

Online K-12 Pre-Registration

Parents New to CCPS

Chesterfield County Public Schools now offers Online Pre-Registration for rising K-12 students for the upcoming school year. This is a convenient way to provide some of the required registration information. Pre-registration should ONLY be done by a parent with whom the child resides for the majority of the school week.

To begin, use the link provided to open the [Online Pre-Registration website](#).

A narrated [YouTube video](#) is also available that provides these same step-by-step directions for completing Online Pre-Registration.

If you do not currently have a ParentVUE account and you are pre-registering a student new to CCPS for the upcoming school year, please click on **Create a New Account**.

The screenshot shows the 'Online Registration Account Access' page. At the top, it says 'Online Registration Account Access'. Below this is a 'Login' section for 'Chesterfield County Public Schools'. It includes a 'User Name:' field, a 'Password:' field, and a 'Forgot Password' link. A blue 'Login' button is present. Below the login section is a link for 'Activate Account / Forgot Password'. At the bottom of the login section are two buttons: 'Create a New Account' (with a power icon) and 'Forgot Password' (with a lock icon). The footer of the page includes 'Return to common login | Contact | Privacy', the 'Edupoint' logo, '©Copyright 2020 Edupoint, LLC', and language options 'English | Español (castellano)' along with an 'Accessibility Mode' link.

For parents that do have a ParentVUE account (or have another student already enrolled in a CCPS school), please view the separate instructions and video on how to use Online Pre-Registration for your student. Online Pre-Registration is not accessible through the ParentVUE mobile app or the regular ParentVUE web address.

In order to create a ParentVUE account and proceed with the online pre-registration of your student, you will need to answer each of the questions as follows:

Do you currently have other students enrolled in a Chesterfield County Public School?

Are you enrolling a student new to Chesterfield County Public Schools?

Has the student you are trying to register ever received any services from Chesterfield County Public Schools (such as current Pre-K, speech, or early childhood special education)?

Once all three questions have been answered, click **Continue**.

Please answer the following questions before proceeding.

If your student has previously registered with, attended, or received speech or any other special education services from Chesterfield County Public Schools, DO NOT attempt to use the online pre-registration tool. Instead, please contact the school that your student will attend.

Do you currently have other students enrolled in a Chesterfield County Public School? ☐ Yes ☐ No

Are you enrolling a student new to Chesterfield County Public Schools? ☐ Yes ☐ No

Has the student you are trying to pre-register ever received any services from Chesterfield County Public Schools (currently PK, speech, early childhood special education)? ☐ Yes ☐ No

[Continue](#) [Return to login](#)

If your selections are anything other than the ones shown, you will receive the following message and will need to contact the school that your student will attend for further information.

Step 1 of 3: Privacy Statement

Unfortunately, we are unable to process your request at this time.

Please contact your school district for more information.

[Return to login](#)

Otherwise, after clicking **Continue**, you will be taken to the Privacy Statement. Please use the scroll bar on the right to read through the Chesterfield County Public Schools ParentVUE/StudentVUE Use Agreement. You will then need to agree by clicking **I Accept**.

Step 1 of 3: Privacy Statement

Read through the following Use Agreement and click the "I Accept" button to agree to the use agreement.

If you have one or more students already enrolled in the district, you need to use your existing ParentVUE account.

Chesterfield County Public Schools
ParentVUE/StudentVUE Use Agreement

ParentVUE and StudentVUE are internet-based applications that provide access to education records for parent/guardian and students of Chesterfield County Public Schools through a secured Internet site. All parents/guardians and students who wish to use ParentVUE or StudentVUE must comply with the terms and conditions in this Agreement.

A. Rights and Responsibilities

Access to ParentVUE/StudentVUE is a free service offered to all current students and parents/guardians of Chesterfield County Public Schools students. Access to student information through ParentVUE/StudentVUE is a privilege, not a right. A parent/guardian will be authorized to activate a ParentVUE account only after the student is enrolled in Chesterfield County Public Schools. Once a student withdraws or graduates, ParentVUE access to that student's education records will be inactivated.

Clicking "I Accept" means that you agree to the above Use Agreement.

I Accept

Return to login

Next, you will begin creating your ParentVUE account. Please enter your Legal First Name and Legal Last Name exactly as displayed on your state Driver's License or ID card. Then enter your Email Address, Confirm your Email Address, and finally, type in the alpha-numeric code exactly as it is displayed. Then click **Continue to Step 3**.

