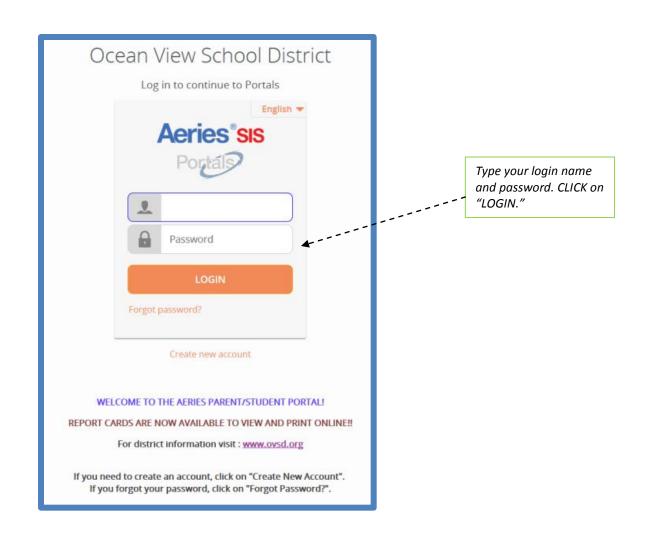
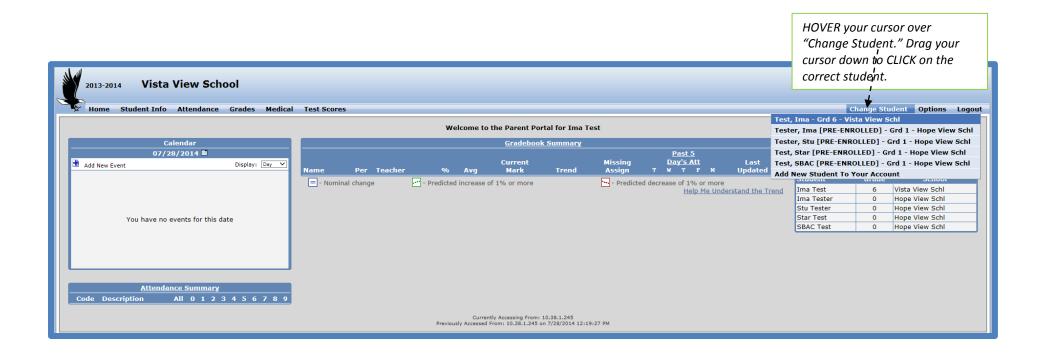
AERIES Parent Portal Data Confirmation Process "HELP"

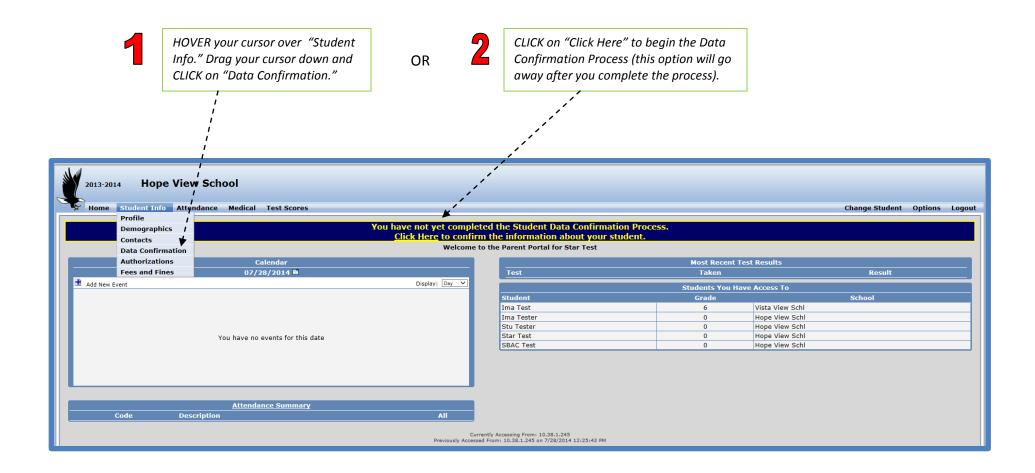
1. Login to the portal:



