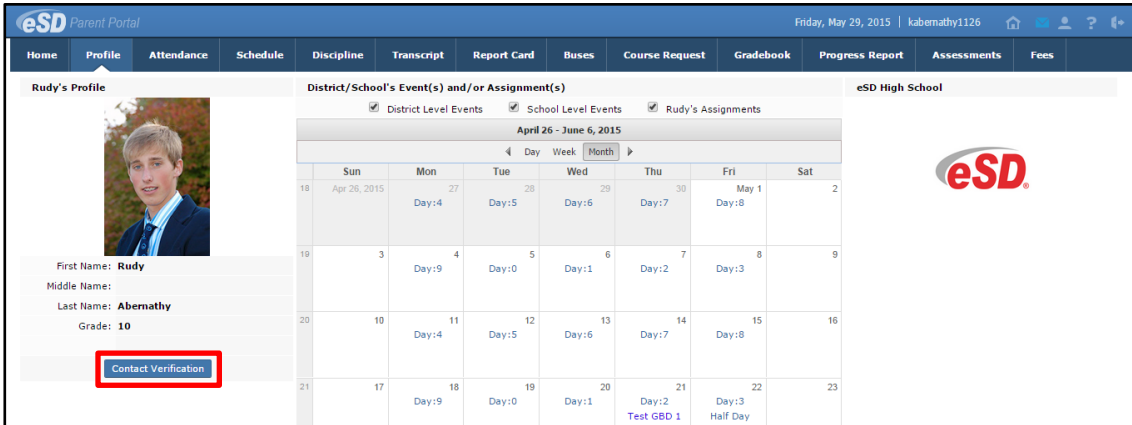


Contact Verification

When enabled by the district, the **Contact Verification Form** allows custodial Guardians to update their student’s contacts online.

Click the **Contact Verification** button on the student’s Profile page to open their Contact Verification Form.

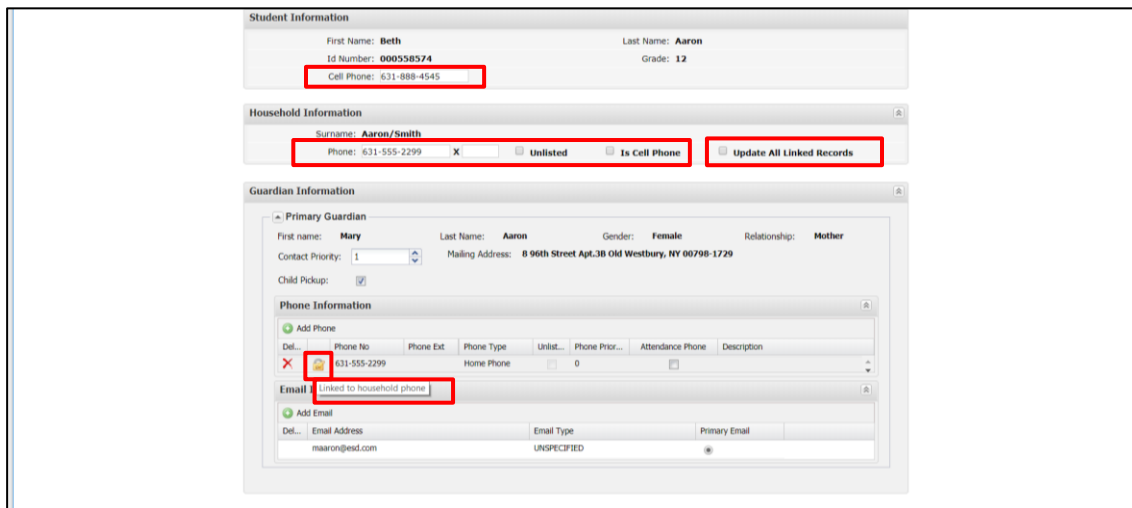


If Contact Verification is both enabled AND enforced, the Contact Verification Form will automatically open when custodial Guardians try to access the student’s Profile pages. The custodial Guardian MUST update the student’s contacts in order to access their Profile pages.

