "Student Information Verification Form" page. At the top, there is a navigation bar with "TERISE RHODES", "My Account", "Contact Us", "Report History", and "Exit". Below this, the "Family Access" logo is on the left, and "J/" is a dropdown menu. A "Select Language" button and a "District Links" button are highlighted with a red box. On the left side, there is a vertical navigation menu with "Home" at the top, followed by "Student Information Verification Form" (highlighted with a red box), "Calendar", "Gradebook", "Attendance", "Student Info", "Schedule", "Discipline", "Test Scores", "Activities", "Student Services", "Conferences", "Academic History", "Portfolio", and "Login History". The main content area features a "Student Demographic Information Verification" section. A text box contains the instruction: "Please UPDATE your student's demographic information, COMPLETE required forms, and make any needed corrections." To the right of this text box is a list of items to verify, highlighted with a red box: "1. Verify Student Information" (with sub-items a-f), "2. Verify Ethnicity/Race", "3. Attachments", "4. State Required Information", "5. Home Language Survey", "6. TN Migrant Survey", "7. Armed Services Form", "8. Bus Information", "9. Vehicle Information", "10. Paper Report Cards", and "11. Inclement Weather/Early".

Once the first link is clicked the parent will look through the student data and make any corrections or update any outdated information. The parent must click one of the links at the bottom of each screen to save the data to that page. The parent can choose to save that page and stop or save that page and go to the next page. The parent must go through all sections for the information to be complete.

**Step 1a. Verify Student Information: Student Information (Required)**

Please verify the following student demographic information and make corrections as necessary. Certain fields will require school approval before the change will occur. If a grayed out field is incorrect please contact your child's school.

**General Information**

First: J Middle: \_\_\_\_\_  
 Last: R Suffix: \_\_\_\_\_  
 \* Birthday: 08/10/2000 Gender: Male  
 Other Name: B  
 Race: Caucasian  
 \* Native Language: English  
 Home Phone: (931) 2 Ext: \_\_\_\_\_  
 Cell (931) 2 Ext: \_\_\_\_\_  
 Work (931) 684-3284 Ext: 2244  
 School Email: 1 Home Email: \_\_\_\_\_  
 Birth Country: United States  
 Birth State: Tennessee  
 Birth County: Lincoln

(\*) Indicates a required field.

Complete Step 1a Only Complete Step 1a and move to Step 1b

1. Verify Student Information  
 a. Student Information  
 b. Family Address  
 c. Family Information  
 d. Emergency Information  
 e. Emergency Contacts  
 f. Health Information  
 2. Verify Ethnicity/Race  
 3. Attachments  
 4. State Required Information  
 5. Home Language Survey  
 6. TN Migrant Survey  
 7. Armed Services Form  
 8. Bus Information  
 9. Vehicle Information  
 10. Paper Report Cards  
 11. Inclement Weather/Early Dismissal  
 12. Fee Waiver App  
 13. Technology Acceptable Use Policy (AUP)  
 14. Parent/Guardian Authorization

Certain changes such as address, date of birth, custody issues, immunizations or medical conditions will require various forms of documentation that can be uploaded in the system.

**Step 3. Attachments (Optional)**

Please attach the following documents if you have not submitted them previously or you need to update them.

1. Verification of Address. This can be a utility bill, rental contract, notarized form from landlord.
2. Proof of Age. This can be a birth certificate, passport, or other government issued ID.
3. Custody Papers.
4. Immunization Records.

Proof of Address: Browse... No file selected.  
 Proof of Age: B...\_s BC.pdf Remove File  
 Custody Papers: Browse... No file selected.  
 Immunization Records: Browse... No file selected.

Complete Step 3 Only Complete Step 3 and move to Step 4

1. Verify Student Information  
 a. Student Information  
 b. Family Address  
 c. Family Information  
 d. Emergency Information  
 e. Emergency Contacts  
 f. Health Information  
 2. Verify Ethnicity/Race  
 3. Attachments  
 4. State Required Information  
 5. Home Language Survey  
 6. TN Migrant Survey

When the final step is complete, you will receive a confirmation email. You will be notified if there is a problem with any changes you have requested. Thank you for helping us make the process easier and protect our environment by eliminating the waste of paper.