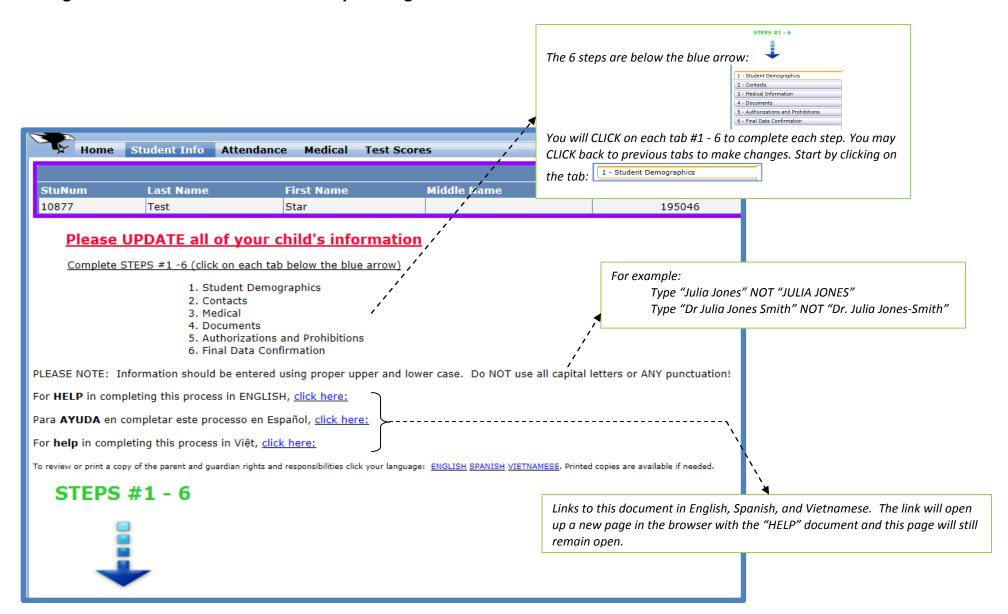
2. Change to the student you want to verify enrollment for the 2014-15 school year:



3. Begin/Continue/Review the Data Confirmation process in one of two ways:



4. Begin the Data Confirmation Process by reading the instructions:



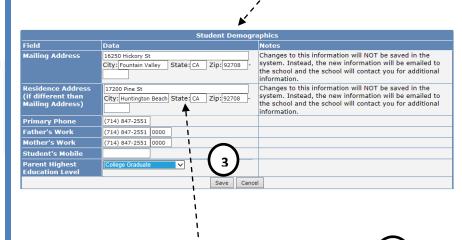
CLICK Change if you need to update data. The table will now look like the table below and you will be able to enter changes. Type the changes in the boxes. Do NOT use punctuation or ALL capitals!

STEP 1: Student Demographics

- 1. Review student information below to see if any data needs to be updated.
- 2. If updates are needed, CLICK below on "Change" to UPDATE your child's information.
 - · If your address has changed, enter the changes in the residence and/or mailing address. · BRING 2 proofs of residency to the school.
 - UPDATE phone #'s & parent education level if information has changed.
- 3. CLICK on "Save" if any updates have been made. (If an address change was made, after clicking "Save" the data will show the old address again, but the school office will receive notification of the pending address change).

Scroll up to the blue arrow and continue to Step #2 by clicking on the tab: 2 - Contacts

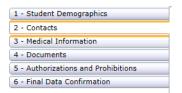
		Student Demographics
Field	Data	Notes
Mailing Address	16250 Hickory St Fountain Valley CA 92708	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Residence Address (if different than Mailing Address)	16250 Hickory St Fountain Valley CA 92708	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Primary Phone	(714) 847-2551	
Father's Work	(714) 847-2551 Ext 0000	
Mother's Work	(714) 847-2551 Ext 0000	
Student's Mobile		
Parent Highest Education Level	Some College	
		Change 2



CLICK Save . If an address change was made, after clicking "Save" the data will show the old address again. The school office will receive notification of the pending address change. All other changes will show under "Data."

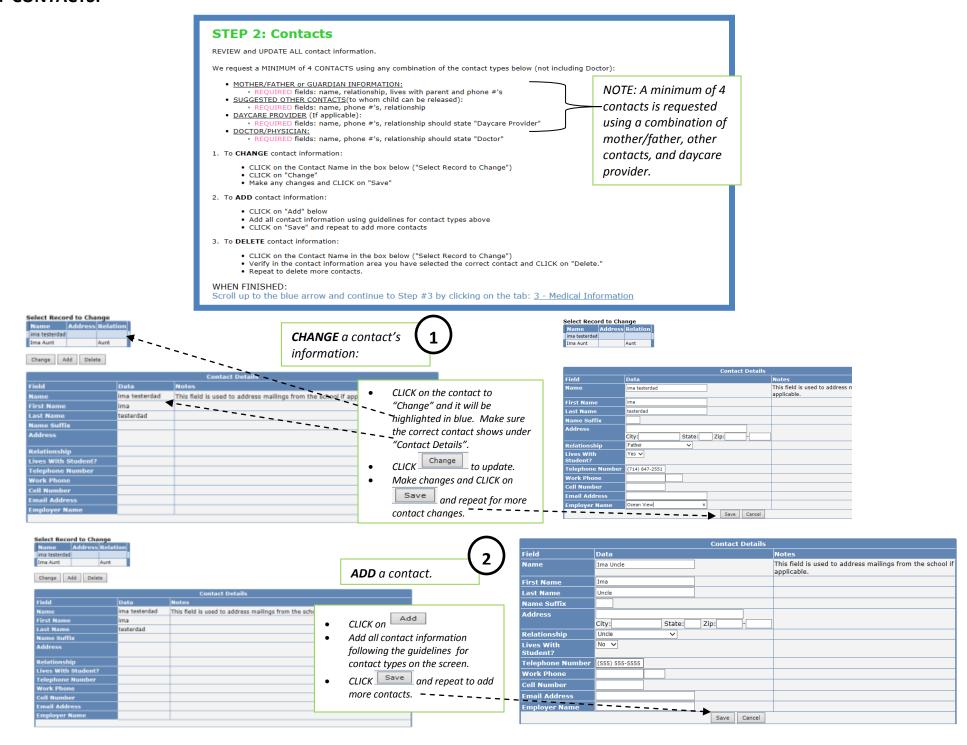
WHEN FINISHED:

