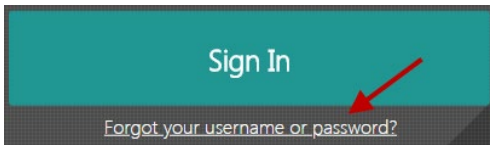


If you have not logged into the Etrieve system, you will first need to set your password. Click the *Forgot username or password* link, enter your username (your email address) and click *Continue*. A password reset email will be sent to you. The password reset link will expire 15 minutes after reset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

Please complete an Emergency Card and Health History for each student.

The Consent and Agreement, as well as the Chromebook Loan Agreement, list multiple students on one form.

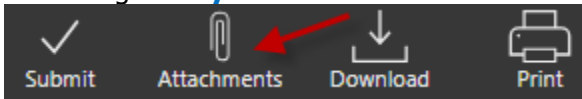
The Military Recruiter Release should also be completed for 11th and 12th grade students only.



User name: email address on file with Bentonville Schools

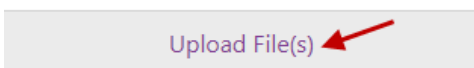
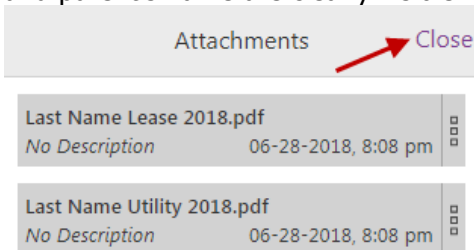
Click on *Forms* and *Profile Verification* to open your form. Your student(s) and current address will populate for you. If there are students listed who do not reside with you, please contact a building registrar **before** submitting your form.

After completing the Profile Verification form, click the *Attachments* icon at the bottom of the page if your address has changed. **If your current address is listed on the form, no proofs of residency are required.**

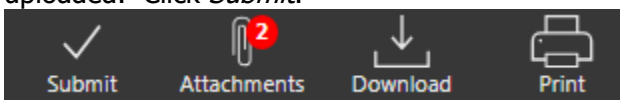


Click *Upload File(s)* to select your document images. When both image files have been uploaded, click *Close*.

****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 July 1, 2023. Please make sure the service address/location, date and parent's name are clearly visible in your uploaded images.



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



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