

Address Verification Through Student Progress Center

Parents/Guardians have the ability to submit address verification documents through the Student Progress Center.

1. Login to Student Progress Center using your username and password
2. If you have not completed your address verification at your child's school, you will receive a message that you have tasks to complete. See below.

The screenshot shows the top navigation bar with "Hello Parent" and a "Logout" button. Below it is a "Message From School" section with a "1 of 1" indicator. The main content area displays "No Messages To Display" and a list of student profiles for "ST. MARTINVILLE SENIOR HIGH SCHOOL". Each profile includes a photo, a "Click to select" button, and a summary of their progress: "This Term", "Next 7 Days", and "Unread Notes". A "Question" dialog box is overlaid on the screen, asking: "There are student(s) linked to your account that need updated contact information. Would you like to update this now?" with "Yes" and "No" buttons.

3. Click YES on the message below to continue to the screen for submitting.

A close-up of the "Question" dialog box. It contains a question mark icon and the text: "There are student(s) linked to your account that need updated contact information. Would you like to update this now?". Below the text are two buttons: "Yes" (highlighted with a blue border) and "No".

4. By clicking yes, the system will bring you to a screen with your child(ren)'s information.

The screenshot shows a form for address verification. At the top, there is a red warning box: "Please update the following contact information for each student shown below. Any information already filled in is the student's current contact information. Please correct any data that is incorrect or out of date. If any documents are required below, you may select to upload them at this time. Once complete, type your name in the signature field below and press the submit button." Below the warning box, there are two columns of information. The left column is for "Physical Address" and the right column is for "Mailing Address". Both columns have a "Copy" button. The "Physical Address" section has a "Required" label and a "Mailing Same As Physical" checkbox. Below the address fields, there are two sections: "A) Tax Document" and "B) Utility Bill Document". Each section has a "* Required" label and a list of required documents. Below each list is a "Choose File to Upload" button and a "Max size 10.00 MB" label.

5. Click on "Choose File to Upload." You will then have the option to pick from a file on your computer or device, a file on Google Drive or a picture you take with your device (max size is 10.00 MB).

Please update the following contact information for each student shown below. Any information already filled in is the student's current contact information. Please correct any data that is incorrect or out of date. If any documents are required below, you may select to upload them at this time. Once complete, type your name in the signature field below and press the submit button.

<input type="text"/>	
<input type="text" value="(337) 394-1635"/>	<input type="button" value="Copy"/>
Physical Address *Required	Mailing Address
<input type="checkbox"/> Mailing Same As Physical	
<input type="text"/> <input type="text" value="CAMILLE"/> <input type="text" value="DR"/>	<input type="text"/> <input type="text" value="CAMILLE"/> <input type="text" value="DR"/>
Unit	Unit
ST MARTINVILLE	ST MARTINVILLE
LA	LA
70582	70582
A) Tax Document	B) Utility Bill Document
* Required	* Required
Parents/Legal guardians will be required to provide schools with the following: Homeowners: Mortgage statement, tax bill or deed	Proof of Residency (All within the last 30 days) Electricity Bill Cable Bill Water Bill Gas Bill
<input type="button" value="Choose File to Upload"/>	<input type="button" value="Choose File to Upload"/>
Max size 10.00 MB	Max size 10.00 MB

6. You will see a progress bar building as the document is loaded. Once you have uploaded your document, you will see the file name underneath. See below.

A) Tax Document

*** Required**

Parents/Legal guardians will be required to provide schools with the following:

Homeowners:
Mortgage statement,
tax bill or deed

Choose File to Upload

IMG_0022.JPG (1.00 MB) 

C) Drivers Licenses

*** Required**

Government Picture id required.

Choose File to Upload

IMG_0025.JPG (1.00 MB) 

B) Utility Bill Document

*** Required**

Proof of Residency (All within the last 30 days)

Electricity Bill

Cable Bill

Water Bill

Gas Bill

Choose File to Upload

IMG_0058.JPG (1.00 MB) 

7. You do NOT have to upload documents again for multiple children. You can use the COPY feature to copy over the same documents to multiple children. Click on the COPY button on the screen, and you will see the screen below listing all children you have linked to your SPC login. Click on box next to the the child(ren) you want to attach the same documents to.

Select Copy Destination

Once the copy button below is pressed, the students selected below will also be attached to any documents selected for upload on the source student's panel.

<input type="checkbox"/>	Sidno	Name
<input type="checkbox"/>	20 []	Child 2
<input type="checkbox"/>	20 []	Child 3

8. You will get a message when complete.



Max size 10.00 MB

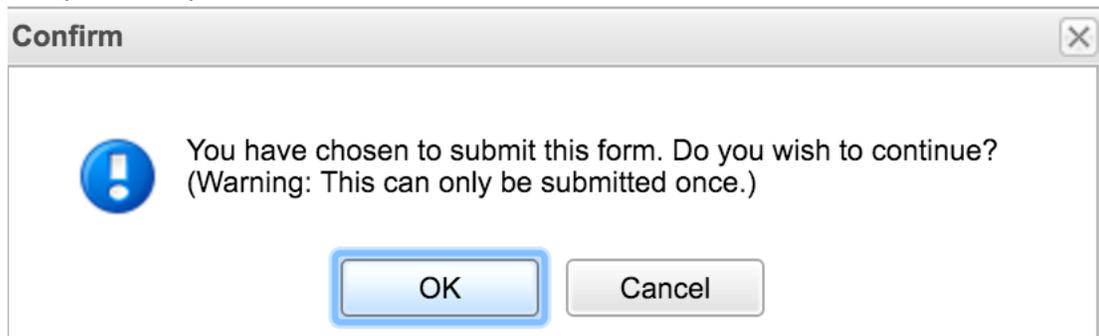
9. Once you have finished updating and uploading your documents, you are now ready to submit the application for review. You will need to electronically sign the document and submit.

I hereby verify that all information above is true and correct to the best of my knowledge.

Signature *Required : Date Signed : 04/25/2016

Electronically sign your name here (full name)

10. You will get a prompt asking if you want to continue with the submission. Click YES to complete the process.



11. The process is complete. Your child's school will review the documents uploaded. You will see notifications when you login to the SPC on if the process was approved and completed or more information is needed.