

Online Student Information Verification

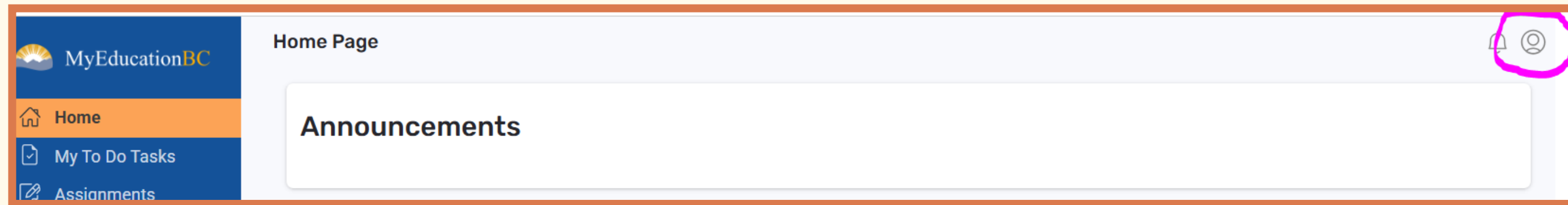
Parent Information

Accessing OSIV

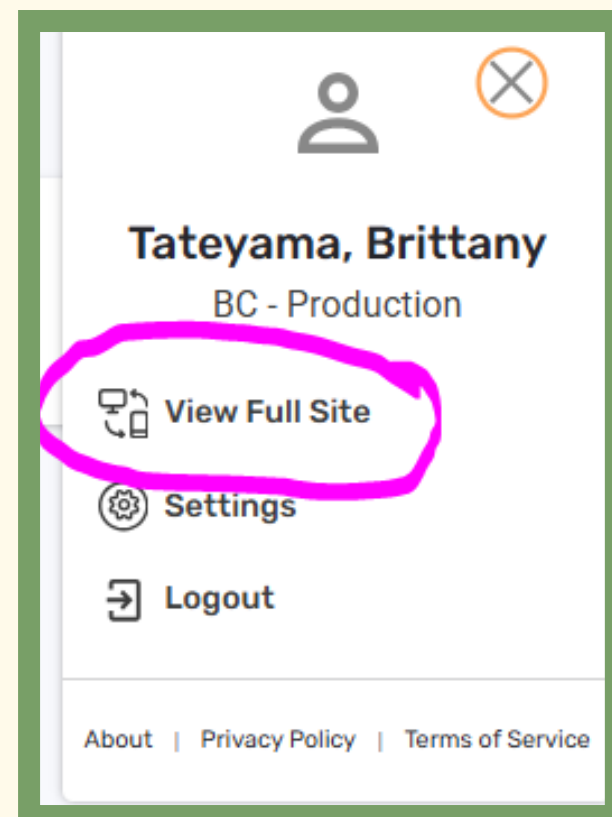


1. Log into your parent portal
2. Click on the face icon in the top right hand corner and select “View Full Site”.
3. Select “Initiate” on the right hand side.

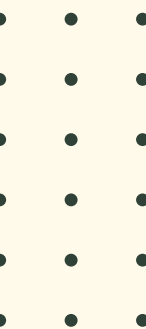
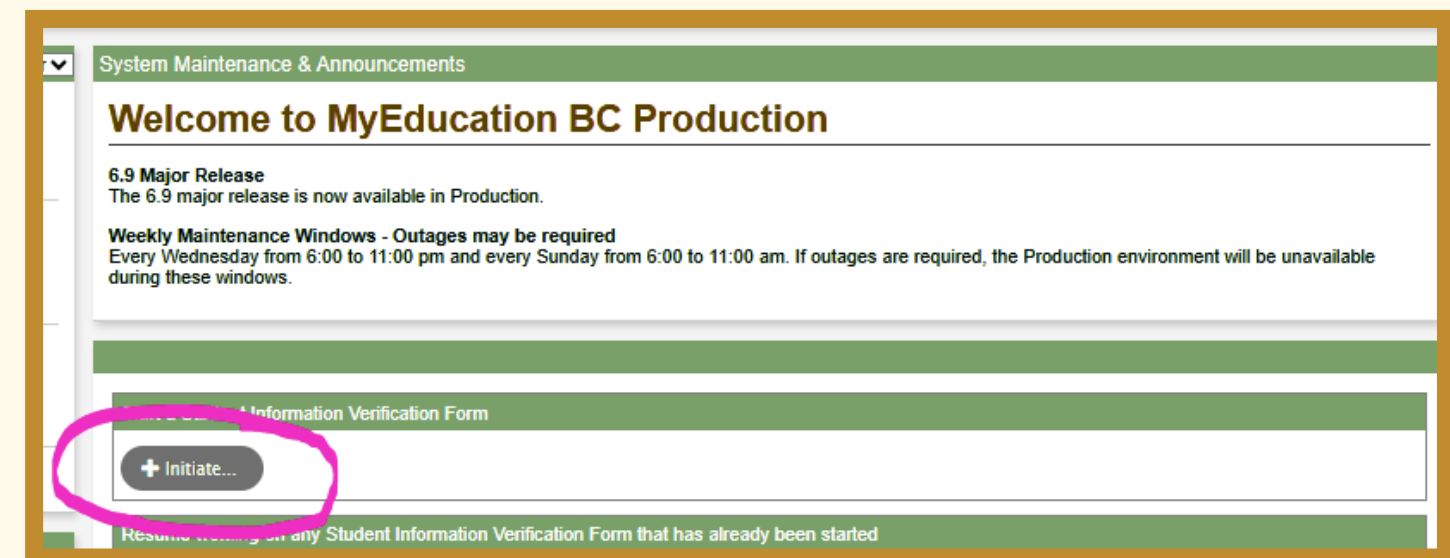
1



2



3



Select Student

If you have more than one student attached to your parent portal, select the student that you are wanting to update and click Ok.