Step 2 of 3: Create Your Account

Please enter your first name, last name, and your email address

First Name

John

Last Name

Doe

Email Address

John_Doe@none.com

Confirm Email Address

John_Doe@none.com

Y4J7X

Type the characters you see in this picture

Y4J7X

Continue to Step 3

Synergy will then send a message to the email address that you just entered. This message contains a link that allows you to complete the ParentVUE account creation process. Click **Return to login** to continue.

Step 3 of 3: Complete Account Creation

Thank you for creating your account. You will receive an email shortly that will contain a link that will allow you to complete your account creation and begin the enrollment process.

Return to login

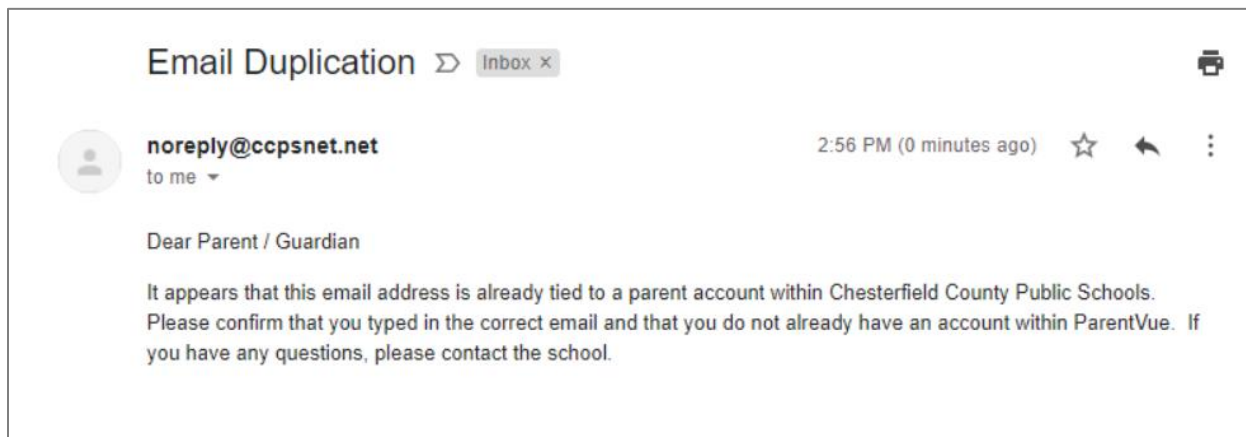
CCPS OLR – v2022

June 2022

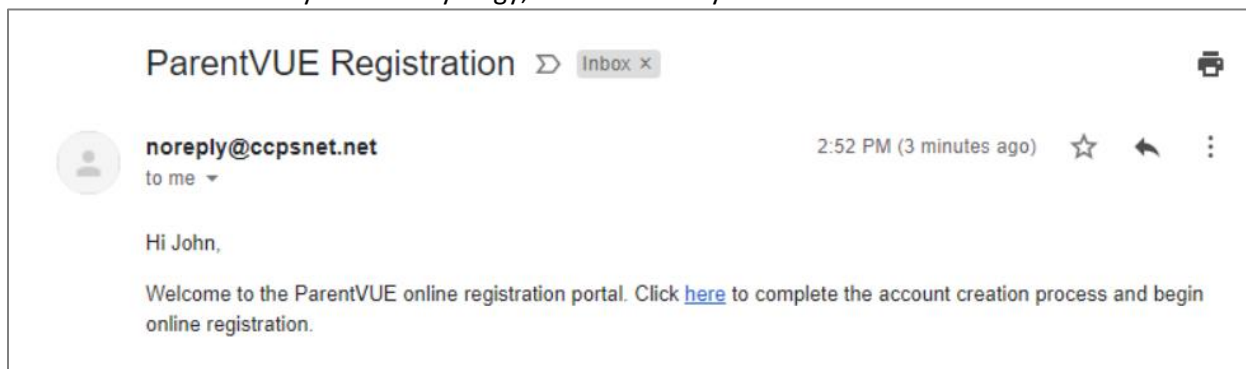
3

At this point, you will need to open your email application to view the message. Please check your Spam or Junk folder if the message does not appear in your Inbox. If you do not receive the message, please contact the school that your student will attend for further information.

