

# Denver Public Schools (DPS) is now offering Online Student Verification for fall 2015 registration

## What does that mean?

You can complete your student's annual enrollment verification online at home before registration, decreasing the amount of time you spend at the school, and in line! For some schools, you may not need to attend registration at all.

## What is Student Verification?

Student Verification is the process where DPS verifies student information — including address and guardian names — on file with DPS.

## Who can complete Online Student Verification?

Any family with a currently enrolled DPS student and a Parent Portal account.

**How do I get started? If you already have a Parent Portal account, log in now to make sure it is active and ready. Go to #2 for next steps.**

- 1 Create your Parent Portal account.
  - Visit <https://myportal.dpsk12.org>.
  - Click on “Getting Started” in the upper right part of the screen.
  - Fill out the form completely, including an email address, and click submit.
    - Please note:
      - If the information on the form matches the information we have on file, you will receive an email from the Parent Portal team.
      - If the information does not match, the Portal team will contact you.
      - Please allow 5–7 days to create your account.
- 2 Submit your Online School Verification information.
  - Log in to your Parent Portal account starting mid-July 2015 at <https://myportal.dpsk12.org>.
  - Click the “Online School Verification” tab on the left-hand side.
  - Follow the directions on the Online School Verification page to enter the form.
  - Locate and Click on your “Inbox” and find the message titled “2015-16 School Verification.”
  - Complete the online form by **by 11:59 p.m. on August 16.**
  - There are certain changes that cannot be completed online and will require that you take updated documentation to the school. If you receive this prompt while completing the process, please gather the appropriate documentation to complete the verification process during registration. This includes address changes, name changes and guardian changes.

- You must go through the verification process for EVERY child enrolling in a DPS school, just as you have done with the paper process in the past.

Online Student Verification is a new option and is not required. Please know that paper forms are still available at all DPS schools. As always, you are welcome to complete the process at your child's school of enrollment as you have done in previous years.

**Questions? Call (720) 423-3493.**