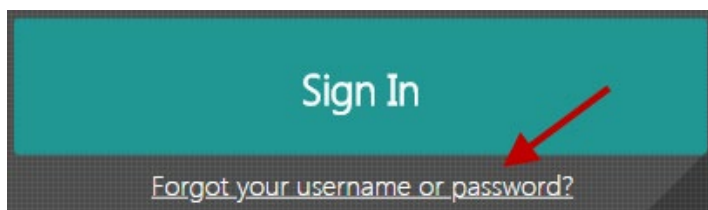


Dear Parent/Guardian:

Bentonville Schools requires an annual Profile Verification for every student to ensure the data in our student management system is current and accurate. The form is available online now and should be completed by **January 23, 2023**.

You may submit your Profile Verification by visiting www.bentonvillek12.org, clicking on Menu to access the Parents tab and selecting Forms – Online Forms. The Profile Verification form is **mobile friendly**.

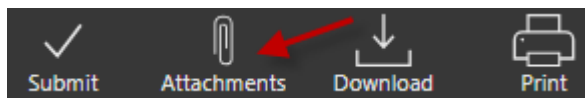
If you have not logged into the Etrieve system for online forms, you will first need to set your password. Click the *Forgot username or password* link, enter your username (your email address) and click *Continue*. A password reset email will be sent to you. The password reset link will expire 15 minutes after reset email is sent. Once you have set your password, please login to submit your Profile Verification form. Parents who used Etrieve last year but have forgotten their password should also use the forgot password link to reset it.



User name: email address on file with Bentonville Schools

Click on *Forms* and *Profile Verification* to open your form. Your student(s) and current address will populate for you. **If there are students listed who do not reside with you, please contact a building registrar before submitting your form.**

If your address has changed, you will need to provide supporting Proofs of Residency. Click the *Attachments* icon at the bottom of the page.



Click *Upload File(s)* to select your document images. When both image files have been uploaded, click *Close*. ****IMPORTANT:** Both images must contain your property/service address or location. The service address/location is typically an identified section on the bill. The mailing address section is NOT the service address/location. Utility bills must be dated after December 1, 2022. Please make sure the service address/location, date and parent's name are clearly visible in your uploaded images.

Attachments
Close


Last Name Lease 2018.pdf
No Description
06-28-2018, 8:08 pm

Last Name Utility 2018.pdf
No Description
06-28-2018, 8:08 pm


Upload File(s)

You will see a red circle with a 2 in the center over the Attachments icon when both documents have been uploaded. Click *Submit*.

✓



↓



Submit

Attachments

Download

Print

If there is an issue with the documents you submit, a registrar will contact you.

Choose one of the following proof of residency options. Each option requires **two** separate documents:

- Current utility bills from two different utilities (gas, water or electricity) showing parent/guardian's name and service address;
- Signed rent or lease agreement and a current utility bill (gas, water or electricity) showing parent/guardian's name and service address;
- Current real-estate property (not personal property) tax receipt and a current utility bill (gas, water or electricity) showing parent/guardian's name and service address.

*Cable or satellite bills, insurance bills, cell or phone bills, bank statements, mortgage statements or personal property tax receipts are not considered acceptable proofs of residency.

If your address has changed and you do not have one of the above listed items, you must come to the Bentonville Public Schools Student Services Center located at 500 Tiger Blvd in Bentonville, with documented proof that you reside in the Bentonville School District. Based on the documents provided, the District Office will provide a Residency Affidavit to complete the verification process.

Thank you for your assistance and please feel free to contact your school's registrar with any questions you may have.

Thank you,

Bentonville Schools