

# Online Verification Directions

## Saving, Submitting & Confirmation

1. **Step 1** - Click the “I Agree” check box. This is your electronic signature that certifies, to the best of your knowledge, you have completed the enrollment form completely and accurately.
2. **Step 2** – Click the “Submit” button. This completes the Online Verification process. You will receive an email when your student’s school receives the form and when they accept the form.
  - a. If any information has not been entered correctly, you should receive a warning. Please correct and click the “Submit” button again.
3. By clicking the “Print” button you may print a copy of the Online Verification form for your records.

\* *PLEASE NOTE - Until you complete the paper portion of registration and pay your registration fee(s) your student is not registered for the next school year.*

\*\* If you have any questions please contact the main office of your school during regular business hours or [eSchoolPlus-help@ipsd.org](mailto:eSchoolPlus-help@ipsd.org).