



Required: Annual Verification of Student Information

Student Verification Accessed through the Parent Portal

New London-Spicer Schools will again be using an online system for families to verify their student(s)' information. This is required each year before the student(s) starts school. The online registration yearly verification is accessed through your New London-Spicer Parent Portal account.

If you do not have a Parent Portal account or do not remember your login credentials please email: nlsenrollments@isd345.org for help setting up your account or for login credentials to access the annual online verification that opens to the primary parent/guardian starting on August 1 each year. Questions? Feel free to call our District Office at 320.354.2252, press 0.

Steps to access and verify your student's information:

Log in to your parent portal via the app or by going to our website and follow the instructions below:

- go to www.nls.k12.mn.us
- click Parents/Students
- click Parent Portal/Student Portal
- then click "Campus Parent"
- Log in
- Select the three lines in the upper left corner for the Menu.
- Click "More" on the left side of your screen
- Select Annual Verification

K-12 Annual Verification will look like this:

[◀ More | Online Registration](#)

Existing Student Registration		
NAME	STATUS	ACTION
K-12 Annual Verification 2024-2025	NOT STARTED	Start

Cub Kids and ECSE Annual Verification will look like this:

Existing Student Registration

NAME	STATUS	ACTION
Cub Kids/ECSE Annual Verification 2024-2025	NOT STARTED	Start

Click [Start](#)

Click [Begin Registration](#) and follow the instructions provided.

This editor is to update data for **already enrolled K-12 students** that are currently enrolled in the district. This is not for any student(s) in preschool level classes/courses **This is not for registering for Cub Kids Preschool**. If needing to register for preschool or have questions regarding preschool, please call the Community Education Office at 320-354-2252 ext. 2710.

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
		Yes	Included	No
		Yes	Included	No

[Begin Registration](#)

Click [Save/Continue](#) to save your work as you go.

Legal

Health Services - Allergies, Medical (including the use glasses) or Mental Health Conditions

Health Services - Medications

Release Agreements

Digital Equity

[Cancel](#) [Save/Continue](#)

Click [Submit](#) at the end of Annual Verification to complete the entry.

PLEASE NOTE: Prior to submitting your application you may verify all of the data you have entered by going back to the area in question or click on the PDF link below. Your information is not submitted until you click the submit button above. You will receive an email notification that you application was received after clicking submit application.

You must submit your application by clicking the following button.

[Back](#)

[Application Summary PDF](#)

[Submit](#)