



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.

An Online Form is now available to fill out 

The **2024-25 Verification Survey & Proof of Residency** form is now open to verify returning (and non-returning) students for the **2024-25** school year.

IMPORTANT: This form is **required** to be completed for students returning to school for **2024-25**.

Proof of Residency is also **required** for students who will be returning.
Fill out Online Form for STEWIE 



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- 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.

2024-25 Verification Survey & Proof of Residency

STEWIE (BOSWELL HIGH SCHOOL)

Step 1. 2024-25 Verification Survey & Proof of Residency (Required)

The 2024-25 Verification Survey allows parents to indicate if their child will be returning (or not returning) to school for the 2024-25 school year.

This information is vital for schools to plan on enrollment numbers, staffing, and funding.

NOTE: Click on **View Full Screen** just below and to the right to expand the form to full screen to being the process.

Click on **Complete Step Below** to Continue.

Print View Full Screen Previous Step Next Step
Close and Finish Later

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Verification Survey & Proof of Residency (2024-25)
 Select Language Powered by Google Translate

2024-25 Verification Survey & Proof of Residency

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

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-returned 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.

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, returning to attend school at Eagle Mountain-Saginaw ISD for the 2024-25 school year.

Parent/Guardian Signature: _____ Signature Date: _____



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

The screenshot shows the '2024-25 Verification Survey & Proof of Residency' form for STEWIE GRIFFIN. A 'Skyward' pop-up dialog is displayed in the center, containing a large green circle with the word 'Yes' inside. The dialog text reads: 'You have selected **Will Be** to indicate that your child will be returning to attend school at Eagle Mountain-Saginaw ISD for the 2024-25 school year.' Below the text is an 'OK' button with a red asterisk icon pointing to it. The background form is partially visible, showing fields for Student Name, Birth Date, Campus, Address on File, Gender, Grade, and Local ID. A dropdown menu for 'Will Be' is selected.

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

The screenshot shows the same '2024-25 Verification Survey & Proof of Residency' form for STEWIE GRIFFIN. A 'Skyward' pop-up dialog is displayed in the center, containing a large red circle with the word 'No' inside. The dialog text reads: 'You have selected **Will Not Be** to indicate that your child will not be returning to attend school at Eagle Mountain-Saginaw ISD for the 2024-25 school year.' Below the text is an 'OK' button with a red asterisk icon pointing to it. The background form is partially visible, showing the same fields as the previous screenshot, but with the 'Will Not Be' dropdown menu selected.



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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
Campus:	BOSWELL HIGH SCHOOL	Grade:	09
Address on File:	31 SPOONER ST QUAHOG RI 99999	State ID #:	
		Local ID:	999992

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-returned 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: to file chosen

1. 2024-25 Verification Survey & Proof of Residency
Completed 01/09/2024 1:08pm

2. 2024-25 Proof of Residency Documentation

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



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- 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.**

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: [RelianteBill.pdf](#)

- 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.

2024-25 Verification Survey & Proof of Residency Print

STEWIE (BOSWELL HIGH SCHOOL)

Step 3. Complete 2024-25 Verification Survey & Proof of Residency (Required)
 By completing **2024-25 Verification Survey & Proof of Residency**, you are confirming that the Steps below have been finished.
 Are you sure you want to complete **2024-25 Verification Survey & Proof of Residency** for STEWIE?

Review **2024-25 Verification Survey & Proof of Residency Steps**

Step 1)	2024-25 Verification Survey & Proof of Residency	Completed 01/09/2024 1:06pm
Step 2)	2024-25 Proof of Residency Documentation	Completed 01/09/2024 1:09pm

Guardian Name: PETER GRIFFIN Guardian Address: 31 SPOONER ST
 QUAHOG, RI 99999

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

2. 2024-25 Proof of Residency Documentation
 Completed 01/09/2024 1:09pm

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

- 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 required to do bring in Proof of Address in person before their child attends school.

STEWIE (BOSWELL HIGH SCHOOL)

2024-25 Verification Survey & Proof of Residency was successfully completed and submitted to the district for STEWIE on Tue Jan 9, 2024 1:11pm by PETER GRIFFIN.

[Go back to review completed steps](#)

[Mark 2024-25 Verification Survey & Proof of Residency as not completed and make changes](#)



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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.