The Contact Verification Form has sections for Student Information, Household Information, Guardian Information (Primary Guardian and Guardian 2, when both live in the household), Emergency Contact Information, Physician Information, Employer Information and (when enabled) Additional Information.

In the **Student Information** section, parents can add/update the student’s **Cell Phone**.

In the **Household Information** section, parents can update the **Household Phone**. Click **Update All Linked Records** to update the Home Phone record for all contacts (Guardian, Household Member, and Emergency Contact) who have the Household Phone as their Home Phone. (Linked records display a **Lock icon** to the left of the applicable phone number.)





Note:
Enforcement of **Contact Verification** restricts access to student information on both the **Parent Portal** and **Mobile Parent** sites.

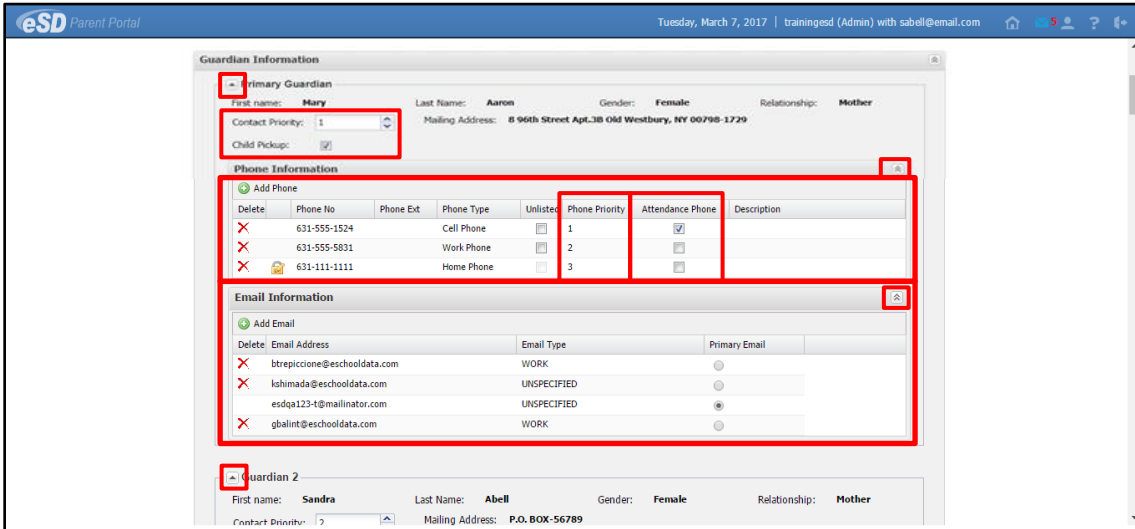
Note:
Custodial guardians living **OUTSIDE** the Household can update only the **Student Information** and their personal **Guardian Information** and **Employer Information** sections.

They will **NOT** be able to view or update **Household Information**, **Emergency Contact Information**, **Physician Information** or **Additional Information**.

Note:
Guardians must be flagged to receive correspondence to access students’ information and the **Contact Verification** feature via the **Parent Portal**.

Important:
Household Address and **Guardian Addresses** **CANNOT** be updated via the **Contact Verification Form**. Guardians must contact the school to change their address.

In the **Guardian Information** section, parents can update the **Contact Priority**, **Phone Information** and **Email Information** (Email Address, Email Type, Primary Email) and checkmark the **Child Pickup** checkbox for the Primary Guardian and other Guardians residing in the household. Click the **Collapse icon**  at the beginning of a guardian’s information to collapse that contact card; click the **Expand icon**  to expand it again.



Note:
Guardians residing in the household can VIEW (but NOT edit) the name and contact priority of guardians living OUTSIDE the Household.

Contact Priority sets the order in which the student’s contacts are called.

Phone Priority sets the order for calling a person’s phones. This defaults to the order in which phone numbers are entered, but can be changed.

