

Discover a World of Opportunity™

Welcome  
Online Verification  
Spring Training 2017

# What is Online Verification?



- The tool allows parents/guardians an opportunity to verify and update phone numbers, authorizations, student health data, etc. registration information for all of their children in one place through the Parent Portal, saving time.
- Online Verification (OLV) is for parents of students who currently have a seat at DPS for the 2017-18 school year.
- As a result of last year's OLV efforts, Online Verification participation nearly doubled from around 13,000 households to 24,148 households.

# Key Dates

## July 20<sup>th</sup> - Online School Verification OPENS

- Button will be visible within the Parent Portal for parents.
- Staff Processing tool opens. School Secretaries can now access the Staff Processing Queue.

## August 11<sup>th</sup> at 5pm – Online School Verification CLOSES

- Staff Processing access for Secretaries will continue until October 1<sup>st</sup>, but if a parent has not submitted their household's verification online (even if started online), they will need to complete and submit a paper Verification Form(s)

# Benefits

## *For Secretaries:*

- Less staff resource time spent on manning registration
- Increased amount of updates
- Less duplicative data
- Higher data quality
- Opportunity to streamline in-person registration i.e. “express” lines for those who have completed OLV

## *For Families:*

- More convenience for parents / increased customer service
- Consistent parent registration experience
- Quicker process time at registration
- Removed some sections since last year to reduce the number of clicks i.e Emergency Contact Addresses, Current/Previous School Information, etc.

# OLV Data Limitations

Parents/guardians cannot change:

- Names
- Addresses (although they can indicate that this has changed)
- Enrollment Grade
- Enrollment School
- DOB
- Gender

Parents/guardians cannot add or remove:

- Students
- Parents/Guardians
- Emergency Contacts (but they can deactivate these)
- Other Household Members

To make changes on the above, Parent/Guardian will need to visit/email the school office with necessary supporting documents..

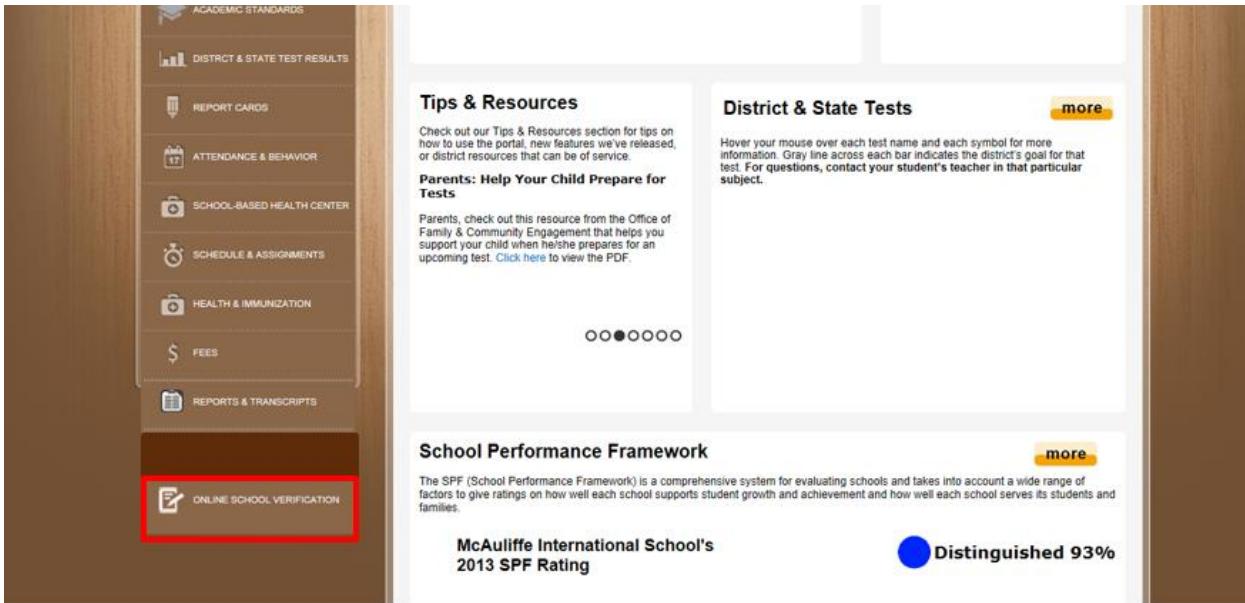
# Important Reminders...