CLICK here -



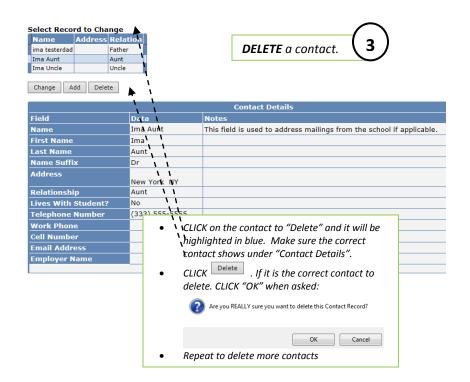
		Stydent Demographics
Field	Data	Notes
Mailing Address	Fountain /	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Residence Address (if different than Mailing Address)	16250 Hickory St Fountain Valley CA 92708	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Primary Phone	(714) 847-2551	
Father's Work	(714) 847-2551 Ext 0000	
Mother's Work	(714) 847-2551 Ext 0000	
Student's Mobile		
Parent Highest Education Level	College Graduate	
		Change

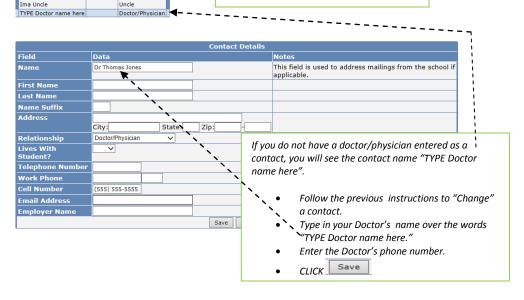
6. CONTACTS:











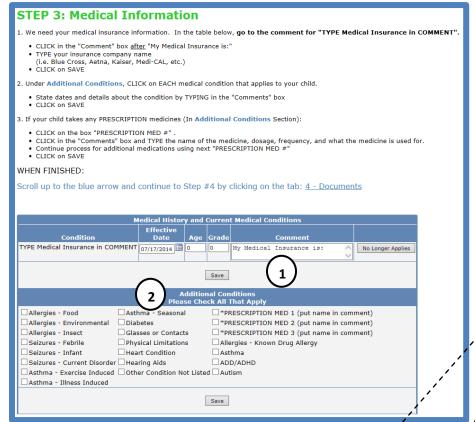
CHANGE Doctor/Physician contact:

Select Record to Change

Father

ima testerdad

7. MEDICAL INFORMATION:



MEDICAL CONDITIONS Information

*CLICK on each medical condition under "Additional Conditions" that applies to your child. State date and give details about the condition in the "Comments" box.

CLICK | Save

After clicking on "Save," the conditions will appear under "Medical History and Current Medical Conditions."

MEDICAL INSURANCE Information

Medical History and Current Medical Conditions								
Condition	Effective Date Age	Grade	Comment					
TYPE Medical Insurance in COMMENT	07/17/2014	0	My Medical Insurance is: No Longer Applies Medi-CAL					
Save								
			oditions That Apply					
☐ Allergies - Food ☐ Ast	hma - Seasonal	□*PI	RESCRIPTION MED 1 (put name in comment)					
Allergies - Environmental Dia	betes		RESCRIPTION MED 2 (put name in comment)					
	sses or Contacts	_ *PF	RESCRIPTION MED 3 (put name in comment)					
Seizures - Febrile Phy	sical Limitations		ergies - Known Drug Allergy					
Seizures - Infant	art Condition	□ A:	<u> </u>					
Seizures - Current Disorder He			 CLICK in the comment box after "N 					
☐ Asthma - Exercise Induced ☐ Oth ☐ Asthma - Illness Induced	ner Condition Not Liste	ed 🗆 A	Medical Insurance is:"					
		Save	• \ Type in your <u>medical insurance</u>					
			<u>company name</u> or " <u>NO INSURANC</u>					
			• VCLICK Save					

