



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 20th - 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 11th at 5pm – Online School Verification CLOSES

- Staff Processing access for Secretaries will continue until October 1st, 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 inactivate these)
- Other Household Members

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

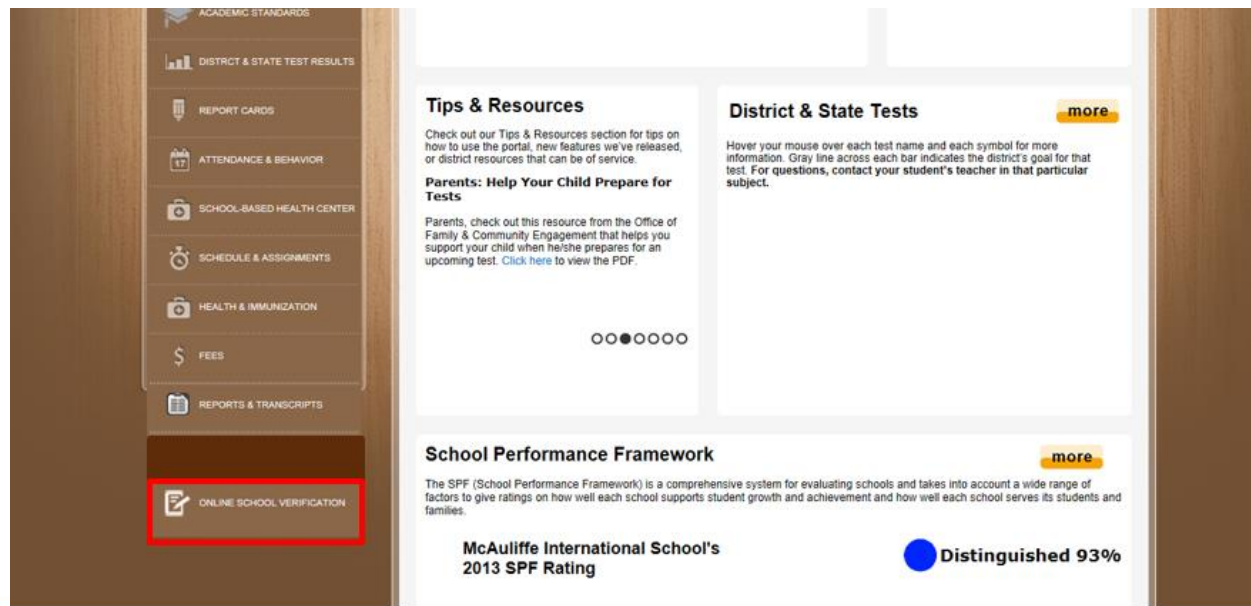
Important Reminders...

- 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 initiate 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.



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

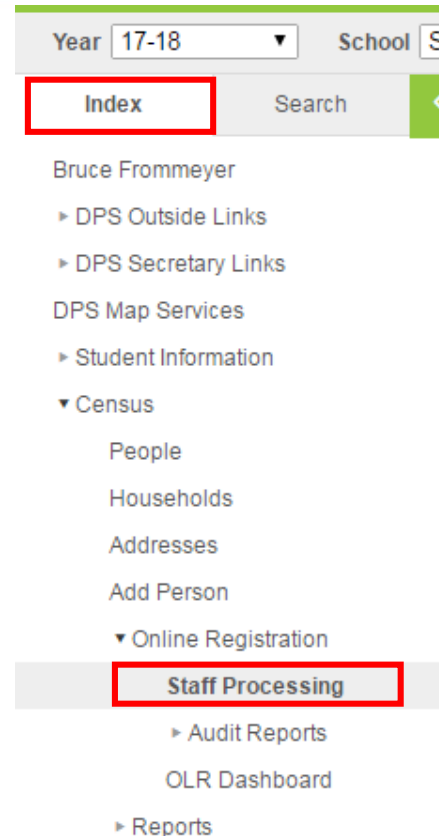
Foster Care (relative)? ☐ Yes ☐ No

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.



The screenshot shows the Infinite Campus navigation menu. At the top, there are filters for 'Year' (17-18) and 'School' (Sc). Below these are buttons for 'Index', 'Search', and a back arrow. The 'Index' button is highlighted with a red rectangle. Under 'Index', there is a list of options: 'Bruce Frommeyer', 'DPS Outside Links', 'DPS Secretary Links', 'DPS Map Services', 'Student Information', and 'Census'. The 'Census' option is expanded, showing a sub-menu with 'People', 'Households', 'Addresses', 'Add Person', 'Online Registration', and 'Staff Processing'. The 'Staff Processing' option is highlighted with a red rectangle. Below 'Staff Processing' are 'Audit Reports', 'OLR Dashboard', and 'Reports'.

