Checking Completion Status of Beginning of Year Forms

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.

The Family Access Verification Status page provides a list of all students on your campus, coding them as having completed beginning of year forms (“Yes”), completed beginning of year forms with changes requiring approval from campus personnel (“Pending”), or not having been completed (“No”). This screen also shows who completed the beginning of year forms and when they were completed.
### Filtering Verification Results

3. To filter beginning of year forms completion results, start by clicking on the “Filter Options” button in the top right corner of the screen.

   The Filter Options window will open.

4. Select the appropriate option(s) for filtering the results:
   - “Hide Students that are Verified” – hides all students in which a beginning of year forms have been completed and no changes were made requiring campus approval.
   - “Hide Students that are Verified pending approval changes” - hides all students in which beginning of year forms have been completed and changes were made requiring campus approval.
   - “Hide Students that are not Verified” – hides all students in which beginning of year forms have NOT been completed.

5. After selecting the desired filter option(s), click the “Apply Filter” button.