2 records

	Name	YOG	Homerroom
☒	[REDACTED]	2028	1044
☐	[REDACTED]	2030	10

☒ OK☐ Cancel

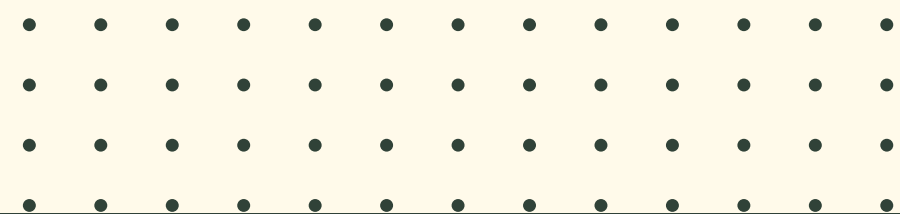


Welcome Screen

The Welcome Screen will give you information on how to complete your online verification, how to contact the school, and a reminder of which student you are updating.

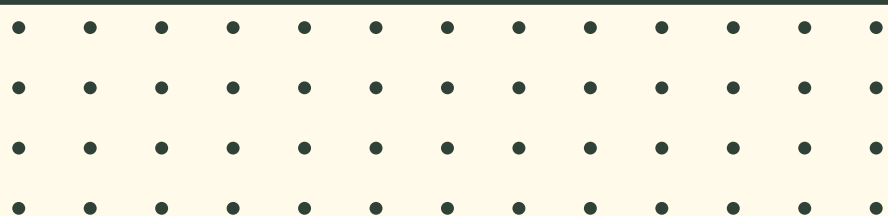
Important to note: Clicking Save and Close will save your progress so you can return at a later time to complete. You **MUST** click Submit on the Finish Tab in order to push the changes to the School to approve.

After reading, Click “Next”





Student Tab



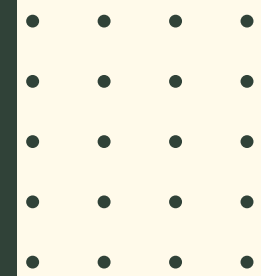
Current Student Information is displayed on this screen. Edit any information regarding Usual or Cultural/ Traditional Student Name, Custody, Address (including Physical and Mailing).

Current Student Information is displayed below. Use the *Notes from Parent/Guardian* to inform the school of any updates to fields which are not editable.

Legal Name: As appears on legal or government issued documentation. Legal First Name [redacted] Legal Middle Name [redacted] Legal Last Name [redacted]	Personal Info Date of Birth [redacted] Grade Level 00 [redacted] Pupil Number [redacted] Personal Education Number (PEN) [redacted]
Usual Name: Common or Preferred Name. Usual First Name [redacted] Usual Middle Name [redacted] Usual Last Name [redacted]	Phone Numbers Student Home Phone [redacted] Student Work Phone [redacted] Student Cell Phone [redacted] Student Unlisted Phone [redacted]
Cultural/Traditional Name: Optional Cultural/Traditional First Name [redacted] Cultural/Traditional Middle Name [redacted] Cultural/Traditional Last Name [redacted]	Email School or District Student email address [redacted]@learn.sd23.bc.ca Student Alternate e-mail [redacted]
Custody Who has custody? [Joint Custody]	

For any student information that is not available for change (Legal Name, Date of Birth, Grade Level, etc) Enter in the Notes from Parent/ Guardian section.

Notes from Parent/Guardian	
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Family/Contacts Tab

- Click the blue hyperlinked number to Edit Contact Information.
 - Please Note - without a legal document, parents can not be deleted.
 - Contact Permissions even if changed by you, permissions are dictated by the District and may not be updated in the system.
 - Every Emergency Contact should have “Can pick up this Student”.
- Click the “Add” button to create a new contact for your student

Click the + **Add** button to create a new contact.

Priority Number	First Name	Last Name	Contact Type	Relationship
No matching records				

 Add

Health & Alerts Tab

Information on this page is for reference on what the school has in the system for your student. Please use the Notes from Parent/ Guardian box to notify the office of any changes that are required.

Health Alert

Medical (Life Threatening)

Description

Health (General Medical Information)

Description

Legal Alert (Supporting documentation is required)

Description

Family Alert

Description

Information Alert

Description

Notes from Parent/Guardian

Language & Culture Tab

Home language	English	Aboriginal Ancestry	
Language Most Used	English	Band of Origin	
First Language	English	Band of Residence	
		Status Card Number	
Notes from Parent/Guardian			

Information on this page is for reference on what the school has in the system for your student. Please use the Notes from Parent/ Guardian box to notify the office of any changes that are required.

Finish Tab

Please do **ONE** of the following (if both are done, changes will **NOT** be submitted to the school):

- No Changes: Select the “No Changes required, information has been verified” box > Submit

☐ **No changes required, information has been verified.**

- Changes: Changes have been made and are correctly spelled and typed out > Submit



Next Steps

That's all for you!! The information will automatically be sent to the school to be reviewed and updated in the system!