Parent Verification & POR Upload
Parent Verification Survey & POR Cheat Sheet

How to Access the Verification Survey & POR Upload in Family Access

The following document walks through the process for parents to access the **Verification Survey** and **Proof of Residency** upload option utilizing the **Online Forms** option within the **Family Access** portal.

1. Parents can log into **Family Access** and when the option is enabled, they will see a notification of an **Online Form** available to fill out showing the survey as an option.

   This option only appears for **Family 1** of a student. This form will not display for **Family 2** or subsequent families as **Family 1** is what is used for address zone verification by Eagle Mountain-Saginaw ISD.

2. After selecting the **Online Form** link, **Family Access** opens the form to **Step 1**, and parents will see instructions as shown below. Select the **View Full Screen** option as instructed to proceed to the survey form. Language translation will be available within the process. Complete the form.

3. Continue by reviewing confirmation information before signing the form and proceeding to the **Proof of Residency** upload step.

4. If **Will Not Be** is chosen, they see this pop-up message.

5. **Sign** and **Date**, and then choose **Complete Step 1 and move to Step 2** to continue.

Student Name:	STEWIE GRIFFIN			Gender:	Male ▾
Birth Date:	03/13/2009	Student Age:	14	Grade:	09
Campus:	BOSWELL HIGH SCHOOL	State ID #:		Local ID:	999992
Address on File:	31 SPOONER ST QUAHOG RI 99999				

The following document is required by all families and must be submitted if your child will be returning to school at Eagle Mountain-Saginaw ISD for the 2024-25 school year.

Students not submitted will be considered as non-returners and indication of your child not returning will also be beneficial to the district as we verify enrollment numbers for the future school year.

This survey process will also allow parents to upload **Proof of Residency**, a required option to upload a copy of a **current utility bill** or other **legal documentation** displaying the address where the student resides.

IMPORTANT: This form must be completed for each child currently attending the district.

Yes ▾ , I have reviewed the above information and understand that this is a survey to collect data in determining what students will be returning to school at **Eagle Mountain-Saginaw ISD** for the 2024-25 school year. I understand that if my child does return to the district, I am required to upload **Proof of Residency** through this process, otherwise I am required to share documentation in person at my child's school.
My child, STEWIE GRIFFIN , Will Be ▾ returning to attend school at **Eagle Mountain-Saginaw ISD** for the 2024-25 school year.

Parent/Guardian Signature:	PETER GRIFFIN	Signature Date:	01/09/2024

6. Although **Step 2** for documentation uploading is optional, parents are required to either upload documentation here or to bring documentation to the school in person.

Instructions notify parents that they are **required to bring POR in person if they do not upload**. Reports will assist staff in cross-referencing parents who have not submitted or uploaded a file.

2024-25 Verification Survey & Proof of Residency

STEWIE (BOSWELL HIGH SCHOOL)

Step 2. 2024-25 Proof of Residency Documentation (Optional)

Proof of Residency is required for students returning to school for the 2024-25 school year.

Upload Proof of Residency here. Examples include Current Utility Bill (within the last 30 days) or a Lease Agreement that displays the address where the student resides.

Select Choose File to upload a copy of a file on your machine to submit to the school. If not uploaded in this step, Proof of Residency must be provided in-person at the school.

Proof of Residency: [Choose File] No file chosen

[Complete Step 2 and move to Step 3]

1. 2024-25 Verification Survey & Proof of Residency
   ✓ Completed 01/09/2024 1:06pm

2. 2024-25 Proof of Residency Documentation

3. Complete **2024-25 Verification Survey & Proof of Residency**

[Previous Step] [Next Step]

[Close and Finish Later]

7. Proceed to select a valid file from your computer after clicking on **Choose File** and proceed to upload a copy of a utility bill or other legal document. **Complete Step 2 and move to Step 3**.

8. Lastly, the process requires submission of the information in **Step 3.** Be sure to click on the **Submit** button to send your information to the district.

9. After choosing to **Submit**, the process will show as completed and parents will then automatically receive an email verification that the process has been completed.

    The email will also remind parents that if they did not upload a file, they will be <u>required to do bring in **Proof of Address** in person before their child attends school</u>.

10. Here's a sample of the automated email parents will receive:

Subject
2024-25 Verification Survey & Proof of Residency has been successfully completed for STEWIE GRIFFIN
Body
LOIS GRIFFIN, Greetings Parent, Thank you for submitting your Verification Survey for the 2024-25 school year. If you indicated that your child will be returning for the future year, you were required to upload a copy of Proof of Residency prior to submitting. Proof of Residency includes a current Utility Bill (within the past 30 days) or another legal document that displays the address of where the child resides. If you did not upload a copy, please note that you are required to bring in a copy of Proof of Residency before your child starts school in the future year. Schools will be verifying Proof of Residency for all students planning to attend the 2024-25 school year. Please contact your child's school with any questions. Thank you! Respectfully, EMS ISD Technology == Step 1) 2024-25 Verification Survey & Proof of Residency Step 2) 2024-25 Proof of Residency Documentation

If you have questions or concerns, need assistance or help logging in, please contact your child's school directly for help. This process is not intended for mobile devices and is not supported on mobile devices. Computers, laptops and tablets with regular sized browser access are required to complete this process.