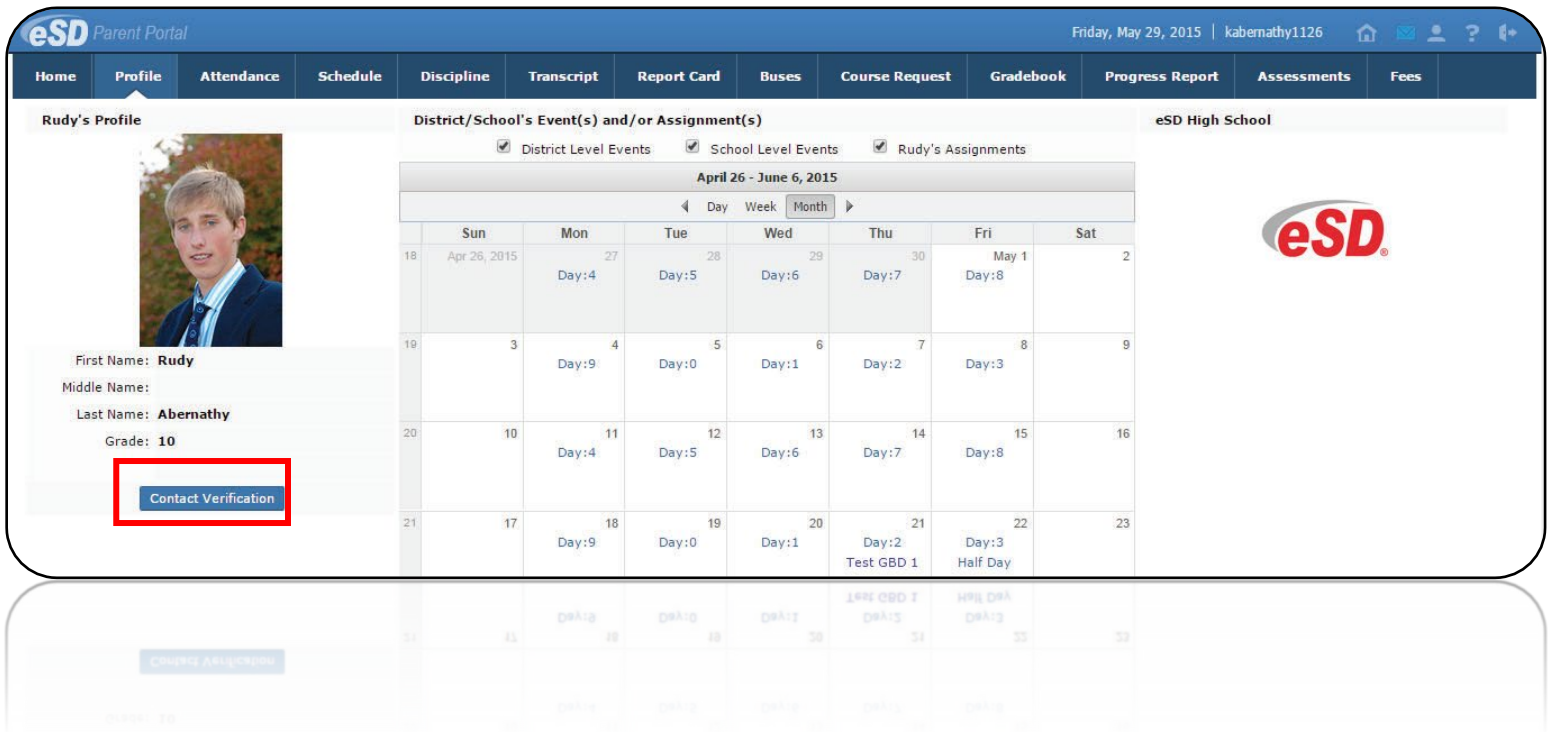# Contact Verification Instructions

The Contact Verification form allows custodial guardians to update their child's contacts online. NOTE: This must be done for **EACH child**.   Click the Contact Verification button on the student's profile page to open their contact verification page.

Student Information

1. Student Cell phone is **optional**; not used

Household information

1. Update household phone # here
   NOTE: If you need to change a physical home address, you will need to contact the District Registrar.

Guardian Information & Emergency Contacts

1. **Contact Priorities** must start with 1 (i.e., 1,2,3,4) and be different for **all guardians and emergency contacts**.
2. **Phone Priorities** must start with 1 (i.e., 1,2,3,4) for the contact.
3. Click into any white cell area to update the contact information.
   NOTE: Guardians should only have one phone type designated as their home number. Use phone type "home phone" or "home cell".
4. Click ⊕ Add Phone to add an a new phone number for the contact or click ✕ beside it to remove the phone entirely.
5. Click ⊕ Add Email to add a new email address for the contact or ✕ besides it to remove email address.
   A Primary email which is linked to a portal account may not be deleted and must be removed from the parent portal first.
6. A **lock** on the guardian home phone number indicates it's linked to household phone. Phone must be changed in the Household Information section.   A **lock** on any other number or emergency contact phone number indicates the number cannot be modified,   but if modification is needed, a new number can be added, then the locked number can be deleted.

Contact Verification Instructions (continued)

Guardians should have only one phone designated as the home number. Use phone type "Home phone" or "Home cell", not both.

Guardian Information

Primary Guardian

First name: **Priscilla**   Last Name: **Aardvark**   Gender: **Female**   Relationship: **Mother**

① Contact Priority: 1   Mailing Address: **99 Someplace Street Somewhere, NY 10570**

Phone Information

④ ● Add Phone

Del...		Phone No	Phone Ext	Phone Type	Unlist...	Phone Prior...	Attendance Phone	Description
✗		914-333-5555		Cell Phone	☐	1	☐	
✗	⑥	914-444-5555	250	Work Phone	☐	2	☐	
✗		914-999-0999		Home Phone		3	☐	

③ ②

Email Information

⑤ ● Add Email

Del...	Email Address	Email Type	Primary Email	
	priscella@myemail.com	HOME	◉	

Physician Information — may be entered for the student. [Physician Information]

Employer Information — <u>optional</u>; we do not use this section. [Employer Information]

Code of Conduct & Acceptable Use Policy– check-off required each year to attest that you have read and your child understands the school's Code of Conduct Policy and Technology and Network Acceptable Use Policy.

Miltary Service - if applicable, please enter the date service began and/or date service ended in appropriate boxes.

Click **Verify** at bottom of the screen when finished. [Verify]

A pop-up message at top of the screen will appear if the information was updated successfully or if there are any errors. Click "OK".

esdparenttest.lhric.org says

You have verified successfully.

OK