

Online Verification Directions

Review Contact Information Tab

1. To adjust the order of the contacts, Click the up or down arrows. Save.
2. To verify the information in the "Contact Information" section, click the Edit/View icon.
3. Verify the information is correct.



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Review Contact Information *

Please review and update your child's current contact information. Address information is only necessary for contacts labeled guardian/parent. Emergency contacts ONLY require a name, phone, city, and state to ensure a local number is contacted in case of an emergency. Street Prefix (i.e., North, South, Northwest, etc.) For example, Lane, Street, Way, Drive, etc. Street Suffix (i.e., North, South, Northwest, etc.)

Title	First Name	Last Name	Contact Type	Adjust Priority	Edit/View	Delete	Status
	Matilda	Bird	Guardian	↓		✗	Unchanged
	Bomb	Bird	Guardian	↑		✗	Unchanged

Add Contact
Save Section

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Next Section >>>

Contact Correspondence Flags

Contact Priority - 1

Contact Type - Guardian

Name - Matilda B Bird

Relationship - Mother

Home Language -

Language Of Correspondence - English

Email Address - amy_miller@ipeds.org

Education Level -

Phone Number

Home - (630)375-
Mobile - (555)555-
Pager - (123)456-
Work - (630)123-

Existing Information on File

Contact Address

Apartment -

Complex -

House Number - 1001

Street Prefix -

Street Name - Elm

Street Type - Street

Street Suffix -

Development - Fields

City - Naperville

State - Illinois

Zip - 60540

Correspondence Flags

Flag Type	Guardian	Emergency	Other
Registration Labels	Yes	No	No
Attendance Notifications	Yes	No	No
Discipline Letters	Yes	No	No
Schedules	Yes	No	No
Success Plan	Yes	No	No
IPR Letters	Yes	No	No
Report Cards	Yes	No	No
Medical Letters	Yes	No	No
Student Fees	Yes	No	No

Contact Types *

Contact Type	Registration Labels	Attendance Notifications	Discipline Letters	Schedules	Success Plan	IPR Letters	Report Cards	Medical Letters	Student Fees
<input checked="" type="checkbox"/> Guardian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact Correspondence Flags

Contact Priority 1

Title -- Select --

First Name * Matilda

Middle Name B

Last Name * Bird

Generation -- Select --

Relationship Mother

Home Language -- Select --

Language Of Correspondence English

Use Language For Mailing

Email Address

Use Email For Mailing

Education Level -- Select --

Contact Address

Same as Student's physical address

Apartment

Complex

House Number 1001

Street Prefix -- Select --

Street Name Elm

Street Type Street

Street Suffix -- Select --

Development

City Naperville

State Illinois

Zip 60540

Contact Phone

Phone Type	Phone Number	Ext	Listing Status	Delete
Home	(630)375-		Listed	<input type="checkbox"/>
Mobile	(555)555-		Listed	<input type="checkbox"/>
Pager	(123)456-		Listed	<input type="checkbox"/>
Work	(630)-		Listed	<input type="checkbox"/>

Add Phone
Delete Phone

Cancel Update Contact
Save Section

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Online Verification Directions

4. If any information needs to be changed or corrected, please make the changes here.
 - a. Please be sure to enter full 10-digit phone numbers.
5. Be sure to save any changes.
6. Click the “Previous Section” or “Next Section” button to move to another section.

Please note, any address changes may need to be verified by the main office. Your online verification will not be accepted until this has been done.