Link to Parent Portal

https://glendalewi.infinitecampus.org/campus/portal/parents/glendale.jsp

Dear Glendale-River Hills Families and Caregivers,

As we prepare for the 2025–2026 school year, we are writing to remind you of the annual requirement to verify residency for all students enrolled in the Glendale-River Hills School District. In accordance with State and Federal law, our schools are open and tuition-free for elementary and middle school students ages four and older who reside within the boundaries of our district, or are accepted through the Wisconsin Public School Open Enrollment Program.

To ensure accurate enrollment, **all families must verify residency and update their student and family information in the Infinite Campus Portal (the Portal) by June 30, 2025.** This process is part of our Online Registration (OLR) and is required **prior to the start of every school year** for both resident and open enrollment students.

A student's residence is defined as the location where the child sleeps during school days.

To complete the residency verification, please upload two Proof of Residency documents in the Portal. Acceptable documents include (but are not limited to):First document; current lease agreement, mortgage statement, or property tax bill listing the parent/guardian's name and address. Second document; current WE Energies bill or water bill with parents name and address.

We appreciate your timely attention to this requirement, as accurate residency documentation ensures we can continue providing excellent educational services to our students. If you have questions or need assistance with the Portal or acceptable documents, please contact:

Belle Holloway
Administrative Assistant Glen Hills
belle.holloway@gdrh.org
414-351-7170 x2109

Michele Bruno
Administrative Assistant Parkway
michele.bruno@gdrh.org
414-351-7190 x2000

In partnership with you,

Anna M. Young

Superintendent

Yearly Online Verification

GLENDALE ✦ RIVER HILLS
SCHOOL DISTRICT

FOR CURRENT FAMILIES

Before You Begin

Only a legal guardian living at the student's primary address can complete verification for that student.

You will need to log into your Infinite Campus Parent Portal.
If you do not have a Parent Portal account contact **michele.bruno@gdrh.org** *at Parkway Elementary or* **belle.holloway@gdrh.org** *at Glen Hills Middle School.*

You do not have to complete the verification process at one time.
As you complete each section you can save. Just sign back into the portal and click the link to pick back up where you left off.

Once you submit the application, you can't edit it or upload documents.
Make sure you have everything correct before clicking the submission button.

Verification Checklist

Please make sure you have this information ready for each student in your household.

- **Household** - current address, phone number
- **Guardians** - address, phone number, email address
- **Emergency Contacts** - addresses, phone numbers
- **Health** - conditions, medications, and immunization record
- **Proof of Residency**
    - **Document 1**
        - Current property tax bill (homeowners); or current lease with leasing agent contact info (long term renters); or month-to-month lease with verification from the leasing agent via letter (month-to-month renters).
    - **Document 2**
        - Current utility bill with parent name and address on it
    - **If the guardian is not the homeowner or leaser, please request the Residency Affidavit Document from the school.**

Residency & Immunization Documentation

If your immunization documents are in digital form, you can upload them and attach them to the application.

Many banks or utility companies offer digital copies, or you can scan or take a photo of these documents with a phone and email it to yourself to get a digital copy.

If you do not upload documents, you must still submit the online verification form. Then contact your school office for further instruction or bring your documents to the school during an Online Registration help desk session.

Accessing Your Online Application

1. Log into the Parent Portal or the Campus Parent app and choose the **More** option from the navigation. Then click **Online Registration** *(for verification - just the name of the tool from Infinite Campus)*.

2. The welcome screen contains a table of all students in your household eligible for verification. Students listed as **included** will need to be verified for this process. **Note that the grade listed will be for the 25-26 school year.**

A student might be excluded if you are not listed as a guardian for that student, or if that student is already in another guardian's application. If you have please call the student's school office before continuing.

3. If every thing looks correct click **Begin.**

4. Type your name into the box and click **Submit.**

5. The next screen contains a list of information needed to complete the verification process. Please verify that you have all the needed information then click **Begin.**

Verification

The application has several different sections. Each Section may have multiple tabs to fill out.
- Any field with a red * asterisk must be filled in.
- **Please check all information carefully.**
- Make changes to incorrect or incomplete information.
- You can make changes to completed sections by clicking on the green section header.
- You cannot skip sections or open a sections until you have completed the previous section.
- After each section you will click **Save/Continue**. This will save your progress in you need to lave and come back later.

The Parent/Guardian, Emergency Contact, and Student sections contain a list of names as shown in the picture below. You must click Edit/Review for each person to review their information.

First Name	Last Name	Gender	Completed	Record Type		Linked to Campus Name
Taylor	Dassow	F	✔	New	Edit/Review	

Please list all primary Parent/Guardian's in this area.

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✔ - Indicates that person is completed.