Medical History and Current Medical Conditions							
Condition	Effective Date	Age	Grade		Comment		
TYPE Medical Insurance in COMMENT	07/17/2014	0	0	My Medica Medi-CAL	l Insurance is:	\$	No Longer Applies
	,'		Save				
			nal Con eck All 1	ditions That Apply			
Allergies - Food Effective Date: 07/29/2014 Age: 0	Asthma - Se	easonal		[□*PRESCRIPTION I	MED 1 (pu	t name in comment)
Allergies - Environmental	☐ Diabetes				*PRESCRIPTION I	MED 2 (pu	t name in comment)
□ Allergies - Insect	Glasses or C Effective Date: Age: Grade: Comment:	07/29/2			#PRESCRIPTION I	MED 3 (pu	t name in comment)
Seizures - Febrile	Physical Lim	itation	S	[Allergies - Known	Drug Alle	rgy
☐ Seizures - Infant	☐ Heart Condi	tion			Asthma		
Seizures - Current Disorder	☐ Hearing Aid	s			ADD/ADHD		
☐ Asthma - Exercise Induced ☐ Asthma - Illness Induced	Other Cond	ition No	t Listed	[Autism		
			Save				

STEP 3: Medical Information

- 1. We need your medical insurance information. In the table below, go to the comment for "TYPE Medical Insurance in COMMENT".
 - CLICK in the "Comment" box <u>after</u> "My Medical Insurance is:"
 - · TYPE your insurance company name
 - (i.e. Blue Cross, Aetna, Kaiser, Medi-CAL, etc.)
 - CLICK on SAVE
- 2. Under Additional Conditions, CLICK on EACH medical condition that applies to your child.
 - State dates and details about the condition by TYPING in the "Comments" box
 - CLICK on SAVE
- 3. If your child takes any PRESCRIPTION medicines (In Additional Conditions Section):
 - . CLICK on the box "PRESCRIPTION MED #" .
 - CLICK in the "Comments" box and TYPE the name of the medicine, dosage, frequency, and what the medicine is used for.
 Continue process for additional medications using next "PRESCRIPTION MED #"

 CLICK on SAVE

WHEN FINISHED:

Scroll up to the blue arrow and continue to Step #4 by clicking on the tab: 4 - Documents

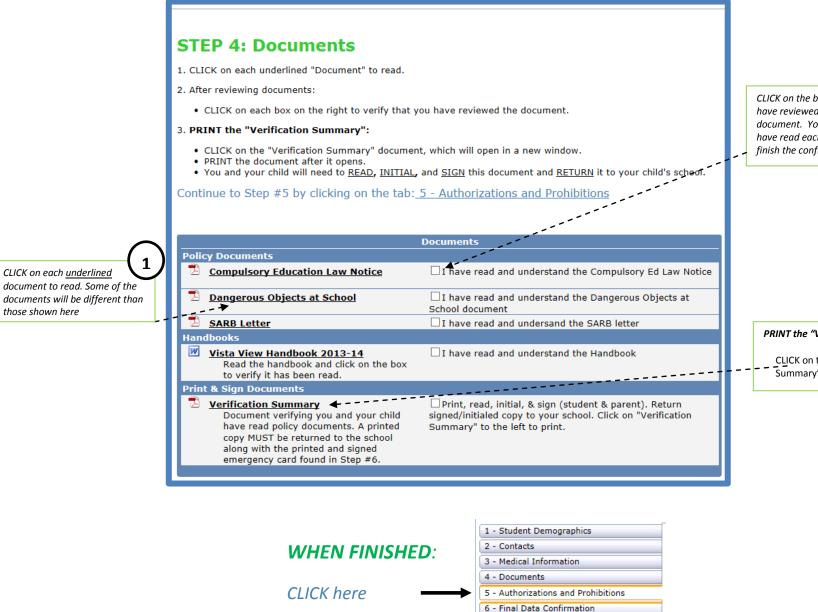
	Medical Histo	ry and	Current	Medical Conditions		
Condition	Effective Date	Age	Grade	Comment		
Allergies - Food	07/29/2014	0	0	Peanuts - severe		No Longer Applies
Glasses or Contacts	07/29/2014	0	1	Wears contacts		No Longer Applies
TYPE Medical Insurance in COMMENT	07/17/2014	0	0	My Medical Insurance is: Medi-CAL	\$	No Longer Applies
Save						
			nal Con ck All T	ditions That Apply		
☐ Allergies - Environmental ☐ Asthm	na - Seasonal			□*PRESCRIPTION MED	2 (put	t name in comment)
☐ Allergies - Insect ☐ Diabe	tes			□*PRESCRIPTION MED	3 (put	t name in comment)
Seizures - Febrile	al Limitations			Allergies - Known Dru	g Aller	gy
☐ Seizures - Infant ☐ Heart	Condition			Asthma		
☐ Seizures - Current Disorder ☐ Hearin	ng Aids			□ADD/ADHD		
Asthma - Exercise Induced Other	Condition Not L	isted		Autism		
☐ Asthma - Illness Induced ☐ *PRES	CRIPTION MED	1 (put	name in	comment)		
3			Save			