- OLV is completed, and approved, by household versus by student. \*\*Please note you may be approving OLV applications for students that are in the same household but attending other schools.\*\*
  - **District-wide “review and approve” process**
- The information in these applications will not affect enrollment.
- OLV is for parents of students who currently have a seat at DPS for the 2017-18 school year.
- Only a Parent/Guardian in the Primary Household of IC can initiate and complete OLV. The Parent Portal login used to intiate OLV must be the same login used to complete the verification process.
- Be mindful that parents may refer to you for IC Household Setup information.
  - **Received a lot of feedback from families not knowing whether or not they were in the Primary or Secondary Household**
- **Recommended Browsers:** Firefox, Google Chrome and Internet Explorer 8.0, 9.0, and 10.0
- Parents/Guardians can save and return later to complete OLV by logging into Parent Portal and clicking the “Online School Verification” button on the left side of their Parent Portal homepage.
- If Parents/Guardians need to reset their Parent Portal account, use the “forgot username/forgot password” function on the Parent Portal login page or contact the Parent Portal hotline.
- No data actually writes back to IC until you have reviewed and **approved** it out of the Approval Queue.

# Parent Portal

There will be two entry points into OLV:

1. A pop-up that will appear when the parent first logs into Parent Portal with a link that will take the parent directly into OLV
2. An “Online School Verification” button under the Parent’s Dashboard (on the their homepage) that will take them to another splash page with a link to OLV. This is the same process that is used for Online Choice.



The screenshot shows the Denver Public Schools Parent Portal homepage. On the left, a vertical sidebar lists various menu items: Academic Standards, District & State Test Results, Report Cards, Attendance & Behavior, School-Based Health Center, Schedule & Assignments, Health & Immunization, Fees, and Reports & Transcripts. At the bottom of this sidebar is a button labeled "ONLINE SCHOOL VERIFICATION", which is highlighted with a red rectangular box. The main content area is divided into several sections: "Tips & Resources" (with a sub-section for "Parents: Help Your Child Prepare for Tests"), "District & State Tests" (with a "more" button), "School Performance Framework" (with a sub-section for "McAuliffe International School's 2013 SPF Rating" and a "Distinguished 93%" badge), and a decorative footer section with a blue circle and the text "Distinguished 93%".

# Update Reminder



- The following questions have been added to Registration Packets and Online Verification.
- When you are processing forms for Online Verification, you must manually update these questions in Infinite Campus. This information will not write back to IC once an OLV app is approved.
- The navigation path to update these questions if answered will be the following:

Index->Student Information->General->DPS OLV and  
Kaleidoscope ->OLR Federal Programs

## Foster Care & Military - Fax: 720-545-0425

### Foster Care:

*Is your child any of the following?*

*Foster Care (non-relative)?*  Yes  No

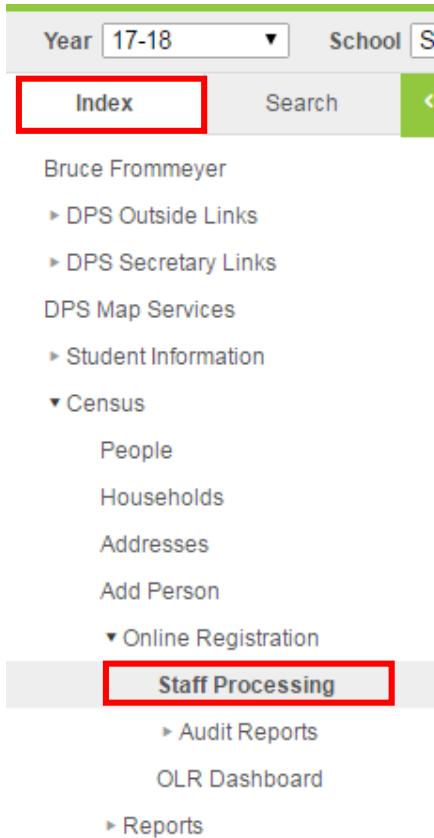
*Foster Care (relative)?*  Yes  No

### Military:

*Student of a military family?*  Yes  No

# Staff Processing

- 1) Under Index -> Census -> Online Registration -> Staff Processing (Note: You must be in the 17-18 School Year in IC)
  - **NEW THIS YEAR:** The batch of paper Verification forms you receive for printing will exclude students who participated in OLV. If you want to download a verification form from Infinite Campus for a student who participated in OLV, you can still do so.



