

-STUDENT CERTIFIED
BIRTH VERIFICATION

- STUDENT
IMMUNIZATION
VERIFICATION

- CERTIFIED STAFF
BACKGROUND
VERIFICATION

District Verifications

Click here to view list

Document Type	Display	DOE Comments	District Comments
Student Certified Birth Verification	All Student Check Off	Create	
Student Immunization Verification	Student Check Off	Create	
Certified Staff Background Verification	Staff Check Off	Create	

Student Birth Certification Verification Step 1:

IF THERE ARE STUDENTS MISSING FROM THE LIST OR STUDENTS WHO ARE NO LONGER ATTENDING YOUR SCHOOL, PLEASE MAKE THE CHANGES IN INFINITE CAMPUS.

ANY STUDENT ENROLLED IN CLASSES AT THE DISTRICT MUST HAVE A COPY OF THEIR BIRTH CERTIFICATE AND IMMUNIZATION ON FILE.

THE STUDENT LIST WILL NOT BE GENERATED UNTIL AFTER THE PRF CLOSSES, OCT. 15TH.

Student Birth Certification Verification Step 2

Verify student list against student files and place a check beside any name in the student list that does NOT have a birth certificate.

Name	Checked
Filter...	
[REDACTED]	<input type="checkbox"/>
Jane Doe	<input checked="" type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>
[REDACTED]	<input type="checkbox"/>

Print Done

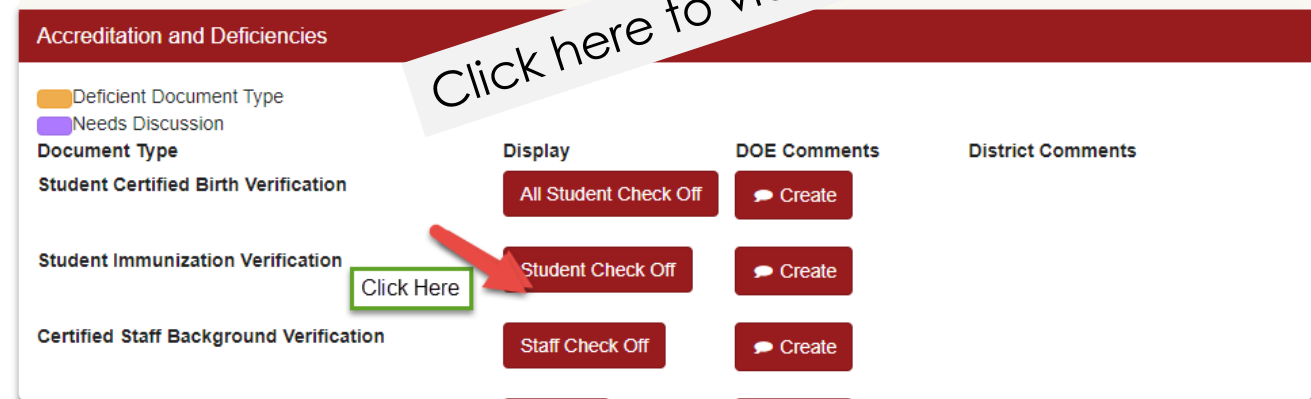
***Hospital-issued certificates are not official records and do not meet the standard of the statute.**

Student Immunization Verification

Step 1

► If there are students missing from the list or students who are no longer attending your school, please make the changes in Infinite Campus.

► The student list will not be generated until after the PRF closes, Oct. 15th.



Accreditation and Deficiencies

Deficient Document Type
Needs Discussion

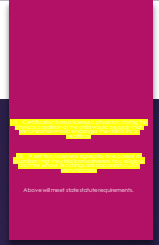
Document Type	Display	DOE Comments	District Comments
Student Certified Birth Verification	All Student Check Off	Create	
Student Immunization Verification	Student Check Off	Create	
Certified Staff Background Verification	Staff Check Off	Create	

Click Here

Click here to view student list.

Student Immunization Verification

Step 2



Verify student list against student files and place a check beside any name in the student list that does NOT have an immunization record on file.

Name	Checked
Filter...	
[Redacted]	<input type="checkbox"/>
Jane Doe	<input checked="" type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>

Print Done

Authorized by
SDCL 13-28-7.1


- (1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
- (2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization.

Above will meet state statute requirements.

Certified Staff Background Verification

Step 1

Accreditation and Deficiencies

 Deficient Document Type

 Needs Discussion


Document Type

Student Certified Birth Verification

Display

All Student Check Off


DOE Comments

 Create

District Comments


Student Immunization Verification

Student Check Off

 Create

Certified Staff Background Verification

Staff Check Off

 Create

Click Here

Click here to view student list.

Certified Staff Background Verification Step 2

Verify staff list against staff files and place a check beside any name in the staff list that does NOT have a background check.

Background checks must be completed on any hires after July 1, 2000.

	Checked
[Redacted]	<input type="checkbox"/>
e Doe	<input checked="" type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>

You will notice that the “buttons” for each component might change from dark red in color to orange as we are working to review information that is uploaded.

Red means “no remediation necessary” or the evidence may not have been reviewed yet.

Orange indicates there is a “deficiency”.

The reviewer will discuss feedback, during the review, for all components, whether findings are deficient, or if the evidence meets requirements.

and Staff List (Current list available after PRF closes)

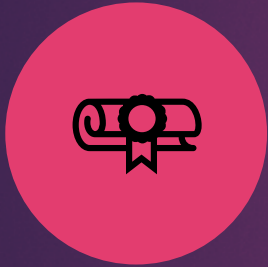
Staff List

Documents

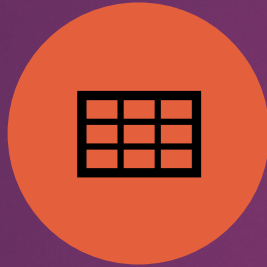
Loaded documents cannot be deleted. Upload documents need to be saved in PDF format. Do not use punctuation or special characters when creating the file names.
File type has been marked as deficient.

Type	Instructions	Display	Comments
Birth Verification		All Student Check Off	
Immunization Verification		Student Check Off	
Staff Background Verification		Staff Check Off	
Staff Background Assurance		+ 1 File	
Consent Assurance (Public School Only)		+ 1 File	
Sex Requirement Assurance		+ 1 File	
Records-Secure Storage Assurance		+ 1 File	
IEP Requirements		+ 2 Files	
Development Instruction		+ 2 Files	
Instruction Notification (Public School Only)		+ 2 Files	
Illness (Public School Only)		+ 4 Files	
Personnel Administrative Role		+ 1 File	
Records (Public School Only)		+ 1 File	
Emergency Plan		+ 1 File	
Fire Drilling Plan		+ 2 Files	
Education Rights and Privacy Act (Public School Only)		+ 1 File	
Security Plan		+ 1 File	
Unlabeled Document			

Things To Remember



**VERIFICATION STATEMENTS
MUST BE SUBMITTED ON
SCHOOL LETTERHEAD.**



**ONLY CHECK THE BOXES OF
THOSE THAT ARE MISSING
DOCUMENTS.**



**WHEN UPLOADING
DOCUMENTS TO THE SYSTEM
DO NOT USE ANY
PUNCTUATION OR SPECIAL
CHARACTERS WHEN CREATING
FILE NAMES.**



**ONCE A DOCUMENT IS
UPLOADED IT CAN'T BE
REMOVED.**

Thank you!

Office of Accreditation

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Website <https://doe.sd.gov> - Click
on Accreditation