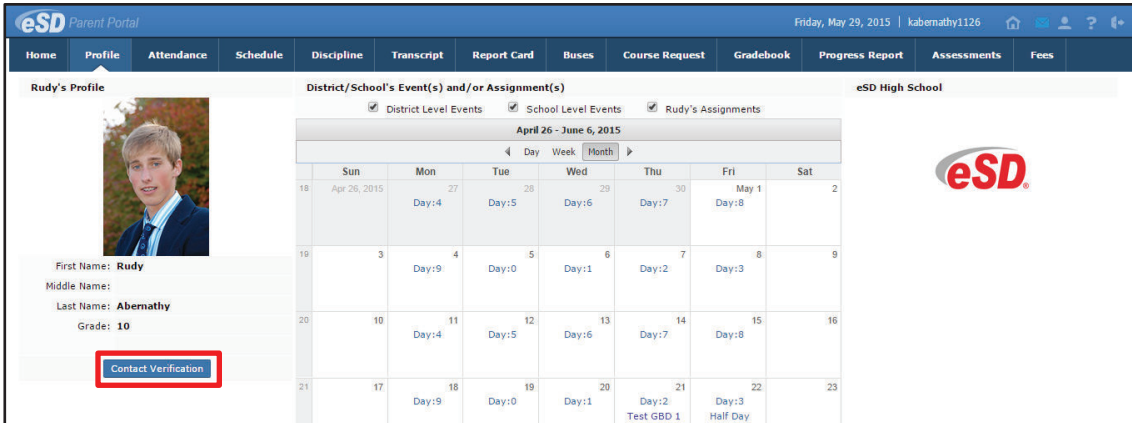


Contact Verification

When enabled by the district, the **Contact Verification Form** allows custodial Guardians to update their student’s contacts online.

Click the **Contact Verification** button on the student’s Profile page to open their Contact Verification Form.

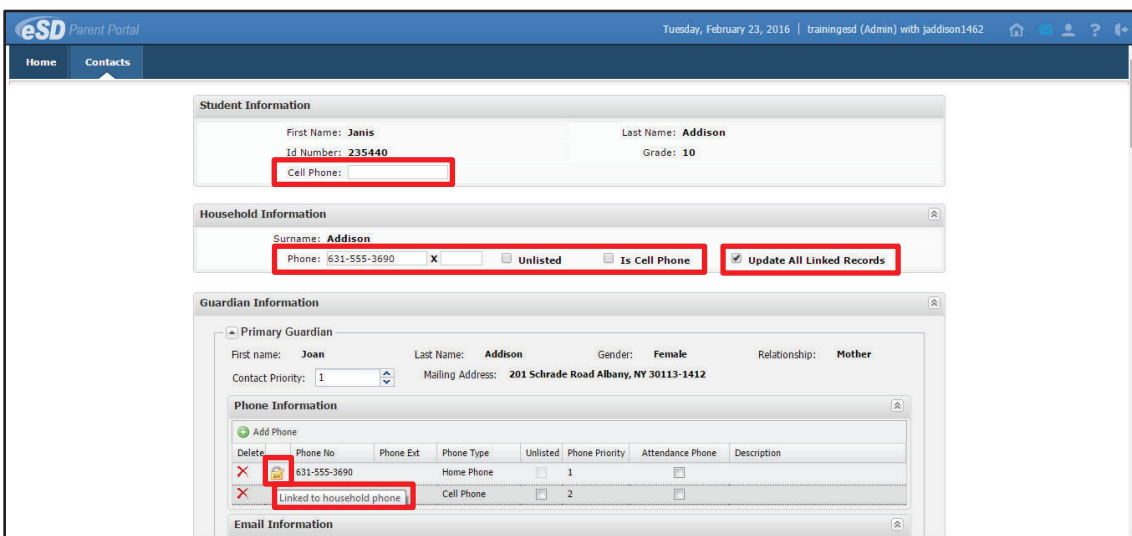


If Contact Verification is both enabled AND enforced, the Contact Verification Form will automatically open when custodial Guardians try to access the student’s Profile pages. The custodial Guardian MUST update the student’s contacts in order to access their Profile pages.

The Contact Verification Form has sections for Student Information, Household Information, Guardian Information (Primary Guardian and Guardian 2, when both live in the household), Emergency Contact Information, Physician Information, Employer Information and (when enabled) Additional Information.

In the **Student Information** section, parents can add/update the student’s **Cell Phone**.

