

# Data Verification Approval Process



Submitted Online Data Verification forms must be approved to be added to the system. As families submit their completed forms, please take the necessary steps to approve, void or deny the submitted form.

- Click/Select the Menu (3lines) on the top left corner
- From the sidebar list of features, select **ONLINE FORM**
- Under the Features area, select **ONLINE FORM APPROVALS**
- Filter your status column to **SUBMITTED**
- Select the circle with the arrow for the form to open/review the submission
- You will be put into a split screen version
  - Left side of the screen shows current system data
  - Right side show Data Verification data
- Compare the data for any questionable changes
- If submission required uploaded documentation, on the upload steps
  - Click/Select the download option to open and review the uploaded document
- Once submission is reviewed, click/select
  - Approve Online Form (to approve the submission)
  - Denied Online Form (to deny the submission and require it be redone by the parent/guardian)
  - Print Online Form (print if needed, not required)
  - Void Online Form (to void the submission & lock the form – this may be used if you need to require a parent/guardian to come to school to complete registration)
  - Delete User's Online Form (to delete the form completely, does not allow form to be resubmitted)
  - Add Note – Not required but notes may be added to form (eg: a denied form may have a note: missing residency document, or awaiting additional utility bills, doctor appt schedule, awaiting vaccination, etc)