If the email address you entered is already associated with a Parent record in Synergy, the email that you receive will be similar to the one shown here:



If the email address is not already in use in Synergy, the email that you receive will be similar to this one:



Click on the hyperlinked word “here” in the email message to be directed back to Online Pre-Registration to complete your ParentVUE account creation. This will open in a new tab. Once it does, please close all other ParentVUE tabs that may still be open.

You’ll next need to enter a User ID - you can use the default of your email address or change it to any series of characters not already in use as a ParentVUE User ID. Then enter a Password and Confirm the Password by retyping it. Passwords must be at least 6 characters in length, and the Password and Confirm Password must match. Finally, Click **Save and Continue**. The creation of your ParentVUE account is now complete.

Create Password

John Doe (John_Doe@none.com)

Please choose a login and enter your password to complete account creation and begin the online enrollment process.

User ID

John_Doe

Password

Confirm Password

If you forget your user ID or password, the login information can be emailed to you from the 'Forgot my password' link on the login page.

Save and Continue

You will now begin the pre-registration process. If the upcoming school year is the only one available, click **Begin New Pre-Registration** to continue.

Home Status My Account Logout

Chesterfield County Public Schools
Good morning, James Herrington, 3/23/2022

BEGIN PRE-REGISTRATION

If your student has previously registered with, attended, or received speech or any other special education services from Chesterfield County Public Schools, DO NOT attempt to use the online pre-registration tool. Instead, please contact the school that your student will attend.

You will be entering information for the 2022-2023 School Year

[Begin New Pre-Registration >](#)

If both the current school year and upcoming school year are available, click the drop-down and select the desired school year. Then click **Begin New Pre-Registration** to continue.

Home Status My Account Logout

Chesterfield County Public Schools
Good morning, James Herrington, 3/23/2022

SELECT PRE-REGISTRATION YEAR

If your student has previously registered with, attended, or received speech or any other special education services from Chesterfield County Public Schools, DO NOT attempt to use the online pre-registration tool. Instead, please contact the school that your student will attend.

Select the school year for which you would like to pre-register. *

[Begin New Pre-Registration >](#)

The *Introduction* screen contains important information about Online Pre-Registration and what documents you will need to have on-hand before beginning the pre-registration process. By clicking on the blue hyperlinks, you will be directed to existing resources on the Chesterfield County Public Schools website.

Please note the tabs on the left-hand side of the screen; each of these sections will need to be completed during the pre-registration process. Click **Continue** to proceed.

Home Status My Account Logout

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

INTRODUCTION

2021-2022

Welcome

Information

Parents of **new students** enrolling in Chesterfield County Public Schools may choose to use the ParentVUE Online Pre-Registration portal. **It is not necessary to pre-register existing CCPS students for the 2021-22 school year.** For KG registrations, please make sure to select 'KG' in the grade drop down on the Student page.

Welcome to the Chesterfield County Public Schools' Online Pre-Registration system. Please review the CCPS Registration resources located here: [Student Registration Information](#)

You will need to complete all of the required information throughout the data entry process (as identified by the red *) in order for the request for enrollment to be processed. The pre-registration process is self-guided and will inform you of any missing or incorrect information. Documentation regarding the online pre-registration process can be found on the [District ParentVUE Resources site](#).

As the enrolling parent or Legal Guardian with whom the student lives, Note that your child is not fully registered until you complete a face-to-face registration at the school. A school representative will be contacting you to arrange an appointment. This is essential to verify residence and complete the registration process. If the student resides with someone other than the parent listed on the birth certificate, custody documentation must be provided for approval prior to enrollment.

Before you begin, please make sure to have the following documents/information:

- Student's Birth Certificate or school age affidavit in accordance with state law (Note: Student's name must be entered in pre-registration site exactly as it appears on birth certificate or affidavit)
- Emergency contact phone number(s)
- Previous school address and contact information (if applicable)

Thank you for using the Online Pre-Registration application.

Throughout the online enrollment process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

[Continue](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2021 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

Next, you will need to type in an electronic signature, which EXACTLY matches the name you used to create your ParentVUE account. This is displayed in the upper right-hand corner of the screen. Then click **Save and Continue**.

Home Status My Account Logout

Chesterfield County Public Schools
Good afternoon, John Doe 2/17/2021

2021-2022

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Review/Submit

INTRODUCTION

Signature

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature *

John Doe

Save And Continue >

On the *Family Home Address* screen, begin typing in your home or physical address in the “Type to find an address” field. Do NOT type in a mailing address or a P.O. Box here – use the actual physical address of your Chesterfield residence. As a street number is typed in, you may see some options pop up. Continue typing until your physical address appears, then click on it to auto-populate the remaining address fields. Fields with red asterisks are required. Fields without asterisks may be left blank, but please fill in as much information as possible. If you need to enter an apartment number, select the **Unit Type**, then enter the **Unit Number**. Once the full home address has been entered, click **Save and Continue**.