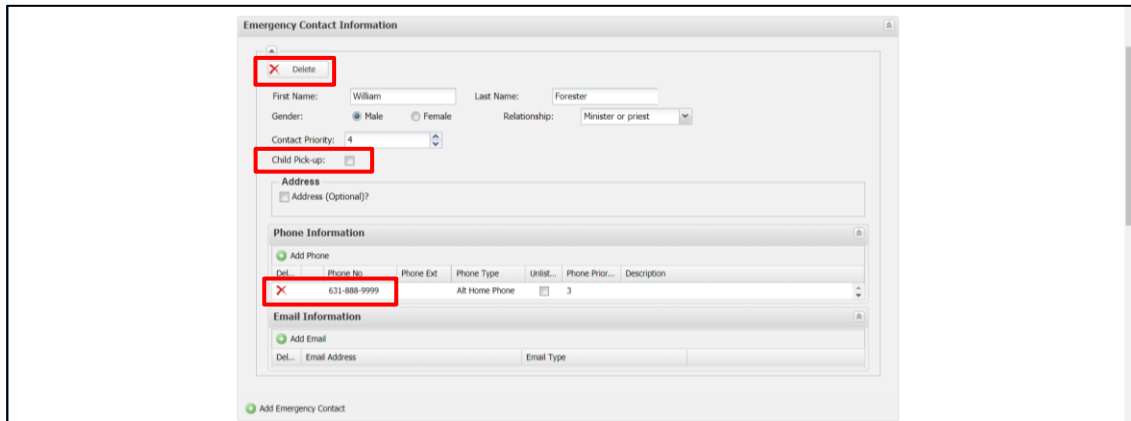
Guardians can specify a phone to be used for **Attendance** calls.

Phone Extensions can include up to five (5) digits.

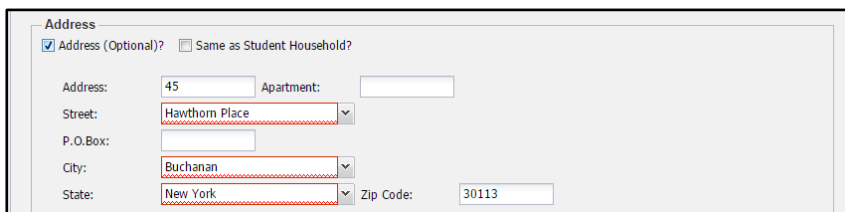
The **Primary Email** is the email address to which “**Forgot Password?**” emails, and other Portal communications, will be sent.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

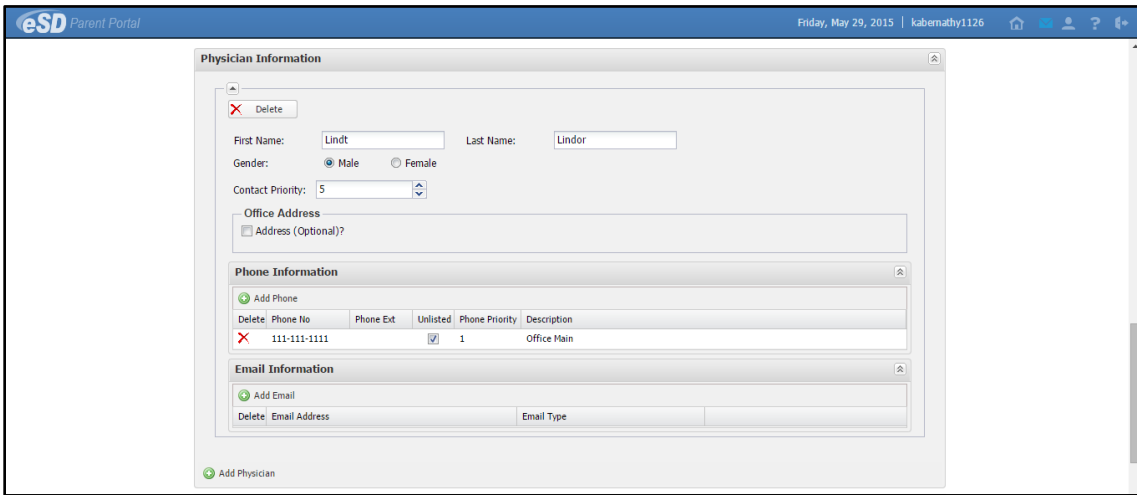
In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information (**Address** is optional) and allow **Child Pick** up by adding a check mark in the **Child Pickup** Checkbox.



