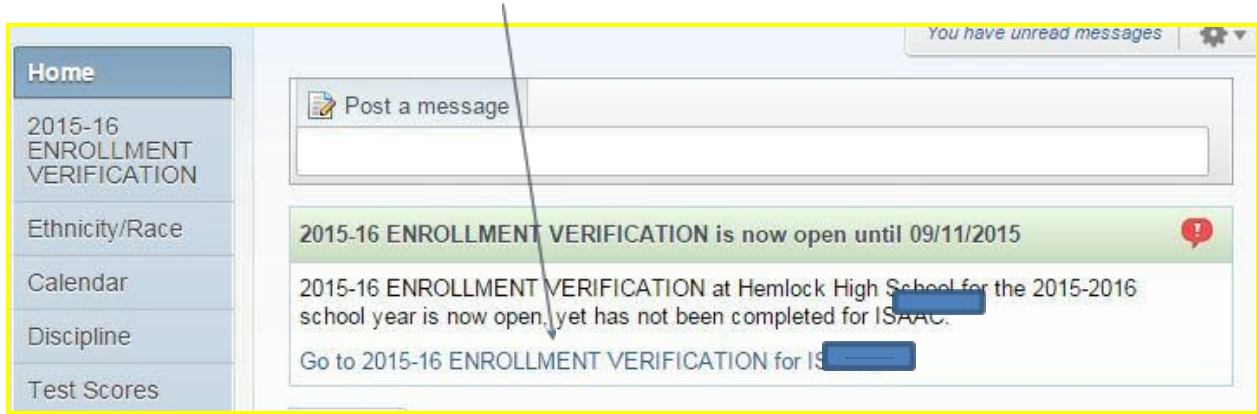


How to complete your student online enrollment verification for 2015-16 school year.

Step 1: Login to your Family Access, if you do not have an account or have difficulty with logging in please contact your building secretary.

Step 2: Select the hyperlink: Go to 2015-16 ENROLLMENT VERIFICATION



Step 3: Review and update any changes to your student's information , when all information is updated select Next Step, once selected the checkmark will indicate you have completed that step, continue **until all steps are checkmarked**. (please note when completing the Emergency Contact Step include contact information if a parent cannot be reached, maximum number of contacts allowed is 5).

A screenshot of the 'Step 1a. Verify Student Information' form. The title is 'Step 1a. Verify Student Information: Student Information (Required)' with a status of 'Completed 08/19/2015 3:50pm'. A message reads: 'Please verify and complete your child's registration for the 2015-16 school year. We thank you for taking the time to complete all the steps. If you have any questions or need assistance, please contact your child's building secretary.' The form is divided into 'General Information' and 'Emergency Information' sections. The 'General Information' section includes fields for: * First (ISAAC), * Last (KILGUS), * Birthday (03/24/2001), * Language (ENGLISH), Home Phone ((989) 3... Ext: ...), Cell ((989) ... Ext: ...), Birth State (MI - MICHIGAN), Birth County, Middle, Suffix, Gender (Male), and Race (White). The 'Emergency Information' section includes 'Allow Publication of Student's Name for: [?]' and 'Military: Yes'. A 'District Message' sidebar on the right lists steps: 1. Verify Student Information (with sub-step 'a. Student Information' checked), 2. Verify Ethnicity/Race, and 3. Complete 2015-16 ENROLLMENT VERIFICATION. At the bottom are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'. An 'Edit Step 1a' button is at the very bottom.

Step 4: Once all steps have been completed/check marked, click submit 2015-16 ENROLLMENT VERIFICATION, the verification process is complete.

Step 3. Complete 2015-16 ENROLLMENT VERIFICATION (Required)

By completing 2015-16 ENROLLMENT VERIFICATION, you are confirming that the Steps below have been finished.
Are you sure you want to complete 2015-16 ENROLLMENT VERIFICATION for ISVVO?

Review 2015-16 ENROLLMENT VERIFICATION Steps

Step 1) **Verify Student Information** not completed

No requested changes exist for Step 1.

Step 2) **Verify Ethnicity/Race** not completed

No requested changes exist for Step 2.

Guardian Name: D [redacted] Guardian Address: 9 [redacted]

District Message

- 1. Verify Student Information
 - ✓ a. Student Information
 - ✓ b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
- 2. Verify Ethnicity/Race
- 3. Complete 2015-16 ENROLLMENT VERIFICATION**