WHEN FINISHED:	1 - Student Demographics		
	2 - Contacts		
CLICK!	3 - Medical Information		
CLICK here -	4 - Documents		
	5 - Authorizations and Prohibitions		
	6 - Final Data Confirmation		

PRESCRIPTION MEDICINE Information

		E1	fective									
	Condition		Date	Age	Grade		Comme	nt				
Allergies - F	ood	07/2	29/2014	0	0	Peanuts	s - severe		0	No Lo	nger Applies	
Glasses or 0	Contacts	07/2	29/2014	0	1	Wears o	contacts		^	No Lo	nger Applies	
TYPE Medic	al Insurance in CON		17/2014	0	0	My Med	ical Insuranc	e is:	^	No.Lo	nger Applies	
		0771	17/2014			Medi-C	AL		V .	110 20	пуст хррпсо	
				Additio	Save	nditions						
Allergies	- Environmental	Acthma - 6	Ple	ase Ch	eck All	That App	-	DTION ME	2 /put	name	in commo	nt\
☐ Allergies ☐ Seizures ☐ Seizures ☐ Seizures ☐ Asthma	- Insect - Febrile - Infant - Current Disorder - Exercise Induced - Illness Induced		nitations ition Is lition Not L JI <u>O</u> N MED	1 (put 4	^	commer	mea	prion Metalicines: Click (Currents) In the	As need allergy of 3 (put of takes) on the GCRIPT "Compedicing and the control of	name s pre box FION name name	in comme escripti of for I MED 2 nts box losage,	ion i''. type
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o remove Medical Medical C	de a mistake e a selection f History and C conditions" CL nger Applies	and need from the Current LICK on	Histo	ory and	d Curre	nt Medi	doct	Conting prescript prescript for the continuous continuo	cine is nue for ription (PRES)	used or add on me CRIP ove d to	d for. Iditional Edicines PTION N Dring a	al s usin MED i
o remove (Medical I Medical C No Lor CLICK	de a mistake e a selection f History and C conditions" Cl nger Applies	and need from the Current LICK on	Histo Effec Da	ory and	Age	Grade	doct mea	Conting prescript prescript for the continuous continuo	cine is nue for ription (PRES)	used or add on me CRIP ove d to	d for. Iditional Edicines PTION N Dring a	al s usin MED i
o remove Medical I Medical C	de a mistake e a selection f History and C conditions" Cl nger Applies	and need from the Current LICK on	Histo Effec	ory and	Age	Grade	doct mea	Contin prescr next " CLICK will sti cor's for I given o	cine is nue for ription (PRES)	used or add on me CRIP ove d to	d for. Iditional Edicines PTION N Dring a	s usin MED i
Medical C No Lor CLICK Sergies - Food	de a mistake e a selection f History and C Conditions" Cl Inger Applies Condition	and need from the Current LICK on	Histo Effec Da 07/29/2	ory and	Age 0	Grade 0	doct med	Continue prescription in presc	cine is nue for ription (PRES)	used or add on me CRIP ove d to	d for. Iditiona dicines TION N bring a	s usin MED a
o remove Medical Medical C No Lor ILICK S	de a mistake e a selection f History and C Conditions" Cl Inger Applies Condition	and need from the Current LICK on	Histo Da 07/29/2 07/29/2	ory and titve the 1014	Age 0	Grade 0 I	doct med	Continue prescription in presc	ine is in	used or ad not meet CRIP ave do to or eve ool.	d for. Iditional	s usin MED : In an
o remove Medical I Medical C No Lor CLICK S dergies - Food asses or Con	de a mistake e a selection f History and C conditions" Cl nger Applies Condition	and need from the Current LICK on	Histo Effec Da (07/29/2) (pory and stive the stive	Age 0 0 0	Grade 0	doct med	Contin prescri	needed	used or ad not meet CRIP ave do to or eve ool.	No Longe	and so using MED and M
o remove Medical I Medical C No Lor SCLICK S RESCRIPTIO RESCRIPTIO	de a mistake e a selection f History and C conditions" CL nger Applies Condition d tacts	and need from the Current LICK on	Histo Effec Da (07/29/2) (ory and titve 1014 111 111 111 111 111 111 111 111 11	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Grade 0	doct med	Contin prescription of the	needed	used or ad not meet CRIP ave do to or eve ool.	No Longe	or Applied

8. DOCUMENTS:



CLICK on the box to verify that you have reviewed and understand the document. You <u>must</u> verify that you have read each document in order to finish the confirmation process.

PRINT the "Verification Summary":

CLICK on the underlined "Verification Summary" document name to PRINT.