Year 17-18 ▾ School School

**Index** Search <

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▶ DPS Outside Links

▶ DPS Secretary Links

DPS Map Services

▶ Student Information

▼ Census

    People

    Households

    Addresses

    Add Person

▼ Online Registration

**Staff Processing**

    ▶ Audit Reports

    OLR Dashboard

    ▶ Reports

# Staff Processing

2) This brings you to the **“Online Registration Search”** page where you can search for the applications that need to be processed and approved.

Online Registration Search    Search Results

Online Registration Search

Student Number	<input type="text"/>
Student First Name	<input type="text"/>
Student Last Name	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Application Number	<input type="text"/>
Email Address	<input type="text"/>
Application Start	<input type="text"/>
Application End	<input type="text"/>
Application End Year	2016 ▾
Application Status	All ▾
Application Type	All ▾
Program Type	All ▾
Address Status	<input type="text"/>
Exception Types	<input type="text"/>
Max Applications Returned	100 ▾
Include unsubmitted applications <input type="checkbox"/>	

**Search Applications** **Mark Batch Applications** **Clear Batch Applications** **Mark Applications With Link Errors**

# Staff Processing

3) After clicking  
“Review  
Application,”  
double click the  
parent’s name for  
the student(s) to  
appear.

Infinite Campus | District Edition

Year 17-18 School South High School

Index Search < Online Registration Search Search Results

Back to Search Refresh Search

Online Registration Applications

Application	Parent Name	Status	Type	Date Submitted	
29657	Campbell, Ramona	Approved/Posted	Existing	08/15/2016	Charlene
29648	Ortiz, Minerva	Approved/Posted	Existing	08/15/2016	Connie
29532	McKinney, Niffert, N	Approved/Posted	Existing	08/15/2016	Morgan
29521	Woods, Jennifer	Approved/Posted	Existing	08/15/2016	Connie
29450	Bucher-McCoy, Jane	Approved/Posted	Existing	08/15/2016	Eiki Neil
29437	Figueroa, Mary	Approved/Posted	Existing	08/15/2016	Deanne
29334	Sliva, Rose	Approved/Posted	Existing	08/14/2016	Julia Yac
29146	Gatsiopoulos, Athanasia	Approved/Posted	Existing	08/13/2016	Kimberl
29121	Wright, Sandra	Approved/Posted	Existing	08/13/2016	Connie
28984	Hargadon, Karan	Approved/Posted	Existing	08/13/2016	Connie
28874	Chaoua, Rachid	Approved/Posted	Existing	08/12/2016	Melissa
28871	Castle, Elizabeth	Approved/Posted	Existing	08/12/2016	Connie
28864	Hammar, Thomas	Approved/Posted	Existing	08/12/2016	Connie

Review Application Delete Application UnSubmit Application Update Registration Print Application

Post Batch Applications Resend Initial Email Log In As Parent/Guardian

Total Number of Rows: 100

# Staff Processing

4) After clicking the parent's name, the student's name(s) will appear. Click the parent's name (highlighted) then click "**Review Application**" to begin

- Click "**Delete Application**" to reset an application for a Parent/Guardian. Once the application is approved, this is NO LONGER an option.

- Click "**Unsubmit Application**" to allow Parent/Guardian to make minor changes then resubmit. Once the application is approved, this is NO LONGER an option.

Online Registration Search    Search Results

Back to Search    Refresh Search

Students

First Name	Last Name	Middle	DOB	Calendar	Grade	Type
Ezra	Wright	W	05/03/2004	428 15-16	06	Existing
Zephyr	Wright	WoldeGabri	03/17/2002	428 15-16	08	Existing

Online Registration Applications

Application	Parent Name	Status	Type	Date Submitted	Mod
+ 6664	Wright, Camdon	Approved/Posted	Existing	07/13/2015	Eloisa Sa
+ 6385	Matteson, Amy	Approved/Posted	Existing	07/22/2015	Eloisa Sa

Review Application    Delete Application    UnSubmit Application    Update Registration    Print Application

Post Batch Applications    Resend Initial Email    Log In As Parent/Guardian

Total Number of Rows: 2

# Staff Processing



5) After clicking “Review Application,” a new window will open. To review the verification process click the green tabs. The “Review” tab (highlighted in blue) displays a summary of all the other tabs. This must be reviewed before the application can be approved.