If **Address** is checked, parents can indicate that the address is the **Same as Student Household** (which automatically hides the address entry fields) or add/edit the emergency contact’s address.

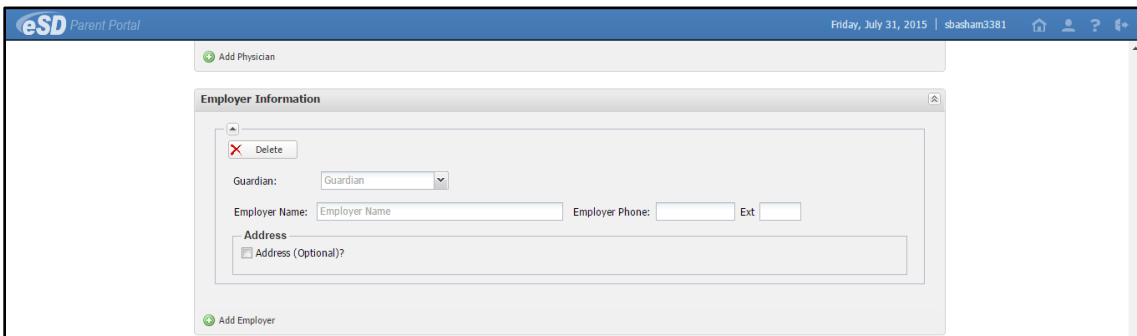


In the **Physician Information** section, parents can add/delete/update physician information (**Address** is optional, and functions the same as in the Emergency Contact section, but without the **Same as Student Household** checkfield).



Note:
Phone Extensions can include up to five (5) digits.

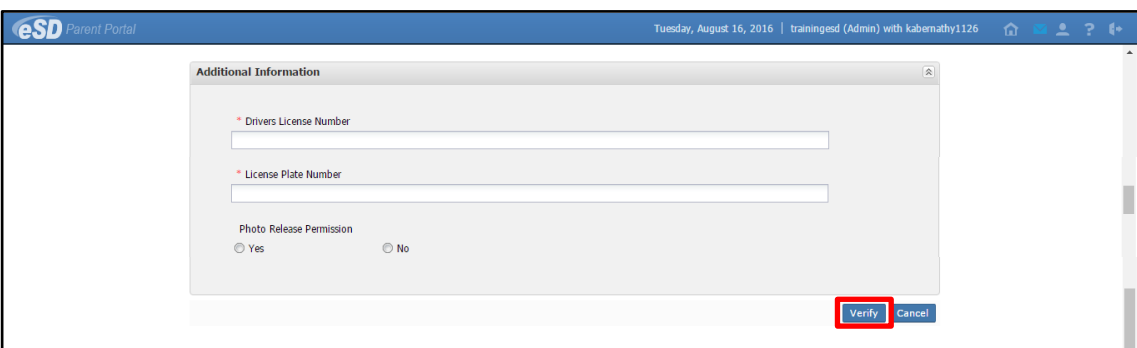
In the **Employer Information** section, parents can add/delete/update their employer’s information (**Address** is optional, functions same as Emergency Contact, but without the **Same as Student Household** checkfield).



Note:
Phone Extensions can include up to five (5) digits.

In the **Additional Information** section, parents can add/update any additional information requested by the district.

When finished, click **Verify** to submit the verified contact information; the changed records are automatically updated in eSD®.



Note:
 The **Additional Information** section is displayed **ONLY** if enabled by the district.

Note:
 When **Contact Verification** is **enforced**, the parent’s verification restores access to the student’s data, on both the **Portal** and **Mobile** sites.

Verification by **ANY** custodial guardian restores access to the student’s data for **ALL** custodial guardians.