In the **Household Information** section, parents can update the **Household Phone**. Click **Update All Linked Records** to update the Home Phone record for all contacts (Guardian, Household Member, and Emergency Contact) who have the Household Phone as their Home Phone. (Linked records display a **Lock icon** to the left of the applicable phone number.)





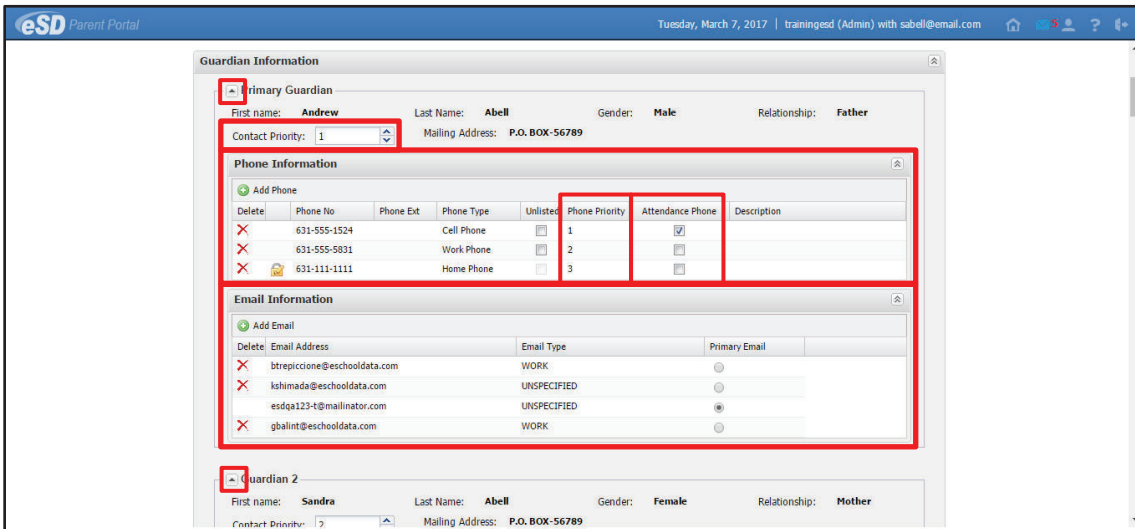
Note:
Enforcement of **Contact Verification** restricts access to student information on both the **Parent Portal** and **Mobile Parent** sites.

Note:
Custodial guardians living OUTSIDE the Household can update only the **Student Information** and their personal **Guardian Information** and **Employer Information** sections.

They will NOT be able to view or update **Household Information, Emergency Contact Information, Physician Information** or **Additional Information**.

Important:
Household Address and **Guardian Addresses** CANNOT be updated via the **Contact Verification Form**. Guardians must contact the school to change their address.

In the **Guardian Information** section, parents can update the **Contact Priority**, **Phone Information** and **Email Information** (Email Address, Email Type, Primary Email) for guardians residing in the household. Click the **Collapse icon**  at the beginning of a guardian's information to collapse that contact card; click the **Expand icon**  to expand it again.



Note:
Guardians residing in the household can VIEW (but NOT edit) the name and contact priority of guardians living OUTSIDE the Household.

Contact Priority sets the order in which the student's contacts are called.

Phone Priority sets the order for calling a person's phones. This defaults to the order in which phone numbers are entered, but can be changed.

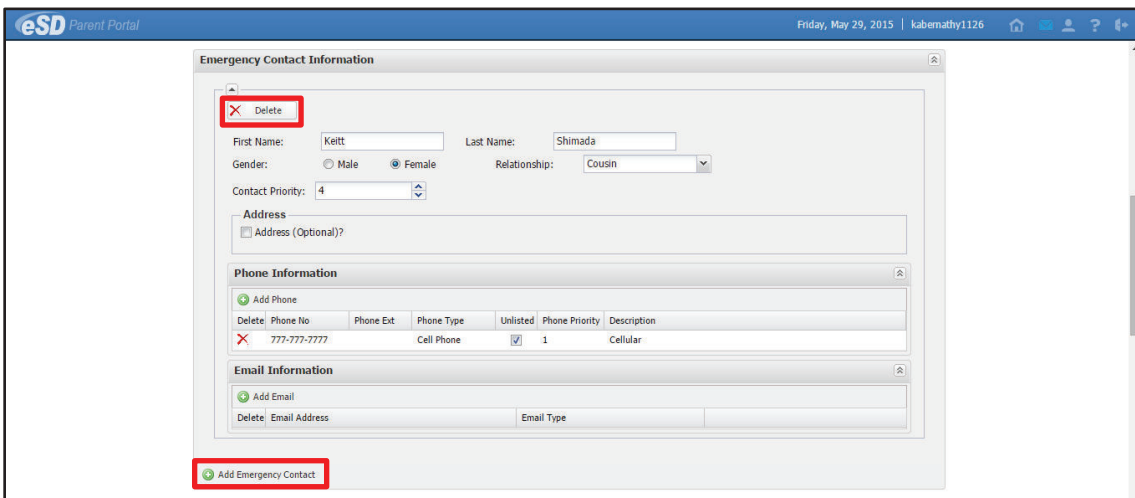
Guardians can specify a phone to be used for **Attendance** calls.

