

SAVE TIME DURING SCHOOL REGISTRATION!

Verify your student's information online this summer



Mark your calendars for online student verification, open July 20 through Aug. 11

Reduce the time and effort of school registration by using online verification – it's quick and easy!



What is online verification?

It's the process where you verify your student's information, including address and guardian names. By reviewing your student's info online, you avoid paper forms and decrease the time you spend at the school, and in line, during registration.



Who can complete online verification?

Any family with a currently enrolled DPS student and a Parent Portal account can take part. However, only the primary parent or guardian registered in Infinite Campus can complete online verification. Check out the steps below, and start saving time!

Save time...verify online! July 20-Aug. 11

HOW DO I GET STARTED? If you already have a Parent Portal account, log in now to make sure it is active and ready. Then go to No. 2 for next steps.

1. TO CREATE YOUR PARENT PORTAL ACCOUNT:

- Visit <https://myportal.dpsk12.org>
- Click the "Getting Started" tab at the top
- Follow the instructions and fill out the form on the left side to create your own account
- You will receive an email from the DPS Portal Team with a link to activate your account. Click the link to verify your email address.

2. TO SUBMIT YOUR ONLINE SCHOOL VERIFICATION INFORMATION:

- Log into your Parent Portal account starting **July 20, 2017** at <https://myportal.dpsk12.org>
- Recommended browsers are Firefox, Google Chrome and Internet Explorer 8.0, 9.0 and 10.0
- Click the "Online School Verification" tab on the left side of the page, follow the instructions, and complete by Aug. 11
- Some changes can't be completed online and will require you to take documentation to the school. If you receive this prompt while completing the process, please gather the appropriate documents to complete verification during registration. This includes changes in address, names or guardians.
- You must go through verification for every student enrolling in a DPS school, just as you have done with the paper process in the past.

NOTE: Updating your student's information online is not required. Paper forms are still available at all DPS schools, and you are welcome to complete verification at your student's school.

QUESTIONS? Call 720-423-3493, or visit schoolchoice.dpsk12.org