Home Status My Account Logout

Chesterfield County Public Schools
Good morning, James Herrington, 3/23/2022

2022-2023

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Review/Submit
- Delete Registration

FAMILY 33%

Home Address

Instructions

Please enter your home address below.

Date of the address change
MM/DD/YYYY

Type to find an address...

Street Number * Fraction Direction Street * Type Post Direction

Unit Type Unit Number

City * State * Zip Code * +4

Address as entered from above:

Save And Continue >

Logout | Contact | Privacy

Edupoint
©Copyright 2022 Edupoint, LLC

English | Español (castellano)

Accessibility Mode

If your mailing address is the same as your physical address, leave the box for **Mail address same as home address** checked. If not, un-check the box for **Mail address same as home address** and enter the address directly into the Street Number, Street, and other fields.

School Year

- Introduction
- Family**
- Parent/Guardian
- Emergency
- Students
- Review/Submit
- Delete Registration

Chesterfield County Public Schools
Good afternoon, James Herrington, 3/23/2022

FAMILY 100% 2022-2023

Mail Address

Instructions

Please enter your mail address in the address editor below. Once complete, the mail address should be formatted as it would on normal US Postal mail.

☒ Mail address is the same as home address

13900 Hull Street Rd
Midlothian, VA 23112

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) ©Copyright 2022 Edupoint, LLC Accessibility Mode

If the mailing address is a PO Box, click the **Box Type** drop-down and select **PO**. Then enter the box number in the **Street Number** field. Once the full mailing address has been entered, click **Save and Continue**.

School Year

- Introduction
- Family**
- Parent/Guardian
- Emergency
- Students
- Review/Submit
- Delete Registration

Chesterfield County Public Schools
Good afternoon, James Herrington, 3/23/2022

FAMILY 100% 2022-2023

Mail Address

Instructions

Please enter your mail address in the address editor below. Once complete, the mail address should be formatted as it would on normal US Postal mail.

☐ Mail address is the same as home address

- OR -

Type to find an address...

Box Type Street Number * Fraction Direction Street * Type

CMR
HC
OMC
PO
PSC
RR
UMR
UNIT

Unit Type Unit Number

State * Zip Code * +4

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) ©Copyright 2022 Edupoint, LLC Accessibility Mode

You will next need to enter your demographic information. Please enter your legal name, as it appears on your state Driver's License or ID card. Please note: while parents have the option of selecting a preferred language for oral and written materials from a long list, CCPS currently uses School Messenger, which generates and sends phone calls and emails in a limited number of languages. Once all required fields have been completed, click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit

PARENT/GUARDIAN 20% 2021-2022

Demographics: John Doe

Instructions

Provide the following information for the parent/guardian you want to enter:

Legal First Name* John

Legal Middle Name William

Legal Last Name* Doe

Preferred language for written materials* English

13900 Hull Street Rd
Midlothian, VA 23112

Preferred Language for Oral Communication* English

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

Next, enter all applicable phone numbers, which could include home, work, cell, or other phone numbers. At least one phone number must be added. Click **Add New** to add as many phone numbers as desired. Do not enter phone numbers here for other parents, guardians, or emergency contacts - there will be an opportunity to enter those numbers later. Check as **Primary** the phone number where you wish to be contacted first, and where automated phone calls from the school system are to be received. Verify the Email Address where you wish to be emailed - this should be the same as the email used to create your ParentVUE account. Then click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit

PARENT/GUARDIAN 100% 2021-2022

Contact Information: John Doe

Instructions

Enter the contact information for this parent/guardian:

Phone Numbers

X	Line	Primary	Type	Phone	Extension
☐	1	☒	Cell	(804) 555 - 1234	
☐	2	☐	Home	(804) 555 - 9876	
☐	3	☐	Work	(804) 555 - 6543	

[+ Add New](#)

Email Address* John_Doe@none.com

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

You've now finished entering your parent information. If there are any changes that need to be made, click **Edit**. If additional parents or guardians need to be added, click **Add New Parent/Guardian**. If there are legal or custodial issues with another parent, documentation must be provided to the school where the student is enrolling. If no additional parents or guardians need to be added, click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit

PARENT/GUARDIAN 2021-2022

Add or update Parent/Guardian details.

