



Verify Student Contact Information is Correct

Schools get contact information from SIS2000+. In order for schools to be accurate with the latest information, parents need to verify that this information is correct. (also, see Video Tutorial: "Verify Information is Correct")

1. If the "Verify" Notice is displayed at the top of the screen... Click the Verify Link.
You will only verify students for which you are the Custodial Contact

 Please **verify** that your information and your student's information is correct.

2. Review all information to check for accuracy
Note: The Update Student Contact Information can be used to review relationships
3. Click Edit to update information as needed

Please verify that the following information is correct:

Contacts	Students	Emergency Contacts	Add
Fred Flintstone Edit fred@slate.com Home Addr: 301 Cobblestone Wy Residence (535) 235-1234 Work (535) 235-3659	Pebbles Flintstone Edit pf12345@students.nebo.edu Home Addr: 301 Cobblestone Wy Bedrock, UT 70777 Phone (535) 235-1234 Ethnicity Non-Hispanic Race White	Betty Rubble Edit Pri. Phone (535) 235-4321 For Students Pebbles Sandy	
Wilma Flintstone Edit Missing E-mail address. Home Addr: 301 Cobblestone Wy Residence (535) 235-1234	Sandy Flintstone Edit a@b.com Home Addr: 301 Cobblestone Wy Bedrock, UT 70777 Phone (535) 235-1234 Ethnicity Non-Hispanic Race White Dyslexia Kidney Problem Pop Rocks	Barney Rubble Edit Pri. Phone (535) 235-4321 Alt. Phone (535) 555-1111 For Student Sandy	

I have reviewed the above information and it is correct. [Verify](#)

4. Check the box to indicate you have reviewed the information
5. Click the Verify Button

I have reviewed the above information and it is correct. [Verify](#)

6. When you have "verified" successfully, the Notice will disappear until it is time to "verify" again.
Note: The same information is still editable via Update Student Contact Information

Note: Special thanks to the Nebo School District for generously sharing documentation and videos.