

## **Registration / Online Verification 2016-2017**

### On-Line Verification Information

June 1, 2016

Current Thomas Jefferson High School Families,

Registration for the 2016/17 school year will take place primarily on-line through our on-line verification process. Simply log-in to your Parent Portal account and follow the instructions for on-line verification. Below are resources and FAQ's if you have any difficulties.

**Families without access to a computer please contact the school for more information.**

Important dates and requirements for the 2016-2017 school year are as follows:

**August 5, 7:00-11:00 and 12:00-2:00 Freshman (ONLY) Registration at TJ**

**August 8<sup>th</sup>-10<sup>th</sup> 7:00-11:00 and 12:00-2:00 All other Returning Students:**

**A registration fee of \$35.00 will be due as well as Athletic fees and ID pictures will be taken on these dates.**

### **DON'T HAVE A PARENT PORTAL ACCOUNT?**

If you have not already set up a Parent Portal account, please visit [myportal.dpsk12.org](http://myportal.dpsk12.org) and click on "Getting Started". You will need an email address and one of your student's ID#. There are no more wait times for an account; you can NOW create your own account!

### **Key Dates:**

- July 18th, 12:01 am – Online Verification opens
- August 15th, 11:59 pm – Online School Verification closes

### **Resources for Support**

#### Parent Portal Setup & Questions

- Parent Portal Hotline: 720-423-3163
- <https://myportal.dpsk12.org>
- Support Hours: Monday – Friday, 8:00 am – 4:00 pm

#### Office of Choice and Enrollment Services

- Hotline: 720-423-3493
- <http://schoolchoice.dpsk12.org/>
- Support Hours: Monday – Friday, 8:30 am – 4:30 pm

## **Online Verification – Frequently Asked Questions (FAQs) 2016-2017**

### General / Navigation

Q1 – Can I submit an online verification for only one of my three kids and complete the other on paper since I have to go to their schools anyways?

A1 – Unfortunately, no. The online verification process is based on your household and therefore requires you to submit the online form for all students in your household together. If you have already submitted a paper form for one of your students, you can still complete online verification but you will again have to verify the student you completed on paper.

Q2 – Why aren't all of my students listed within the Online tool?

A2 – The missing student(s) are not listed in your household, you are not set up as a Guardian them or they do not have an active enrollment. Please contact your school or the Office of Choice and Enrollment at 720-423-3493 to correct.

Q3 – Can I save and finish later or do I have to finish the full application at one time?

A3 – You can Save and Return Later at any time in the process. All online applications must be submitted by the time the window closes.

Q4 – Can I get a copy of my submission?

A4 – All Parents/Guardians have access to their Verification Summary at the end of the OLV process and are encouraged to save, print, or email it to themselves for their records. If they do not have this, anyone with Staff Processing capabilities can access the summary and email or print it for the Parent/Guardian.

Q5 – If I save and return later, do I have to start at the beginning each time including providing my electronic signature each time?

A5 – No, the electronic signature screen only presents itself the first time through and the tool will open back up to tab that the Parent/Guardian left it to make it easy to pick up where the user left off.

Q6 – Is any value accepted as the Electronic Signature?

A6 – No, the Electronic Signature field is authenticated against the logged in user name and must match.

Q7 – In what languages is the online tool available?

A7 – OLV is available in both English and Español at this time.

### Update / Reset

Q8 – I just realized that I forgot to indicate one of my child's medications on my online verification form? Can I update it?

A8 – As long as your application has not yet been approved, the School Secretary or anyone with Staff Processing rights can Un-submit the application which will allow you to update any of the data on your application and re-submit. If the application has already been approved, you will need to provide the information to your student's school Secretary to update within IC.

Q9 – I started my household's verification, but am unable to complete it and need my husband to. Is there any way to restart the verification so that someone else can complete it?

A9 – Yes. As long as your application has not yet been approved, the School Secretary or anyone with

Staff Processing rights can Delete the application so that it can be re-started by any other Parent/Guardian in the student's primary household with a Parent Portal account.

#### Data Changes

Q10 – Can I change my address within the tool?

A10 – You can indicate that both your Household and Mailing addresses are no longer current but you cannot actually enter in your new address in the tool. Proof of Address needs to be brought into a school and then a School Secretary will update IC.

Q11 – Can Emergency Contacts be added in the tool?

A11 – No, no new people – Students, Parents/Guardians, Emergency Contacts, etc. – can be added through the tool at this time. The addition of all new people has to be facilitated through the School Secretary.

#### Parent Access

Q12 – Why do I have to go from the DPS Parent Portal through the IC Portal to get to OLV?

A12 – OLV is an IC tool and IC authenticates users through the IC Portal. Providing an Inbox message is how IC announces the Verification tool's availability to those it applies to as well as how it provides access to the tool.

Q13 – What if I accidentally deleted the Inbox message and I still need to access OLV?

A13 – A script runs at the top of the hour that will replace this link for anyone applicable and add it to those who are just now applicable based on census changes within IC. Census changes can also cause the Inbox message to be removed.

Q14 – Can any Parent/Guardian access OLV and complete an online verification?

A14 – No, only Parent/Guardians in Primary Households will even have the link in the Inbox to OLV. Even if someone is marked as a Guardian, if they are in a Secondary Household, they cannot access OLV and complete an online verification.

- Events
- Follow Thomas Jefferson on Facebook

**Thomas Jefferson School Based Clinic**

3950 S. Holly St Denver, CO 80210  
720-423-7190



<http://www.denverhealth.org/medical-services/primary-care/our-services/school-based-health-centers/register>

