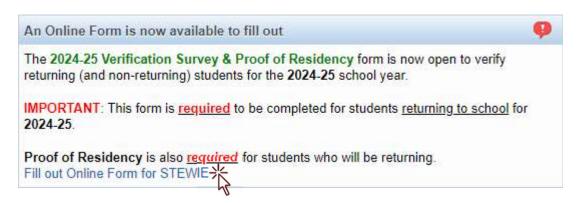
How to Access the Verification Survey & POR Upload in Family Access

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.



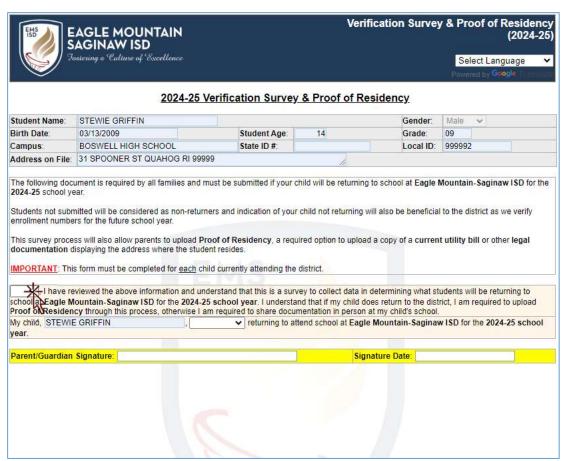


Parent Verification & POR Upload

Parent Verification Survey & POR Cheat Sheet

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.



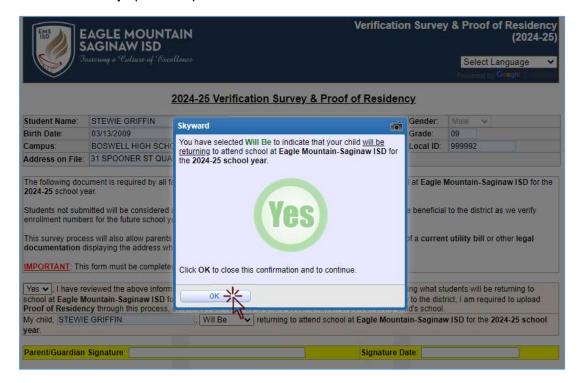




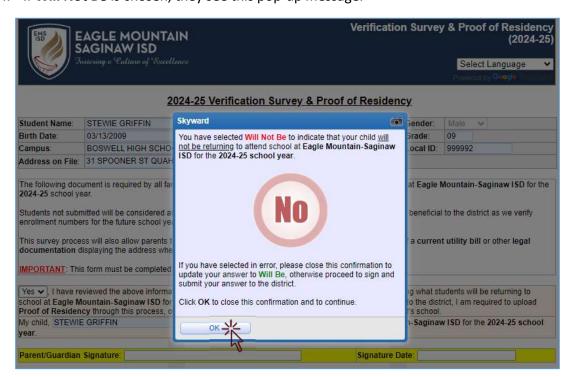
Parent Verification & POR Upload

Parent Verification Survey & POR Cheat Sheet

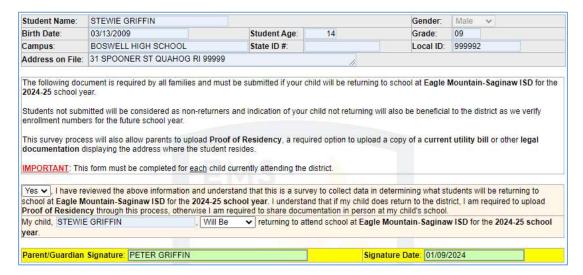
3. Continue by reviewing confirmation information before signing the form and proceeding to the **Proof of Residency** upload step.



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

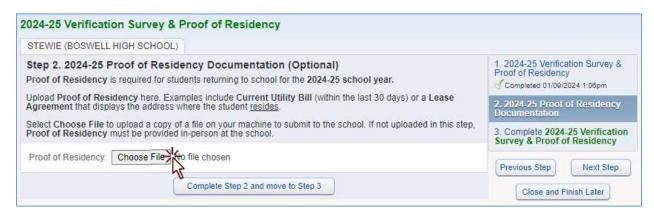


5. Sign and Date, and then choose Complete Step 1 and move to Step 2 to continue.

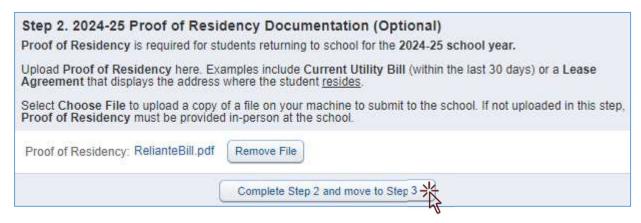


6. Although **Step 2** for documentation uploading is optional, parents are required to either upload documentation here or to bring documentation to the school in person.

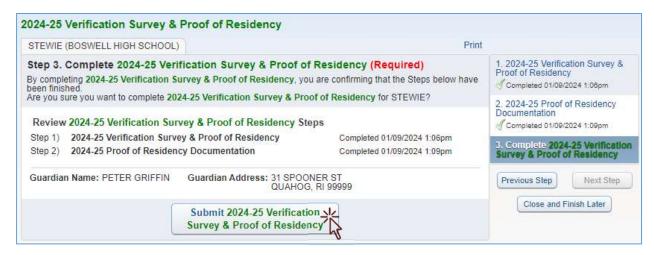
Instructions notify parents that they are <u>required to bring POR in person if they do not upload</u>. Reports will assist staff in cross-referencing parents who have not submitted or uploaded a file.



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</u> bring in **Proof of Address** in person before their child attends school.



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.
document that displays the address of whole the office 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 <u>child's school</u> 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.