9. AUTHORIZATIONS AND PROHIBITIONS:

STEP 5: Authorizations and Prohibitions

IMPORTANT - Please read before clicking on boxes.

1. School/District Release (inside OVSD):

CLICK "Consent" box if you...



- · Authorize School/District Photo/Video Release (inside OVSD) of photo/video taken of your child by OVSD authorized school/district representatives within school/district activities. The child may be identified by his or her last name and may be used in school-related documents.
- · Child will be included in yearbooks, memory books, school/district newsletters and district website.

CLICK "NO Consent" box if you...

- . DO NOT authorize School/District Photo/Video Release (inside OVSD) of photo/video taken of your child by OVSD authorized school/district representatives within school/district activities.
- · Child will be excluded from yearbooks, memory books, school/district newsletters and district website.

2. Media Release (outside OVSD):



CLICK "Consent" box if you...

 Authorize Media Photo/Video Release (outside OVSD) of photo/video taken of your child during school-related activities by representatives of the media (including television) and for use by the district/media in various media such as newspapers, broadcasts, news releases, and social media sites (i.e. Facebook).

CLICK "NO Consent" box if you...

- . DO NOT authorize Media Photo/Video Release (outside OVSD) of photo/video taken of your child during school-related activities by representatives of the media and for use by the district/media in various media such as newspapers, broadcasts, news releases, and social media sites.
- 3. PROCEED to "Electronic Report Cards," "Emergency Treatment Release," and "Health Insurance.



- 4. PROCEED to Over the Counter Product Authorizations:
 - . CLICK "Consent" box if you consent to authorized district personnel administering the listed product to your child.
 - . CLICK "NO Consent" box if you DO NOT consent to your child being administered the listed OTC product at school.
- 5. CLICK on SAVE.

Scroll up to the blue arrow and continue to Step #6 by clicking on the tab: 6 - Final Data Confirmation

ELECTRONIC REPORT CARDS: Middle school s ONLY. This will not show up as an option for Elementary schools.

Authorizations and Prohib	oitions	
Description	Status	
SCHOOL/DISTRICT RELEASE (inside OVSD) Read above for a detailed explanation on choosing "Consent" or "No Consent" for this release. If you select "Consent" for any School/District Photo/Video release (which could include yearbook, memory book, classroom photography, school/district newsletter, district website), you hereby release and hold harmless the Ocean View School District and its authorized representatives from any and all actions, claims damages, costs of expenses, including attorney's fees, brought by the student and/or parent or guardian which relate to or arise out of any use of these recordings as specified.	☑Consent ☐No Consent	

MEDIA RELEASE (outside OVSD) Read above for a detailed explanation on choosing "Consent" or "No Consent" for this release. If you select "Consent" for outside OVSD media photo/video releases (which could include television, newspapers, broadcasts, news releases and social media), you hereby release and hold □ Consent ▼ No Consent harmless the Ocean View School District and its authorized representatives from any and all actions, claims damages, costs of expenses, including attorney's fees, brought by the student and/or parent or guardian which relate to or arise out of any use of these recordings as specified.

ELECTRONIC REPORT CARDS-NOT Printed I will use the Aeries Parent Portal (portal.ovsd.org) to view and/or print my child's report cards and no longer require the district to print and mail my child's progress reports or report cards. Report cards will be available to view online the same day they are processed.	☑ Consent ☐ No Consent
EMERGENCY TREATMENT RELEASE	
I authorize such medical treatment as may be determined necessary by the physician/medical personnel in charge in case of emergency and I cannot be reached. I also acknowledge that local police, paramedics or other emergency personnel may be called in certain circumstances, in order to assure emergency treatment for my child.	☐ Consent ☑ No Consent
HEALTH INSURANCE	
The district dos NOT provide medical insurance coverage for school activities.	(3)
Therefore, the parent is responsible for their child's medical bills if he/she gets hurt during school activities.	
Regarding health insurance enrollment:	
If you do not have health insurance for your child or would like information on a student policy, Student Accident & Health Insurance documents and information are available in your school office or on the district website at www.ovsd.org .	☐ Interested ☑ Not Interested
 CLICK on "Interested" if you would like information on a student health insurance policy CLICK on "Not Interested" if you do not need to receive more information 	

STEP 5: Authorizations and Prohibitions

IMPORTANT - Please read before clicking on boxes.

1. School/District Release (inside OVSD):

CLICK "Consent" box if you...

- Authorize <u>School/District Photo/Video Release (inside OVSD)</u> of photo/video taken of your child by OVSD authorized school/district representatives within school/district activities. The child may be identified by his or her last name and may be used in school-related documents.
- · Child will be included in yearbooks, memory books, school/district newsletters and district website.

CLICK "NO Consent" box if you...