Legal First Name	Legal Last Name	Gender	Status
John	Doe		Complete

[+ Add New Parent/Guardian](#)

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

If you clicked **Add New Parent/Guardian**, enter the data for this person, where applicable. The address displayed is referring to the physical address for this parent or guardian; the mailing address will be displayed later.

If this person lives at the same address as you, leave the **Parent/Guardian lives at this address** box checked and click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit

PARENT/GUARDIAN 2021-2022

Demographics: **New Parent**

Instructions

Provide the following information for the parent/guardian you want to enter:

Legal First Name* Jane

Legal Middle Name Marie

Legal Last Name* Doe

Preferred language for written materials* English

☐ No further information is known for this Parent/Guardian.

☒ Parent/Guardian lives at this address:

13900 Hull Street Rd
Midlothian, VA 23112

Preferred Language for Oral Communication* English

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

If this person lives at a different address than you, uncheck **Parent/Guardian lives at this address**, then click **Save and Continue**.

The screenshot shows the 'PARENT/GUARDIAN' section of the online registration form. The progress bar indicates 20% completion. The user is logged in as John Doe, and the school year is 2021-2022. The 'Parent/Guardian' step is currently active and marked with a green checkmark. The 'Demographics' section for Jane Doe includes fields for Legal First Name (Jane), Legal Middle Name (Marie), Legal Last Name (Doe), and Preferred language for written materials (English). There are two checkboxes: 'No further information is known for this Parent/Guardian' (unchecked) and 'Parent/Guardian lives at this address' (checked). Below the second checkbox is a text box containing the address '13900 Hull Street Rd, Midlothian, VA 23112' and a dropdown for Preferred Language for Oral Communication (English). Navigation buttons 'Previous' and 'Save And Continue' are at the bottom. The footer includes 'Logout | Contact | Privacy', the Edupoint logo, and language options 'English | Español (castellano)'.

You will then need to enter the physical address for this parent or guardian. Enter the address into the “Type to find an address field” or directly into the Street Number, Street, and other fields. Click **Save and Continue**.

The screenshot shows the 'Home Address' section of the online registration form. The progress bar indicates 20% completion. The user is logged in as John Doe, and the school year is 2021-2022. The 'Parent/Guardian' step is currently active and marked with a green checkmark. The 'Home Address' section for Jane Doe includes a text box for 'Enter the individual's home address below.' and a note 'This information is for the SECONDARY parent/guardian.' Below this is a search bar 'Type to find an address...'. The address fields are: Street Number (601), Fraction, Direction (E), Street (Leight), Type (St), and Post Direction. There are also fields for Unit Type, Unit Number, City (Richmond), State (VA), Zip Code (23219), and a +4 field. A text box at the bottom shows the full address '601 E Leight St, Richmond, VA 23219'. Navigation buttons 'Previous' and 'Save And Continue' are at the bottom. The footer includes 'Logout | Contact | Privacy', the Edupoint logo, and language options 'English | Español (castellano)'.

If the mailing address for this person is the same as their physical address, leave the box for **Mail address same as home address** checked. If not, un-check the box for **Mail address same as home address** and enter the address directly into the Street Number, Street, and other fields. Then click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

PARENT/GUARDIAN 66% 2021-2022

Mail Address: Jane Doe

Instructions
Enter the mailing address for this individual:

☒ Mail address same as home address

601 E Leigh St
Richmond, VA 23219

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) Accessibility Mode

Next, enter all phone numbers for this parent or guardian, and check as **Primary** the first number where they would like to be contacted. Please note: School Messenger will only send these messages to you, the Enrolling Parent.

Click **Add New** to add as many numbers as necessary. Again, these numbers should all belong to the person listed on this screen, not other parents, guardians or emergency contacts. Enter an Email Address for this person, or click the **Parent/Guardian does not have an email address** check-box. Click **Save and Continue** once you have finished entering all information on this screen.