Year 17-18 School Sc

Index Search <

Bruce Frommeyer

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

Search Applications

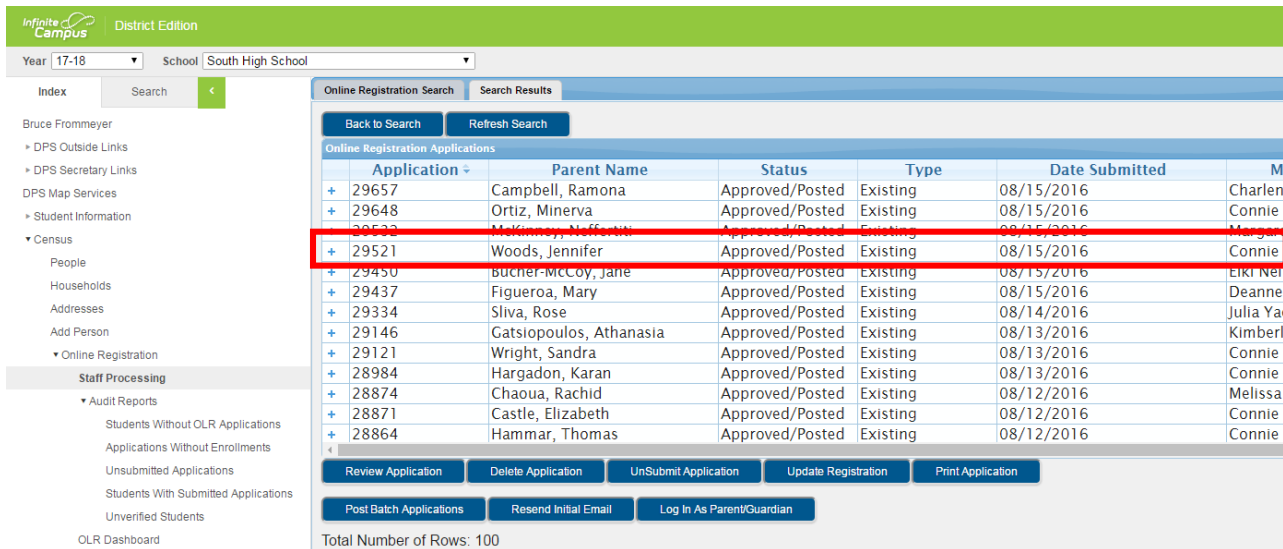
Mark Batch Applications

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

Bruce Frommeyer

- » DPS Outside Links
- » DPS Secretary Links
- DPS Map Services
- » Student Information
- ▼ Census
 - People
 - Households
 - Addresses
 - Add Person
- ▼ Online Registration
- Staff Processing**
 - ▼ Audit Reports
 - Students Without OLR Applications
 - Applications Without Enrollments
 - Unsubmitted Applications
 - Students With Submitted Applications
 - Unverified Students
 - OLR Dashboard

Online Registration Search Search Results

Back to Search Refresh Search

Online Registration Applications

Application	Parent Name	Status	Type	Date Submitted	Student Name
+ 29657	Campbell, Ramona	Approved/Posted	Existing	08/15/2016	Charlene
+ 29648	Ortiz, Minerva	Approved/Posted	Existing	08/15/2016	Connie
+ 29532	Mckinney, Neffertiti	Approved/Posted	Existing	08/15/2016	Margar
+ 29521	Woods, Jennifer	Approved/Posted	Existing	08/15/2016	Connie
+ 29450	Bucher-McCoy, Jane	Approved/Posted	Existing	08/15/2016	Eiki Neit
+ 29437	Figuerola, 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 re-submit. 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

DENVER PUBLIC SCHOOLS
Discover a World of Opportunity™ Application Number 6664

* 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 HouseholdID](#)

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	Link Person Unlink Person
Wright, Wenona	F		794860	Link Person Unlink Person

Emergency Contacts

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

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.

Students

	Name	Gender
	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.

