



# GETTING STARTED WITH ONLINE ADDRESS VERIFICATION

## BEFORE YOU BEGIN

- ✓ **Only a legal guardian living at the student's primary address can complete verification for that student.**
- ✓ **You will need to log into your Infinite Campus Parent Portal account or the Campus Parent app. If you do not have a Parent Portal account, [please click here for more details](#).**
- ✓ **You do not have to complete the verification process at one time.** As you complete each section, you can save the application. Just sign back into the portal or app and click the link to pick right back up where you were.
- ✓ **Once you submit the application, you can't edit it or upload documents.** Make sure you have everything correct before clicking the submission button.

## VERIFICATION CHECKLIST

Please make sure you have this information ready for each student in your household.

- **Household** - current address, phone number
- **Guardians** – address, phone number, email address
- **Emergency Contacts/Restricted Access** – names of emergency contact, physical address, email address and phone numbers
- **Restricted Access**- identify person(s) with restricted access by providing their name(s), physical address, email address and phone numbers
- **Authorization to Pick up Student(s) from School**- names of person(s) who are authorized to pick up your student(s) from school. Please include their physical address, email address and phone numbers
- **Health** – current health conditions, current list of medications to be administered by school personnel
- **Immunizations** – if entering the 7th grade
- **Proof of Identity**- Driver's License, Passport, Military Identification
- **Residency**
  - Proof of Residency Document 1
  - Proof of Residency Document 2

## RESIDENCY & IMMUNIZATION DOCUMENTS

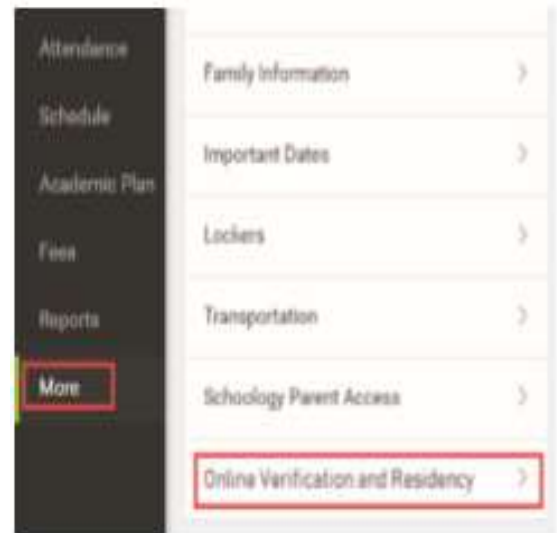
If your updated residency or immunization documents are in digital form, you can upload them and attach them to the application. Many banks and utility companies offer digital copies, or you can scan or take a photo of these documents with a smart phone and email it to yourself to get a digital copy. You must upload all documents and submit the online verification form.

*For more information, email [studentregistration@clayton.k12.ga.us](mailto:studentregistration@clayton.k12.ga.us)*

# ACCESSING YOUR ONLINE APPLICATION

1. Log into the Parent Portal or the Campus Parent app and choose the **More** option from the navigation. Then click Online Verification and Residency. The welcome screen contains a table of all students in your household eligible for verification. Students listed as Included will need to be verified through this process. **Note that the Grade listed will be for the 20-21 school year.**
2. A student might be excluded if you are not listed as a guardian for that student, or if that student is already in another guardian's application. If you have questions, please email [studentregistration@clayton.k12.ga.us](mailto:studentregistration@clayton.k12.ga.us) before continuing.

Student Name	Grade	Included in new App?	Reason if not included
Stu Dent	11	yes	Included



3. If everything looks correct, click **Begin Verification**.
4. Type your name into the box and click **Submit**.
5. The next screen contains a list of information needed to complete the verification process. Please verify that you have all the needed information, then **click Begin**.

Welcome John McParent. Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

## VERIFICATION

The application has several different sections. Each section may have multiple tabs to fill out.

- Any field with a red \* asterisk must be filled in.
- **Please check all information carefully.**
- Make changes to incorrect or incomplete information.
- Once a section is completed, its header will change from blue to green.
- You can make changes to completed sections by clicking on the green section header.
- You cannot skip sections or open a section until you have completed the previous section.
- After each section you will click **Save/Continue**. This will save your progress if you need to leave and come back later.

Student(s) Primary Household | Parent/Guardian | Emergency Contact | Student | Completed

**Primary phone**

Primary Phone (816 )673 -1141 \*

Information which needs to be verified. These will be pre-filled with any information we have on file.

Next \*

Once you've updated the information above, click this to open the next tab.

Home Address

Mailing Address

Residency

Save/Continue

Click to advance to the next section

The Parent/Guardian, Emergency Contact, and Student sections contain a list of names as shown in the picture below. **You must click Edit/Review for each person** to review their information.

			Record Type		Linked to Campus Name
✓	Bryant	M	Existing	Edit/Review	
✓	Bryant	F	Existing	Edit/Review	

This list should include all students that are enrolled or need to be enrolled into any school in Park Hill School District. If your student is already enrolled, but missing from this list, please contact your school office.

**Yellow** - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Enroll a New Student

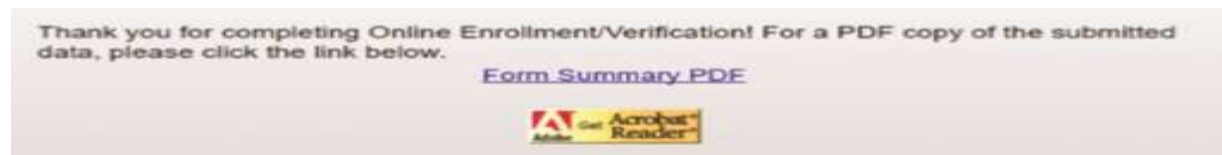
Back Save/Continue

## ADDING A NEW STUDENT

There is button to Enroll a New Student at the bottom of the Student section. Use this to enroll students who are new to the district for the 20-21 school year and not already listed in the student section.

## SUBMITTING THE FORM

Once you've gone through all the sections, you will submit the verification form to the school. Don't forget you can save the application and return to it later. **You cannot edit an application or upload documents after it has been submitted.** This is the confirmation screen. Your form has not been submitted until you see this screen. OLR staff will review and either approve your application or contact you if they need additional information.



**For more information, email [studentregistration@clayton.k12.ga.us](mailto:studentregistration@clayton.k12.ga.us)**