**\*Note\*-Other Household Member(s) tab will be removed**

**Infinite Campus Online Registration**

\* Indicates a required field

✓ Household ➤ ✓ Parent ➤ ✓ Emergency Contact ➤ ✓ Other Household Member(s) ➤ ✓ Student ➤ **Review** ➤ Staff Approval

**Application Review**

**Household**  
The Household record is linked to a Campus record. HouseholdID 211866 will be updated when the application is posted.  
**Override Household**

**Home Address**  
2580 S Newton St  
Denver, CO 80219  
The Home Address record is linked to a Campus record. AddressID 28596 will be updated when the application is posted.  
**Link Address** **Unlink Address**

**Mailing Address**  
The Household has no separate Mailing Address.

**Parents / Guardians**

Name	Gender	Birth Date	Linked To PersonID
Wright, Camdon	M		794862
Wright, Wenona	F		794860

**Emergency Contacts**

Name	Gender	Birth Date	Linked To PersonID
Ringenbach, Ron	M		972655
Ringenbach, Ronald	M		505049

**Other Household Members**

Name	Gender	Birth Date	Linked To PersonID
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**Students**

Name	Gender	Birth Date	Linked To PersonID
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# Approval Process

6) Click “Print Application” to view complete verification form. These will be available for up to five years for every student.

\*Note: The printed application at this point is not considered submitted or approved.

7) On the “Review” tab, once all the information has been reviewed and verified, scroll to the bottom and click “Next” to approve the application.

<b>Students</b>		
	<b>Name</b>	<b>Gender</b>
	Wright , Ezra	M
	Wright , Zephyr	M

Description of Review

**Red** - High risk of data duplication if record not linked

**Orange** - Moderate risk of data duplication if record not linked

**Blue** - Minimal risk of data duplication if record not linked

**Print Application**

**Back** **Next**

# Approval Process

8) On the “Staff Approval” tab (highlighted in blue), you can now “Save” the approved application. There is also a box for comments. The following is the IC naming convention: 428 8/12/17 ES approved.

9) The following screenshot indicates that the application has been approved. Click “Application Summary PDF” to see a printable version of the approved application.

Infinite Campus Online Registration

\* Indicates a required field

✓ Household > ✓ Parent > ✓ Emergency Contact > ✓ Other Household Member(s) > ✓ Student > ✓ Review > ▼ Staff Approval

Current Application Status: Approved/Posted

New Application Status:

Comments:

Back Save

Hold

Approved/Posted

Denied

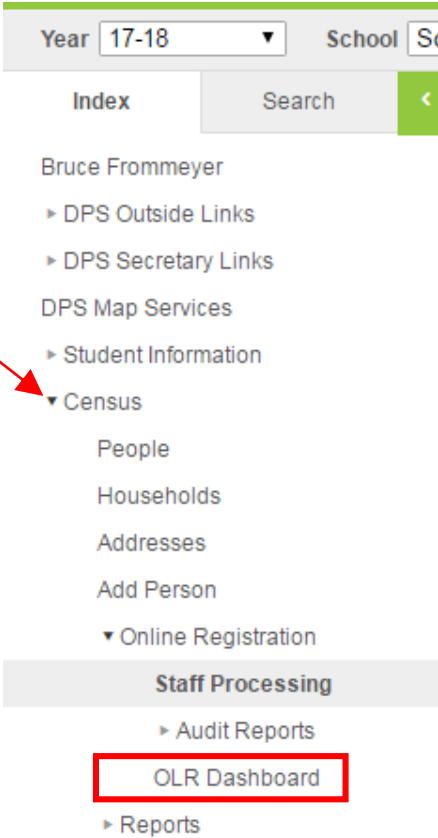
Hold

Application status has been updated. For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)