* 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

Hold

Approved/Posted

Denied

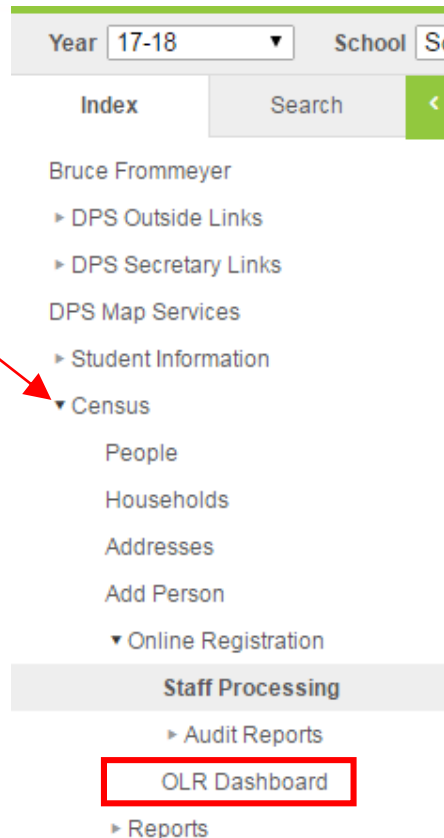
Hold

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

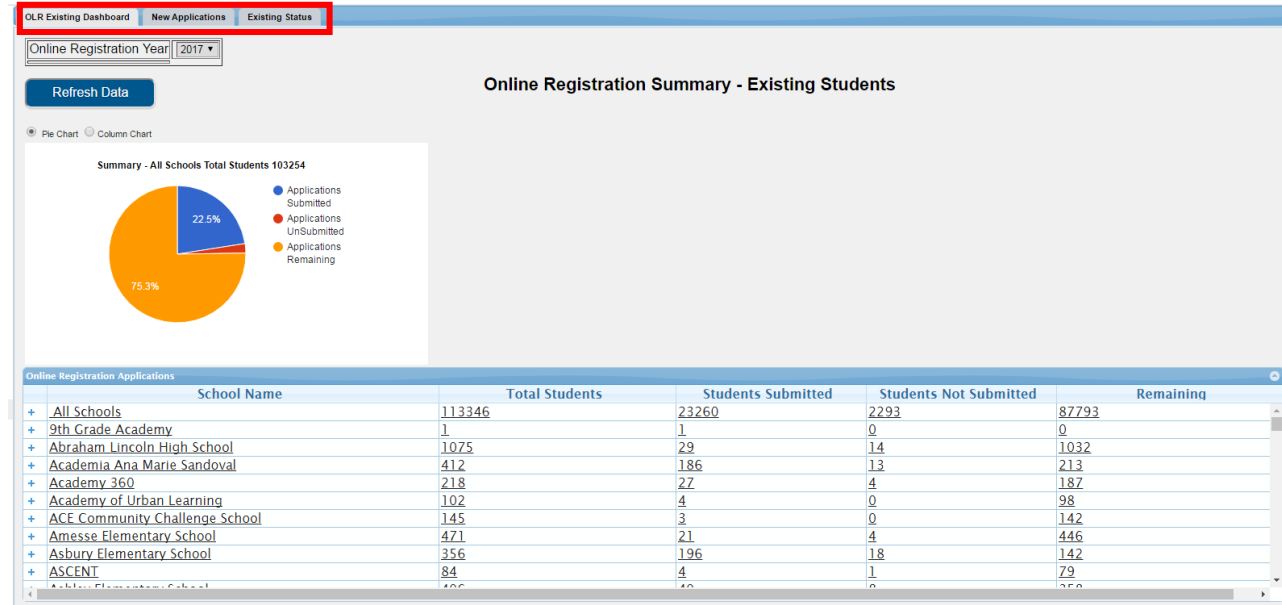


The screenshot shows a navigation menu for the OLR Dashboard. At the top, there are filters for 'Year' (17-18) and 'School' (Sc). Below these are buttons for 'Index' and 'Search'. The main menu items are: Bruce Frommeyer, DPS Outside Links, DPS Secretary Links, DPS Map Services, Student Information, and Census. The 'Census' item is expanded, showing a sub-menu with: People, Households, Addresses, Add Person, Online Registration, Staff Processing, Audit Reports, OLR Dashboard (highlighted with a red box), and Reports.

- Year: 17-18
- School: Sc
- Index
- Search
- Bruce Frommeyer
- 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

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

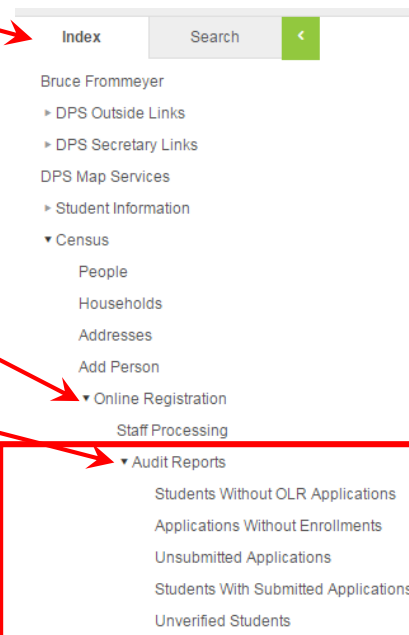
- Students Without OLR Applications (Parents have not logged into OLV at all)
- Applications Without Enrollments (Parents started application and withdrew)
- Unsubmitted OLR Applications (Parents logged in but did not submit)
- Students With Submitted Applications (Parents completed OLV but app needs 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.



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

- Parents/guardians create their own accounts.
- “Getting Started” form requires and 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
- 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 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 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?