## Running Verification Status Report

1. Click on the “Families” menu option.

2. Click on the “Reports” option inside of Family Access > Online Registration.

   The Online Registration Reports page will open.

3. Select the “Verification Status Report” option.

   The Verification Status Report window will open.

4. Click the “Add” button to create a new template.

   The Verification Status Report parameters window will open.
5. Enter a Template Description.

6. Leave the Student Selection area as “By Verification Status”.

7. Select the Verification Status desired for your report. For a report of students that have not been verified, choose the settings shown to the right.

8. Select the Fields to Print on the report. The fields selected to the right are common items to include for this report.

9. If you desire to sort the data in a way other than by student last name, click the sort button and select your desired sort option.

   When ready to print, click the “Save and Print” button.