Online Registration

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

PARENT/GUARDIAN 100% 2021-2022

Contact Information: Jane Doe

Instructions
Enter the contact information for this parent/guardian:

Phone Numbers

✖	Line	Primary	Type	Phone	Extension
☐	1	☒	Cell	(804) 555 - 1212	
☐	2	☐	Home	(804) 555 - 9767	

[+ Add New](#)

Email Address * Jane_Doe@none.com

- OR -

☐ Parent/Guardian does not have an email address

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) Accessibility Mode

If any more parents or guardians need to be added, click **Add New Parent/Guardian** and repeat the process. If not, click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit

PARENT/GUARDIAN
Add or update Parent/Guardian details.

2021-2022

	Legal First Name	Legal Last Name	Gender	Status
Edit	John	Doe		Complete
Edit Delete	Jane	Doe		Complete

[+ Add New Parent/Guardian](#)

[Previous](#) [Save And Continue](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Made

The next tab to be completed is *Emergency*. You must add one emergency contact by clicking **Add New Emergency Contact**. This is an individual who would be contacted in the event none of the parents or guardians can be contacted. This person does not have to be local.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency**
- Students
- Review/Submit

EMERGENCY
Please add ONLY 1 emergency contact.

2021-2022

First Name	Last Name	Gender	Status
+ Add New Emergency Contact			

[Previous](#) [Save And Continue](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Made

Please fill in all applicable fields and then click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency**
- Students
- Review/Submit

EMERGENCY 50%

2021-2022

Demographics: New Contact

Instructions

Please fill in the following fields. Emergency Contacts can include relatives that may not live close by. DO NOT list custodial parents here. If this is a custodial parent, return to the Parent/Guardian tab and enter this person as a Parent/Guardian

First Name*

Last Name*

[Previous](#) [Save And Continue](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Made

Enter at least one phone number for the emergency contact, then click **Save and Continue**.

The screenshot shows the 'Emergency' step of the online registration process. On the left, a sidebar titled 'Online Registration' lists steps: Introduction, Family, Parent/Guardian, Emergency (selected), Students, and Review/Submit. The main header for 'Chesterfield County Public Schools' includes a greeting 'Good afternoon, John Doe, 2/17/2021' and the school year '2021-2022'. The 'EMERGENCY' section has a 100% progress bar. Below, 'Contact Information: Betsy Ross' is displayed. An 'Instructions' box states: 'Enter the contact information for the emergency contact below.' The form contains fields for Home Phone, Mobile Phone (pre-filled with '(804) 555 - 3573'), Work Phone, Ext., Other, and a Phone Type dropdown. At the bottom are 'Previous' and 'Save And Continue' buttons. The footer includes 'Logout | Contact | Privacy', the Edupoint logo, and language options.

You can enter one, and **ONLY** one, emergency contact in Online Pre-Registration. Other emergency contacts may be provided to the school on the emergency card. Once the emergency contact shows a status of *Complete*, click **Save and Continue** to proceed with entering the student or students to be registered.

This screenshot shows the 'Emergency' section after a contact has been added. The sidebar remains the same. The main header is identical. The 'EMERGENCY' section now displays a table with the instruction 'Please add ONLY 1 emergency contact:'. The table has columns for First Name, Last Name, Gender, and Status. One entry is shown: Betsy Ross, with a status of 'Complete' (indicated by a green checkmark icon). Above the table are 'Edit' and 'Delete' buttons. Below the table is a '+ Add New Emergency Contact' button. 'Previous' and 'Save And Continue' buttons are at the bottom. The footer is also consistent with the previous screenshot.

To begin entering data about the student to be pre-registered, click **Add New Student**.

The screenshot shows the 'STUDENTS' section of the online registration system. The left sidebar has 'Students' selected. The main area is titled 'STUDENTS' and '2021-2022'. It includes a message: 'Please add or update student details for each student you want to enroll.' Below this is a table with columns: First Name, Last Name, Gender, Grade, and Status. A '+ Add New Student' button is present. Below the table, it says 'Students shown below have previously been enrolled and do not require registration.' followed by another table with columns: First Name, Last Name, Gender, Grade, and Reason. Navigation buttons 'Previous' and 'Save And Continue' are at the bottom of the main content area. The footer includes 'Logout | Contact | Privacy', 'Edupoint', '©Copyright 2020 Edupoint, LLC', and language options 'English | Español (castellano)'.

At any point, you may click **Logout** and can return later to complete the Online Pre-Registration. When you return to the Online Pre-Registration web address, enter the User Name and Password previously created. After logging in, click **Resume Registration** to pick up where you left off.

