What are the recommended parameters to select when running the Bio Verification Report?

The recomendations below are for the Sync verision of iPass (7.020160825_sync or later):

Bio Verification Report â€" Recommended Parameter Selections

Several new parameters have been added to the Bio Verification Report. To print 1 copy for each student or 2 copies when the parents/guardians live at separate (unique) addresses we recommend the following selections:

- **Relationship to Student** *(Do not select unless you want to limit the number of copies generated - See Note 1 below)*

- **Legal Status** *(Do not select unless you want to limit the number of copies generated - See Note 1 below)*

- **Guardian Receives Mail = Yes** *(All parents/guardians that should receive mail/email/correspondence should be set to Yes)*

- **Guardian Lives w/Student** *= (Select one of the below options)*

    - **Yes** *(This will print a copy of the report for the Guardian identified as Lives w/Student)*

    - **Blank** *(This will print one report for Guardian that Lives w/student AND one for Guardian that does <u>not</u> live with student and is set to "Receives Mail = Yesâ€⒞. Each report will be addressed to the Guardian Name at that address.)*

- **1 Copy per Lives With Flag = Yes** *(This will make sure that when multiple Guardians are set to Lives w/Student = Yes and live at the same address, then only one report will be generated â€" see Note 2 below)*

NOTES:

1. Using Relationship and Legal Status will restrict the number of reports generated and who they are addressed to only. These settings do <u>not</u> restrict which Contacts are printed on the

forms.

2. If the address is perceived to be "unique" it will generate 2 reports. If one parent has address entered as "Road" and one as "Rd" this is perceived to be 2 unique addresses. This relates to your district's data entry process and should be taken into consideration.

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http://www.imgsoftware.com/kb/entry/870/