

Procedure for Verifying Residency (Post District Registration)

New students or families that are flagged for residency issues will go to their school to verify residency and open up the registration process in their Family Access. The following procedure in Skyward can be used to allow families to register, or for Administrators to place families on the "Verify" list.

Please note: after residency is checked and this procedure is completed, families will be able to register the following day. Our sync process runs nightly.

1. Look up the student using the "Registration Address Verify Mail Merge" option in your Skyward Favorites. NOTE: you may need to change your Entity to 000 if the student cannot be found.
2. Print the Residency Form and verify residency (be sure to check the boundary map!)
3. Go back to your Skyward Home and look the student up in Student Profile.
4. Click the "Family" tab on the left and then click "Custom Forms," as shown below.

The screenshot shows the Skyward Family Tab interface. The left sidebar has the 'Family' tab selected. The main content area shows the student profile for Samuel Lee Reid. Under the 'Family' section, there is a table of family members:

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick
Edit Del	Reid, Craig	REID CRA001	Father	[Work] (309) 743-8990	No	No	No
Edit Del	Reid, Stacey	REID STA000	Mother	[Cell] (309) 235-0887	No	No	No

Below the table, there are fields for Family ID (48832), Primary Phn: (309) 235-0886, Siblings (Reid, Maxwell John), Trans Code, and Address (1503 E 7th St Coal Valley IL 61240). There are also checkboxes for 'Receive Report Cards', 'Print Hard Copy Report Cards', 'Receive Forms', 'CY Path', and 'NY Path'. A red arrow points to the 'Custom Forms' button in the bottom right corner.

5. In the "Custom Forms" screen, click "Edit"

The screenshot shows the 'Custom Forms for Craig Reid (Primary Guardian) Family ID: 48832' screen. The 'Annual Residency Verification' section is visible. The '2023 Suspect' field is empty. The 'Family Guardian 2 Name' is Stacey Reid. The 'Family Address' is 1503 E 7th St Coal Valley IL 61240. The 'Date Verified Residence' field is empty. The 'Verified Residence' checkbox is unchecked. A red arrow points to the 'Edit' button in the top right corner.

6. Students flagged for residency will have "VERIFY" in the 2023 Suspect field. This field will be empty for new students.

7. After residency is verified for either a new student or flagged student, enter a date in the "Date Verified Residence" field and check "Verified Residence," then click "Save."
Please Note: if a student is on the VERIFY list, do not make changes to or remove the VERIFY indicator. **Entering a date and checking "Verified Residence" will open the registration process.**
8. The Skyward process for residency will run overnight, and the family will be able to register the next day for those on the VERIFY list. New students do not have to go through the registration steps. This field indicates that a new student has had their residency verified.

Please email edtech@molineschools.or with any questions or issues using this process.