WISCONSIN RAPIDS PUBLIC SCHOOLS
510 Peach Street
Wisconsin Rapids, WI 54494
715-424-6700

ONLINE VERIFICATION

***** SAVE THIS INFO TO USE IN AUGUST *****

June, 2015

Dear Parents/Guardians:

As you are aware, Wisconsin Rapids Public Schools uses **ONLINE VERIFICATION** in order to have the most up-to-date information possible on students – especially **address and telephone number changes, as well as emergency contact information**. There are also two other areas of particular importance in the process which relate to **Health Conditions & Concerns** for your student(s) as well as you granting your permission to administer **Over The Counter Medication.** All of this information updated and verified by you each school year *is critical* in the event that we must contact you in an emergency situation, or if your child becomes ill or injured while at school.

Online Verification is not an option, it is a **requirement**. You will be able to complete Online Verification for the 2015-16 school year beginning August 1, 2015. **The expectation is that this process be completed before your school's open house or orientation event.** If you haven't completed the process by the time you and/or your student visit for orientation or open house this fall, you can take care of this **requirement** when you arrive at your student(s) school for welcome back/orientation activities.

A brochure explaining how to access your account to perform the Online Verification **requirement** for your student(s) is enclosed. Your login and password information remains the same. *New this year – you can also pay your Book & Material Fee online and bring a receipt to the open house/orientation – instructions are in the brochure.* If you have a question about your login credentials, please contact your building office.

Thank you in advance for keeping your child's information up-to-date. It really does help us communicate better as we partner with you in helping your child achieve their greatest potential.

Dr. Colleen Dickmann
Superintendent

CD/mah

Enclosure

Remember to go into your Family Access account after August 1, 2015 to complete the online verification process for the 2015-16 school year. Complete this process before attending your child's orientation/open house. Thank you!

Don't have access to a computer?
Contact your child's school, or plan to take care of Online Verification **requirement** at one of the open houses/orientation sessions being held at various schools in August.
Local libraries also have computers that you can use.

Frequently Asked Questions

Do I have to apply for a new login and password every school year? No, once you receive the initial login information, it stays with your family until your youngest student graduates from high school.

What if I forget my password? Go to the *Family Access* login screen and click on the blue, underlined Forgot your login or password? On the screen that pops up, type in the Email address that you have on file with the school district and click the "Submit" button. Our system will match up your email address and automatically email your login information back to you.

Can I change my password? Yes. After you log in, simply click on the "My Account" button on the top right of your screen. After clicking on the "Change Password" box, fill in the information on the bottom of the pop-up box to change the password. Be sure to click the "Save" button to exit.

What if I don't have Internet access at home? You can access the website from any computer, from work, at our local library, or from a friend's computer.

We are excited about this opportunity to partner with our WRPS families as we work to streamline school paperwork. Thanks for your continued support of our schools!

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Working together with home and community, we are dedicated to providing the best education for every student, enabling each to be a thoughtful, responsible contributor to a changing world.

Online Verification Information

Welcome to Online Verification

The Wisconsin Rapids Public School District requires Online Verification to be completed for each of your current students. The expectation is that this process **be completed before orientation/open house.** If you haven't completed the process by that time you can take care of this requirement when you arrive at school for your child's orientation/open house.

To do this, you will use the login and password you have used to complete this process in the past. Your login credentials are one per family AND SHOULD NOT BE SHARED WITH YOUR STUDENT(S). (Students in grades 6-12 each have their own, individual Student Access logins which they use for schoolwork.) In other words, you will be able to see all of your students in the district from one login. This is the same login and password you use for Family Access in our secondary schools. Keep in mind that elementary student families do not see all of the same information (such as progress reports/grades) as secondary student families. At this time progress information is viewable only for students in grades 6-12.

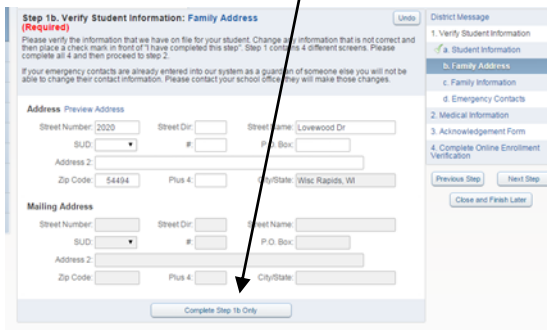
To access - go to our district website at www.wrps.org. Click on Family Access in the "Quick Links" drop-down on the right sidebar. Click Family Access on the screen that pops up and insert your login and password. If you don't know your login and password click on the "*Forgot your Login/ Password?"* link and follow the instructions to receive your login information. ***If your screen appears to go blank after you type in your login and password, make sure your popup blocker is DISABLED for our website.***

Once you are logged in, you will see the "Online Enrollment Verification is now open" message (after August 1st). Click on "Go to Online Enrollment Verification for (student's name)." You will need to complete the steps for each student listed.

Step 1 contains 4 different screens:

A. Student Information
B. Family Address
C. Family Information
D. Emergency Contacts

- Verify the information on each screen.
- Make any necessary changes.
- When finished, click the button "Complete Step ( ) Only" at the bottom of each screen.



When you have completed all 4 screens in Step 1, proceed to Step 2—Medical Information.

- Complete the form, sign and date the bottom, click "Complete Step 2 only" or "Complete Step 2 and move to Step 3."
- Complete the information required in step 3 and click "Complete Step 3 only" or "Complete Step 3 and move to Step 4."
- Step 4 is optional and gives you the opportunity to pay your child's Book and Material Fee online.
- Step 5 will list the completion status of each step. If everything was properly completed you can click on "Submit Online Enrollment Verification." If a step is "not completed" go back and finish that step and then return to step 5.

After you have clicked "Submit Online Enrollment Verification" complete your other students by clicking on the + sign on the left side of the screen, selecting Online Enrollment Verification, and then selecting the next student.

NEW THIS YEAR

As stated in the instructions for Step 4, you can also submit payment for your 2015-2016 Book and Material Fee (grades K-12) starting August 1st by submitting an online payment. You can complete one transaction to include all of the students in your family. For instructions on making an online payment go to:

- www.wrps.org
- For Parents (at the top of the screen)
- Fee Management (left of screen)

Once you go in and pay any fees, print the receipt of payment and submit it to your child's school at Orientation/Open House.

To make changes to your student's information *during the school year*:

- Select "Online Enrollment Verification" from the left menu bar and select the correct student.
- Click on "Mark Online Enrollment Verification as not completed and make changes."
- Go to the step that needs changes and click on "Edit Step ( )."
- Make the necessary changes and then click on "Complete Step ( ) only."