- DO NOT authorize <u>School/District Photo/Video Release (inside OVSD)</u> of photo/video taken of your child by OVSD authorized school/district representatives within school/district activities.
- · Child will be excluded from yearbooks, memory books, school/district newsletters and district website.
- 2. Media Release (outside OVSD):

CLICK "Consent" box if you...

 Authorize <u>Media Photo/Video Release (outside OVSD)</u> of photo/video taken of your child during school-related activities by representatives of the media (including television) and for use by the district/media in various media such as newspapers, broadcasts, news releases, and social media sites (i.e. Facebook).

CLICK "NO Consent" box if you...

DO NOT authorize <u>Media Photo/Video Release (outside OVSD)</u> of photo/video taken of your child during school-related
activities by representatives of the media and for use by the district/media in various media such as newspapers,
broadcasts, news releases, and social media sites.

1 - Student Demographics

- 3. PROCEED to "Electronic Report Cards," "Emergency Treatment Release," and "Health Insurance."
- 4. PROCEED to Over the Counter Product Authorizations:
 - . CLICK "Consent" box if you consent to authorized district personnel administering the listed product to your child.
 - . CLICK "NO Consent" box if you DO NOT consent to your child being administered the listed OTC product at school.
- 5. CLICK on SAVE.

Scroll up to the blue arrow and continue to Step #6 by clicking on the tab: 6 - Final Data Confirmation

	2 - Contacts
WILLIAM FINISHED.	3 - Medical Information
WHEN FINISHED:	4 - Documents
	5 - Authorizations and Prohibitions
CLICK here	6 - Final Data Confirmation

	\bigcirc
SALT WATER GARGLE I allow the school to administer salt water gargle to my child. I understand the school will supply the solution and it will be administered by authorized persons. SCHOOL SUPPLIED	☑ Consent ☐ No Consent
HYDROGEN PEROXIDE I allow the school to administer hydrogen peroxide to my child. I understand the school will supply the peroxide and it will be administered by authorized persons. SCHOOL SUPPLIED	☑ Consent ☐ No Consent
CALAMINE LOTION I allow the school to administer calamine lotion to my child. I understand the school will supply the lotion and it will be administered by authorized persons. SCHOOL SUPPLIED	☑ Consent ☐ No Consent
ANTIBACTERIAL OINTMENT/CREAM I allow the school to administer antibacterial ointment/cream to my child. I understand the school will supply the ointment/cream and it will be administered by authorized persons. SCHOOL SUPPLIED	☑Consent ☐ No Consent
PETROLEUM JELLY I allow the school to administer petroleum jelly to my child. I understand the school will supply the petroleum jelly and it will be administered by authorized persons.SCHOOL SUPPLIED	☐ Consent ☑ No Consent
EUCERIN/LUBRIDERM I allow the school to administer Eucerin/Lubriderm lotion to my child. I understand the school will supply the lotion and it will be administered by authorized persons. SCHOOL SUPPLIED	☑ Consent ☐ No Consent
ANTIBACTERIAL SOAPS I allow the school to administer antibacterial soaps to my child. I understand the school will supply the soap and it will be administered by authorized persons. SCHOOL SUPPLIED	☑ Consent ☐ No Consent
BZK TOWELETTES I allow the school to administer BZK towelettes to my child. I understand the school will supply the towlettes and it will be administered by authorized persons. SCHOOL SUPPLIED	☑ Consent ☐ No Consent
Save 5	

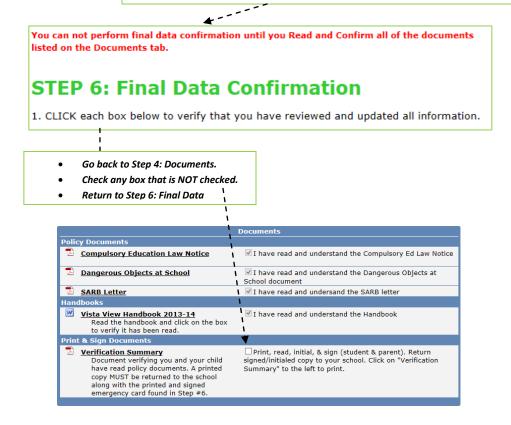
10. FINAL DATA CONFIRMATION:

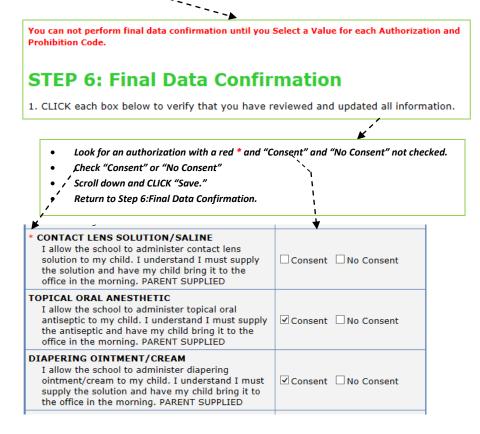
STEP 6: Final Data Confirmation

- 1. CLICK each box below to verify that you have reviewed and updated all information.
- 2. CLICK on SAVE (A new screen will appear with more information).
- 3. CLICK on "Print New Emergency Card" below. PRINT and SIGN.
- 4. RETURN the following forms to your school:
 - · Emergency Card
 - · Verification Summary (Found in Step #4: Documents)

These completed steps will confirm completion of our online "Annual Verification of Enrollment" process!