Phone Extensions can include up to five (5) digits.

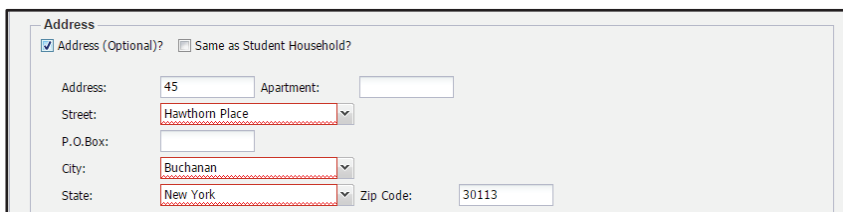
The **Primary Email** is the email address to which **"Forgot Password?"** emails, and other Portal communications, will be sent.

Note:
Phone Extensions can include up to five (5) digits.

In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information (**Address** is optional).



If **Address** is checked, parents can indicate that the address is the **Same as Student Household** (which automatically hides the address entry fields), or add/edit the emergency contact's address.



In the **Physician Information** section, parents can add/delete/update physician information (**Address** is optional, and functions the same as in the Emergency Contact section, but without the **Same as Student Household** checkfield).

The screenshot shows the 'Physician Information' form in the eSD Parent Portal. At the top, there is a 'Delete' button. Below it are input fields for 'First Name' (Lindt) and 'Last Name' (Lindor). The 'Gender' section has radio buttons for 'Male' (selected) and 'Female'. A 'Contact Priority' dropdown menu is set to '5'. There is an 'Office Address' section with an 'Address (Optional)?' checkbox. Below that is a 'Phone Information' section with an 'Add Phone' button and a table:

Delete	Phone No	Phone Ext	Unlisted	Phone Priority	Description
<input checked="" type="checkbox"/>	111-111-1111		<input checked="" type="checkbox"/>	1	Office Main

At the bottom of the phone table is an 'Add Email' button. Below that is an 'Email Information' section with a 'Delete' button, 'Email Address' input, and 'Email Type' dropdown. At the very bottom of the form is an 'Add Physician' button.

Note:
Phone Extensions can include up to five (5) digits.

In the **Employer Information** section, parents can add/delete/update their employer's information (**Address** is optional, functions same as Emergency Contact, but without the **Same as Student Household** checkfield).

The screenshot shows the 'Employer Information' form in the eSD Parent Portal. At the top, there is an 'Add Physician' button. Below it is a 'Delete' button. The 'Guardian' dropdown menu is set to 'Guardian'. There are input fields for 'Employer Name', 'Employer Phone', and 'Ext'. Below that is an 'Address' section with an 'Address (Optional)?' checkbox. At the bottom of the form is an 'Add Employer' button.

Note:
Phone Extensions can include up to five (5) digits.

In the **Additional Information** section, parents can add/update any additional information requested by the district.

When finished, click **Verify** to submit the verified contact information; the changed records are automatically updated in eSD®.

The screenshot shows the 'Additional Information' form in the eSD Parent Portal. It has two required fields: 'Drivers License Number' and 'License Plate Number'. Below these is a 'Photo Release Permission' section with radio buttons for 'Yes' and 'No'. At the bottom right of the form, there are 'Verify' and 'Cancel' buttons. The 'Verify' button is highlighted with a red box.

Note:
The **Additional Information** section is displayed ONLY if enabled by the district.

Note:
When **Contact Verification** is **enforced**, the parent's verification restores access to the student's data, on both the **Portal** and **Mobile** sites.

Verification by ANY custodial guardian restores access to the student's data for ALL custodial guardians.