Online Verification gives you a chance to review the 2020-2021 Parent/Guardian and Student Handbook for the first time. Within the handbook, you can find all the important policies and procedures to guide the student experience.

Through Online Verification, you are also given an opportunity to modify and/or confirm contact information and complete appropriate District forms. This process is critical to ensure we have the most up-to-date information for your child in case of an emergency!

**Online Verification is required for every student, even if you believe the District already has your current contact information.**

Annual Online Verification can be completed in the Infinite Campus parent portal starting July 6, 2020. [Sign in to your Infinite Campus Parent Portal Account Now >>](https://campus.siouxcityschools.org/campus/portal/siouxcity.jsp)

**Step 1:**

Using your web browser type in the following address [https://campus.siouxcityschools.org/campus/portal/siouxcity.jsp](https://campus.siouxcityschools.org/campus/portal/siouxcity.jsp) and you will be taken to the following screen. Click Campus Parent as shown below.
Step 2:

After you have logged in, you will see the main screen, as shown below. Click the menu button as shown below to open the menu of options.
Step 3:
From the menu, click “More” as shown below.
Step 4:

Click “Online Verification” as shown below.
Step 5:

Introduction. Please verify all your students appear on this screen and indicate, “Included. Click the “Click HERE to start...” button to continue.

Step 6:

Click on the preferred language.

Step 7:

Type your Full Name in the box below to attest you are authorized to fill out this verification application. Click the “Click HERE to start...” blue button.
Step 8:

This screen indicates what information you are verifying. Click the “Begin” button to continue.

You will be asked to enter or verify the following:

1. Household Information -- Address and Phone Numbers
2. Parent/Guardian Information -- Phone Numbers and Email Addresses
3. Emergency Contact Information -- Addresses and Phone Numbers
4. Student Information - Birth Date, Grade Level, Health Information

Click "Begin" button to continue.

Step 9: Student(s) Primary Household Pleat

Please note that you must verify the information displayed and then click the “Continue to Next Section...” grey button. This will advance you to the next section. In this pleat, there are only two sections (Household Phone Number and Address).
Step 10:

If there are NO changes to your household address, you are done with this pleat. Click the “Continue to Next Section…” blue button and go to Step 13. If you need to change your address, click the checkbox next to “To change your address.” Then go to step 11.

Step 11: Change Address

Enter the date that you moved to this new address.

Do NOT type in the entire address. Only enter the house number, as shown below. Go to Step 12.
Step 12:

Only type in the House Number and then select your address from the list below. This will populate all address fields. Click the “Continue to Next Section…” blue button.

Step 13: Parent/Guardian Pleat

Each parent/guardian identified on this screen must be verified. Click the blue “Edit/Review” button to begin verifying information. The yellow highlight indicates parent/guardian has not been reviewed. There are three sections for each parent/guardian: Demographics, Contact Information, and Military.
Step 14:

To remove a parent/guardian from this household, just uncheck this box located in the Demographics section.

If this parent/guardian is no longer living at this address, **UNCHECK** this box.

3514 JACKSON ST
SIOUX CITY, IA 51104-1947

Verify Demographics information and then click the “Continue to Next Section...” grey button to advance to the next section.

Step 15:

Verify Contact information and then click the “Continue to Next Section...” grey button to advance to the next section.

Contact Information

At least one Phone Number is required.

Review phone numbers and edit if necessary. Add or change e-mail address. If this legal parent/guardian does not have an e-mail, check the box “Has no e-mail.”

<table>
<thead>
<tr>
<th>Contact Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency High Priority Attendance Behavior General Teacher Private</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>(307) 752-2642</td>
<td>x</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email (Please check the box for desired contact preference)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*<a href="mailto:shimmeringk@gmail.com">shimmeringk@gmail.com</a></td>
</tr>
</tbody>
</table>

OR
Has no e-mail
Secondary Email

PLEASE Click the "Continue to Next Section..." button to move to next section.
Step 16:
Indicate Military status and click the “Continue to Next Section...” blue button.

Step 17:
After all the parent/guardians have been verified, click the “Continue to Next Section...” blue button.

Step 18: Emergency Contacts Pleat
Each emergency contact identified on this screen must be verified. Click the blue “Edit/Review” button to begin verifying information. The yellow highlight indicates the emergency contact has not been reviewed. There are three sections for each emergency contact: Demographics, Contact Information, and Verification.
Step 19:

If you want to remove an emergency contact, just check the checkbox for the emergency contact you want to remove. You will need to confirm to continue.

![Check box for remove](image)

Step 20:

Click the “Continue to Next Section...” grey button to continue and verify contact information. Click the “Continue to Next Section...” grey button to advance to the emergency contact address.

![Continue to Next Section...](image)

Step 21:

Click the “Continue to Next Section...” blue button to advance to the next pleat.

![Continue to Next Section...](image)

Step 22: Student Pleat

Each student identified on this screen must be verified. Click the blue “Edit/Review” button to begin verifying information. The yellow highlight indicates the student has not been reviewed. There are 12 sections for each student: Demographics, Virtual Learning, Race/Ethnicity, Housing, Language Information, Relationships to Parent/Guardian, Relationships to Emergency Contacts, Relationships to Other Household Members, Health Emergency Information, Health Conditions, Health Medications, and the Parent/Guardian and Student Handbook Agreement.

Step 23:

Verify all 12 sections and use the “Continue to Next Section...” grey button to advance to the next section. All sections must be verified before submitting the verification application.
Step 24:  
After all 12 sections have been completed, you can click on the “Continue to Next Section...” blue button to continue with the next student. If all students have been verified, you can click the “Continue to Next Section...” blue button on the student display screen, as shown below.

![Continue to Next Section... Button](image)

**Student**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Gender</th>
<th>School</th>
<th>Completed</th>
<th>Record Type</th>
<th>Linked to Campus Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td>✓</td>
<td>New</td>
<td>Edit/Review</td>
</tr>
</tbody>
</table>

**Yellow** - Indicates that person must be reviewed. Click the “Edit/Review” button for each highlighted student before advancing.

✓ - Indicates that person is completed.

**Add New Student**

**Step 25: Submit Annual Verification Application**

Click to submit the verification application.

![Submit Button](image)

**You must submit your application by clicking the following button:**

Submit

**PLEASE NOTE:** Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that your application was received after you clicked “Submit.”

**Application Summary PDF**
After you click the red “Submit” button, you will get a “Thank You” screen, as shown below. If you don’t see this screen, please contact (712-279-6739), and someone from the Central Registration team can submit your annual verification application for you. It is possible that some web browsers will not allow you to submit.

Thank you for completing the Sioux City Community School District’s Annual Online Verification. If you would like to retain a copy of the data you submitted, please click the link below to access a PDF copy.

Below are the links to the handbook and forms.

During your review of the Parent/Guardian and Student Handbook, you were given important information about your child’s education and District policies. Within the handbook, information was also provided to direct parents/guardians on how to access or opt out of specified District services. Please select either link below to refer back to the handbook or to access appropriate forms.

Thank you for choosing the Sioux City Community School District. We believe in your child’s ability to achieve academic success!

Application Summary PDF

Below is the link to district forms you may find useful:

[Parent/Guardian and Student Handbook]

[District Forms]