

# INFORMATION VERIFICATION

Complete the online registration process through your parent PowerSchool account by doing the following:

- Log onto <https://powerschool.ramonausd.net>
- Select the student you wish to verify. You will need to complete this process for each student individually.

The screenshot shows the PowerSchool parent portal for a student named Alyssa. A red arrow points to the student's name in the top navigation bar. The main content area is titled 'Grades and Attendance' and contains a table with the following structure:

Exp	Last Week		This Week					Attendance By Class			
	M	T	W	H	F	M	T		W	H	F
	Course										
P1(Reg)											INTEGRATED MATH III (P) Email Beals, Keith A - Rm: E9
P2(Reg)											AP ENG LANG AND COMP (P) Email Bliss, James - Rm: E15
ELT(Reg)											ELT-3 Email Bridgewater, Julia - Rm: G6
P3(Reg)											SPANISH II (P) Email Linares, Jacqueline - Rm: H39

- Scroll down the Navigation menu and select Information Verification. The following screen will pop up.

The screenshot shows the 'Information Verification' introduction page. The page title is 'Information Verification' and it includes a breadcrumb trail: 'INTRODUCTION > Forms > Review and Submit'. The page contains introductory text and numbered steps for completing the form.

**Introduction** Next >

Welcome to **Ramona Unified School Districts** annual back-to-school **Information Verification** process. These forms must be completed for every returning student enrolled in the district.

Once this form is started, the "enrolling school" listed cannot be changed until AFTER the form is submitted. If your student's enrollment school is incorrect, AFTER the form is submitted, contact your enrolled school for assistance\*. They will need to make corrections prior to bringing in your data changes.

Please follow the steps to continue:

- Click "Next >" on this page, and enter the information requested by the online forms.  
Note: Required fields are marked with a red asterisk, and Ramona USD will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
- On the "Review" page, check your data before proceeding.
- Click "Submit"!

On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

**Information Verification for Additional Students**

This back-to-school Information Verification process must be submitted for each returning student in your family. Once you have successfully submitted one Information Verification, navigate back to your PowerSchool Parent Account, select your next student within PowerSchool, and then click on "Info Verification" to launch the form for your next student. Repeat this process for each returning student in your household.

\*Please note that this does not bypass any Interdistrict or Intradistrict transfer paperwork (if applicable). Your school site will guide you if any additional paperwork is necessary.

Next >

- Click next, enter your student's birthdate (including dashes) and review/complete the information. When you are finished, click submit.