Marking Beginning of Year Forms as Complete

1. Click on the “Families” menu option.

2. Click on the “Verification Status” option inside of Family Access > Online Registration.
   The Family Access Verification Status page will open.

3. Search for the student needing to be marked as complete by using the search box in the bottom right corner of the screen. Search by the first 5 letters of the student’s last name or by the Skyward alphakey.

4. Select the name of the student that needs to be marked as complete.

5. Click the “Mark as Verified” button on the right side of the screen.

6. The student will now be marked as verified and your name will appear in the “Verified By” column.