Pull our list from Infinite Campus – randomly.

I then go and pull the applications and make copies.

I make a spreadsheet with the following

* Initial determination
* New determination
* Number of kids
* Application number
* Parent last name
* Parent first name
* Childrens names
* Address
* City
* State
* Zip
* Phone numbers
* Emails

From this list, I am able to create the following:

* Verification Tracker for School Use
* Letter home to families
* Email
* Phone call

Phone call/Email: I send out an automatic phone call that I record and an email letting families know that the verification letter will be arriving in the mail soon with a short explanation as to why and how their name was randomly pulled. I also leave them my contact information.

The letters are mailed and I keep a copy here.

I give the families two week to return the documents either by email with a photo, mail or a location to drop them off. I also, give them the option to drop off at the school location of their children with my name on it.

A little over a week, I try to send out a reminder email to them.

After the two weeks, I do another phone call/email and then a letter which I keep a copy of.

I think that the first phone call and email letting them know that it random and a requirement, the response has been much greater than in past years. When I started I did hear that families thought that they were signaled out for some reason or that they did something wrong.