# OLR Dashboard

1) Under Index ->Census -> Online Registration -> OLR Dashboard



Year 17-18 ▾ School Sc

Index Search <

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▶ DPS Outside Links

▶ DPS Secretary Links

DPS Map Services

▶ Student Information

▼ Census

People

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Staff Processing

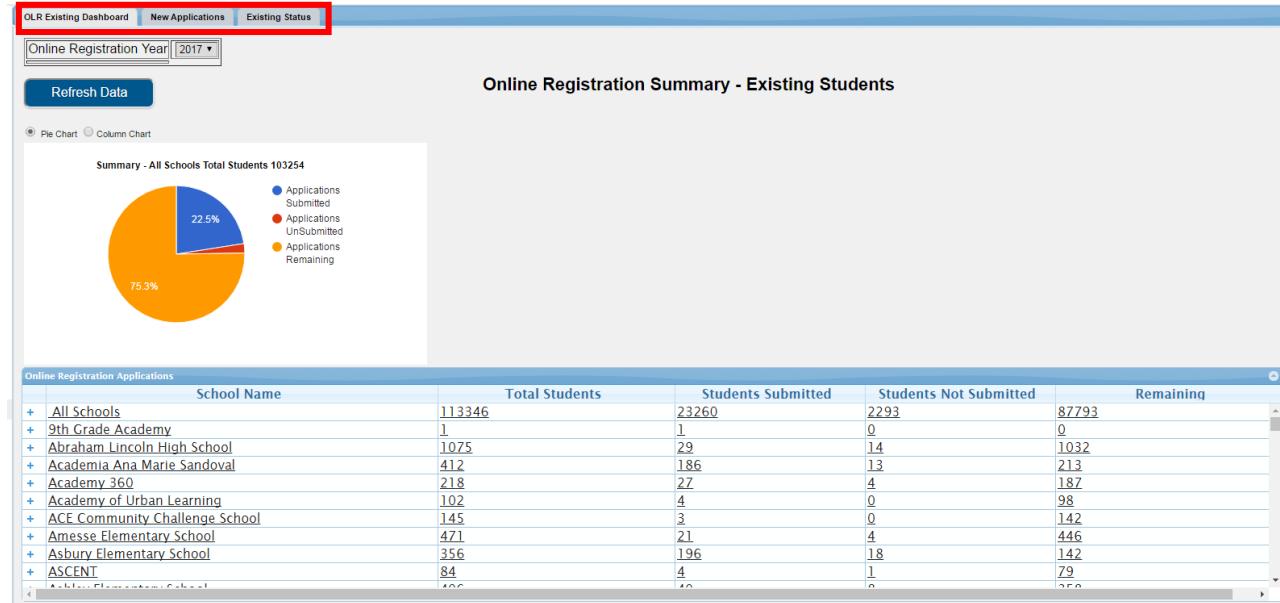
▶ Audit Reports

OLR Dashboard

▶ Reports

# OLR Dashboard

2) After clicking “OLR Dashboard,” you can review your school’s current OLV status.



In addition to the visibility provided through the Approval Queue, at this time 7 reports have been identified:

## Census - Reports

- Address Change

## Census – Online Registration - Audit Reports

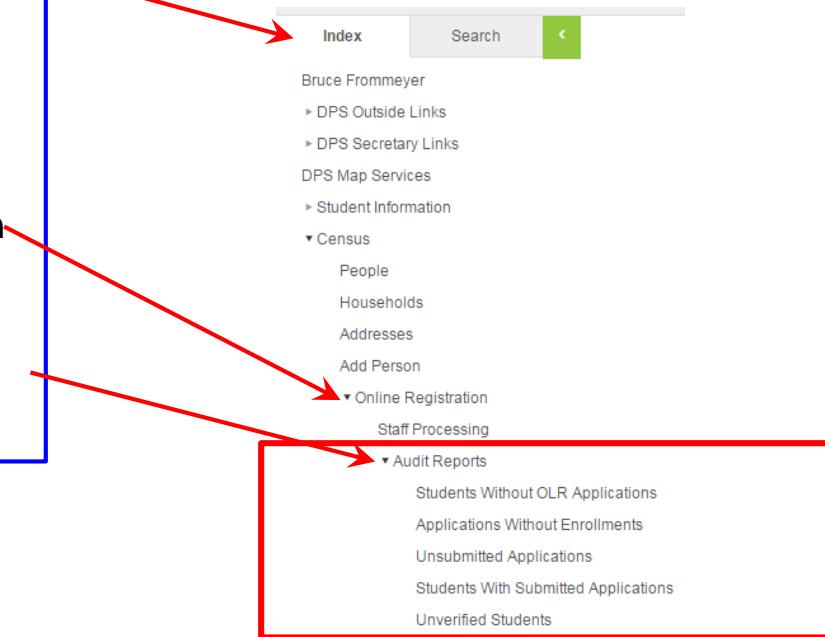
- Students Without OLR Applications (Parents have not logged into OLV at all)
- Applications Without Enrollments (Parents started application and withdrew)
- Unsubmitted OLR Applications (Parents logged in but did not submit)
- Students With Submitted Applications (Parents completed OLV but app needs approval)
- Unverified Students (Student who have not completed OLV or Paper forms)