The screenshot shows the 'INTRODUCTION' section of the online registration system. The left sidebar has 'Introduction' selected. The main area is titled 'INTRODUCTION' and '2021-2022'. It includes a message: 'Thank you for returning to the online registration process. To continue where you left off, select Resume Registration.' Below this are two buttons: 'Resume Registration' (with a green checkmark) and 'Start Over' (with a red X). A 'Save And Continue' button is at the bottom of the main content area. The footer includes 'Logout | Contact | Privacy', 'Edupoint', '©Copyright 2020 Edupoint, LLC', and language options 'English | Español (castellano)'.

Depending on where you are in the pre-registration process when you log out, you may need to click the **In Progress** button to continue.



Please enter your student's legal first name, middle name, and last name from their birth certificate - do not use nicknames. If your student does not have a middle name, please click the **No Middle Name** check-box. If your student is a Junior, Third, etc., please enter that in the Suffix field, not as part of the legal last name. Please enter all of the required information, including the grade that your student will be entering. Finally, select the parent or guardian with whom the student shares the primary address. Then click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

DEMOGRAPHICS 7% 2021-2022

Demographics: New Student

Instructions

Please enter all relevant information for this student:

Legal First Name * James

Legal Middle Name * Charles

No Middle Name ☐

Legal Last Name * Doe

Suffix

Gender * Male

Birth Date * 02/11/2015

Entering Grade * KG

Primary Address * Doe, John

Home Address: 13900 Hull Street Rd, Midlothian, VA 23112

Mail Address: PO Box 10, Chesterfield, VA 23832

Previous Save And Continue

Logout | Contact | Privacy Edupoint Copyright 2020 Edupoint, LLC English | Español (castellano) Accessibility Mode

Please select the country where the student was born. If the birth country is not the United States, please fill in **Birth Place or City** and the approximate **Date the student entered the U.S.** For a student pre-registering who has not previously attended **public school** in the United States, please enter the first day that you expect the student to attend school with CCPS (or the first day of school if pre-registering for the upcoming school year) as the **Date the student first attended school in the US.**

Next, answer the question about whether the student has attended school in the US for less than three cumulative years. This refers to public school only. Finally, enter the type of birth verification document that will be provided to the school. In the majority of cases, this should be the birth certificate. If you are not able to provide a birth certificate, please select "affidavit" and speak with the school registrar for further information when you go to the school to complete the registration process. Click **Save and Continue**.

DEMOGRAPHICS 15% 2021-2022

Additional Information: James Doe

Instructions

Please enter all relevant information for this student:

Student's birth country * Germany

Birth Place or City Munich

Date the student entered the U.S. * 12/16/2016

Date the student first attended school in the U.S. 09/08/2020

Student has attended school in the U.S. for less than 3 cumulative years Yes

Birth verification document type * Birth Certificate-Required

Previous Save And Continue

If the birth country is the United States, please fill in your **Student's birth state**, and **Birth Place or City**. Enter the type of birth verification document you will provide to the school. Again, in the majority of cases, this should be the birth certificate. If you are not able to provide a birth certificate, please select affidavit and speak with the school registrar for further information when you go to school to complete the registration process. Click **Save and Continue**.

DEMOGRAPHICS

15%

2021-2022

Additional Information: **James Doe**

Instructions

Please enter all relevant information for this student:

Student's birth country*

United States

Student's birth state*

VA: Virginia

Birth Place or City

Richmond

Birth verification document type*

Birth Certificate-Required

Previous

Save And Continue

If the student's birth certificate has a number, please enter it exactly as it appears. Please fill in the **Student Military Connection** field by selecting the answer that applies to your student's parental connection to the US military. This question appears because the state of Virginia requires this data for all students in public schools. Next, select the transportation method to and from school. Finally, if pre-registering for Kindergarten, fill in the Pre-K experience and weekly time questions with the most appropriate selections. Click **Save and Continue**.

Home

Status

My Account

Logout

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

Online Registration

Introduction

Family

Parent/Guardian

Emergency

Students

Review/Submit

DEMOGRAPHICS

23%

2021-2022

Additional Information: **James Doe**

Instructions

Please enter all relevant information for this student:

Birth Certificate Number if available

145-123456789

Student Military Connection*

National Guard only

Please select the method by which the student will get to and from school.

Transportation Type to School (AM - Pick Up)*

Bus

Transportation Type from School (PM - Drop Off)*

Bus

If your student is enrolling in Kindergarten, please answer the questions below regarding your student's pre-kindergarten experience.