CONFIRMATION PROCESS <u>NOT COMPLETE</u>: If you get one of these two messages, you need to go back and finish a step in order to compete the process (if you did not get a "red message" go to next page).







- 1. CLICK each box below to verify that you have reviewed and updated all information.
- 2. CLICK on SAVE (A new screen will appear with more information).
- 3. CLICK on "Print New Emergency Card" below. PRINT and SIGN.
- 4. RETURN the following forms to your school:
 - Emergency Card
 - · Verification Summary (Found in Step #4: Documents)

These completed steps will confirm completion of our online "Annual Verification of Enrollment" process!

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT Student Demographics Contacts Medical Information Authorizations and Prohibitions

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Student Demographics V

Contacts ✓

Medical Information ✓

Authorizations and Prohibitions

CONGRATULATIONS! You have completed your Annual Verification of Enrollment.

Reminder: Don't forget to bring the following to Pre-Sale Day on August 27th:

- SIGNED Emergency Card
- INITIALED and SIGNED Verification Summary Document (by both Parents and Students)

FOOD & NUTRITION SERVICES:

If you have not already done so, you may follow the links below to our Food & Nutrition Services website.

- It's not just about meals anymore! Learn if you qualify for free or reduced price meals for your student(s) based on income and household size.
- · Please, submit only ONE application per household.
- We encourage all to apply!! Even if you choose NOT to participate in the program, your APPROVED application MAXIMIZES FUNDING FOR YOUR SCHOOLS through the new Local Control Funding Formula.

Choose from the following links:

- To learn if you qualify and to apply for free/reduced priced meals click here.
- . To set up your lunch account at My School Bucks click here
- . For more information about "Local Control Funding" click here.

Print New Emergency Card

When you have completed updating and entering all information, you will get a screen that looks like this.

AFTER clicking on "Save", you will get this screen.

PRINT NEW EMERGENCY CARD: After clicking on the button, you will get a popup window to open your document (these will vary depending on your internet browser). Make sure popups are allowed for this website!





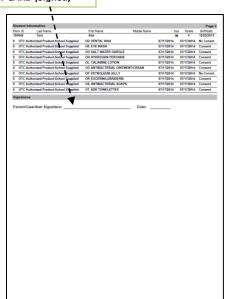
INTERNET EXPLORER: CLICK on ${}^{\widetilde{n}}$ Open." This will open a PDF document you can print.



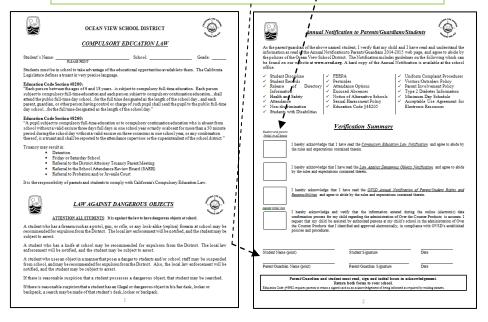
GOOGLE: CLICK on the PDF document link. This will open a PDF document you can print.

DOCUMENTS TO RETURN TO YOUR SCHOOL

1 - EMERGENCY CARD (Signed)



2 - VERIFICATION SUMMARY document (Signed and Initialed by Parent and Student)



PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT
Student Demographics
CONGRATULATIONS! You have completed your Annual Verification of Enrollment.
Reminder: Don't forget to bring the following to Pre-Sale Day on August 27th:
SIGNED Emergency Card INTTIALED and SIGNED Verification Summary Document (by both Parents and Students)
FOOD & NUTRITION SERVICES:
If you have not already done so, you may follow the links below to our Food & Nutrition Services website.
It's not just about meals anymore! Learn if you qualify for free or reduced price meals for your student(s) based on income and household size. Please, submit only ONE application per household. We encourage all to apply!! Even if you choose NOT to participate in the program, your APPROVED application MAXIMIZES FUNDING FOR YOUR SCHOOLS through the new Local Control Funding Formula.
Choose from the following links:
To learn if you qualify and to apply for free/reduced priced meals <u>click here.</u> To set up your lunch account at My School Bucks <u>click here</u> For more information about "Local Control Funding" <u>click here.</u>
Print New Emergency Card

FOOD & NUTRITION SERVICES:

If you have not already done so, links are provided here to sign up and/or set up your accounts!

Congratulations! You are done!