

Contact Verification – eSchool Parent Portal

Contact Verification Form is now available on the eSchool Parent Portal and allows custodial Guardians to update their student's contacts online. When you log into the Parent Portal, click the **Contact Verification** button on the student's Profile page to open their Contact Verification Form. **YOU MUST COMPLETE A FORM FOR EACH CHILD. BE SURE TO CLICK ON EACH PROFILE SEPARATELY TO ENSURE THE EMERGENCY CONTACTS ARE ACCURATE.**



The **Contact Verification Form** has sections for **Student Information, Guardian Information (Primary Guardian and Guardian 2, when both live in the household), Emergency Contact Information, and Physician Information.** Custodial guardians living outside the household can update only the student's Cell Phone and their personal Guardian Information. In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information (Address is optional).

The screenshot shows the 'Emergency Contact Information' form. It includes fields for First Name (Keitt), Last Name (Shimada), Gender (Male/Female), Relationship (Cousin), and Contact Priority (4). There is a checkbox for 'Address (Optional)?'. Below this is a 'Phone Information' section with a table of existing contacts. At the bottom, there is an 'Email Information' section and an 'Add Emergency Contact' button.

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Description
X	777-777-7777		Cell Phone	<input checked="" type="checkbox"/>	1	Cellular

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). **Click Verify to verify the student's contacts.** Verified contacts are automatically updated in the eSD® system.