## Student Information - Reports

- Authorization report

# Reports

1. From the **Index**, select the **Census** folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder.
1. Click the **Online Registration** folder.
1. Click the **Audit Reports** link.



Index Search <

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» DPS Outside Links

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DPS Map Services

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- People
- Households
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▼ Online Registration

- Staff Processing

▼ Audit Reports

- Students Without OLR Applications
- Applications Without Enrollments
- Unsubmitted Applications
- Students With Submitted Applications
- Unverified Students

# OLV ToolKit and Communication

## School Specific Communications: Help Spread the Word!

Simple ways you can inform and prep your families for OLV: *Content available in OCES's OLV School Toolkit*

- 1) **Post announcement/ "call to action" on your school's website/social media - THIS IS MOST IMPORTANT!!!**
- 2) Use Robo call script to send calls out to all of school's families.
- 3) Outreach to your families on local computer access.
- 4) Distribute posters and flyers.
- 5) Create a section in your school newsletter.

## District-Wide Communication Efforts:

- Announcement on Main DPS Website
- Social Media (District and Parent Portal)
- Announcement on OCES's Website
- Parent Portal Newsletters
- Announcement on Parent Portal and Eblast (existing Parent Portal users)
- Robo calls

# Open Discussion

# Parent Portal Information

## Account Creation Process: [myportal.dpsk12.org](http://myportal.dpsk12.org)

- Parents/guardians create their own accounts.
- “Getting Started” form requires an active DPS student ID number.



## Best Practices to Increase Adoption Rates:

- Integrate in school communications (newsletters, robo calls, social media, school website, etc.).
- Have computers available to submit “Getting Started” form online.
- Connect the dots! Reference Portal in school initiatives (ex. Increase attendance-monitor attendance via portal).
  - The Portal is a tool to support academic success, monitor student progress and drive meaningful conversations between students, parents and their teachers.

## Parent Portal Support:

- Email: [dps\\_portalteam@dpsk12.org](mailto:dps_portalteam@dpsk12.org)
- Phone: 720.423.3163

## Resources:

- Parent-Student Portal School Staff Toolkit (accessible via Secretary Portal and the Commons)
  - How to create an account, flyers, content to put on school website, computer access resources, support documents for office staff.
- Parent Portal School Adoption Rates (accessible via Secretary Portal)

# Support Plan & Roles

**\*\*Please refer to OLV supporting documents in Secretary Portal.\*\***

**OLV Specific Questions**- how to navigate the tool, issues with information on the application (school listed, student and household information, etc.), link not in the inbox, application reset, etc.

- Staff: Contact your Enrollment Representative
- Parents: First, contact the school. For immediate assistance email [schoolchoice@dpsk12.org](mailto:schoolchoice@dpsk12.org) or call 720-423-3493.

**Technical issues** related to OLV application and/or Parent Portal.

- Staff: [DoTS\\_Hotline@dpsk12.org](mailto:DoTS_Hotline@dpsk12.org) or 720-423-3888
- Parents: Call 720-423-3888

**Parent Portal**- Any questions related to creating an account, forgotten UN/PW, student(s)missing from drop-down

- Parents: Email [dps\\_portalteam@dpsk12.org](mailto:dps_portalteam@dpsk12.org) or call 720-423-3163

**School Site Role:** Plan to closely monitor activity levels within the online tool through the Staff Processing queues.

- The entire OCES team will be able to see each school's Staff Processing queue.

*\*\*\*OCES and Parent Portal team members will assist schools as needed.*

# Questions?