Which option best describes the PK Setting

Private Preschool / Day Care

Amount of time the student spent weekly in PK

30 or more hours per week

Previous

Save And Continue

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

The *Student Contact Information* screen is the next one displayed. This refers to the student’s personal phone number and email address.

Home Status My Account Logout

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

DEMOGRAPHICS 30% 2021-2022

Contact Information: James Doe

Instructions

The following information pertains to the student, not the parent. For example, email address is the STUDENT email address if the student has no email address, check the STUDENT HAS NO EMAIL ADDRESS box.

☐ Student has no phone numbers.

Phone Numbers

Line	Primary	Type	Phone	Extension
+ Add New				

Email *

- OR -

☐ Student has no email address.

Previous Save And Continue

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

If the student does not have a phone number, please click the check-box for **Student has no phone numbers**. If the student does not have an email address, please click the check-box for **Student has no email address**, then click **Save and Continue**.

Home Status My Account Logout

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

DEMOGRAPHICS 30% 2021-2022

Contact Information: James Doe

Instructions

The following information pertains to the student, not the parent. For example, email address is the STUDENT email address if the student has no email address, check the STUDENT HAS NO EMAIL ADDRESS box.

☒ Student has no phone numbers.

☒ Student has no email address.

Previous Save And Continue

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

On the Student *Ethnicity & Race* screen, please provide the information for the student being pre-registered. This demographic data is required by the federal government and the Virginia Department of Education. You must make a selection in the ethnicity drop-down and choose at least one race check box; however, multiple boxes may be selected. Click **Save and Continue**.

The screenshot shows the 'ETHNICITY & RACE' registration screen for a student named James Doe. The page is part of the Chesterfield County Public Schools online registration system. On the left, there is a sidebar with 'Online Registration' steps: Introduction, Family, Parent/Guardian, Emergency, Students (highlighted), and Review/Submit. The main content area has a progress bar at 38% and the school year 2021-2022. The 'Ethnicity' section shows 'James Doe' and an 'Instructions' box stating 'Provide the following information about the student's ethnicity:'. Below this is a 'Select One' dropdown menu currently set to 'Non-Hispanic'. The 'Race' section has an 'Instructions' box stating 'Provide the following information about the student's race:'. There are checkboxes for 'American Indian / Alaskan Native', 'Asian', 'Black / African American' (checked), 'Native Hawaiian / Other Pacific Islander' (checked), and 'White'. At the bottom, there are 'Previous' and 'Save And Continue' buttons. The footer includes 'Logout | Contact | Privacy', the 'Edupoint' logo, '©Copyright 2020 Edupoint, LLC', and language options 'English | Español (castellano)' along with an 'Accessibility Mode' link.

If your student attended school previously, please enter all applicable information.

The screenshot shows the 'PREVIOUS SCHOOLS ATTENDED' registration screen for a student named James Doe. The page is part of the Chesterfield County Public Schools online registration system. On the left, there is a sidebar with 'Online Registration' steps: Introduction, Family, Parent/Guardian, Emergency, Students (highlighted), and Review/Submit. The main content area has a progress bar at 46% and the school year 2021-2022. The 'Previous School' section shows 'James Doe' and an 'Instructions' box stating 'Please provide previous school attended information:'. Below this are several form fields: 'School Name (if none, type N/A)', 'School Address', 'City', 'State' (dropdown), 'Zip Code', 'Country (if not US)' (dropdown), 'School Phone' (with area code and number fields), 'School Fax (important for records request)' (with area code and number fields), 'Last grade level attended' (dropdown), and 'Withdraw date from school' (with a date picker set to MM/DD/YYYY). At the bottom, there are 'Previous' and 'Save And Continue' buttons. The footer includes 'Logout | Contact | Privacy', the 'Edupoint' logo, '©Copyright 2020 Edupoint, LLC', and language options 'English | Español (castellano)' along with an 'Accessibility Mode' link.

This is an example of the section when completed. If your student previously attended school, it is critical for the CCPS school that your student will attend to be able to obtain his or her educational records. Click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

PREVIOUS SCHOOLS ATTENDED 46% 2021-2022

Previous School: **James Doe**

Instructions

Please provide previous school attended information:

School Name (if none, type N/A):

School Address:

City:

State:

Zip Code:

Country (if not US):

School Phone:

School Fax (important for records request):

Last grade level attended:

Withdraw date from school:

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) Accessibility Mode

On the *Student Parent/Guardian Relationships* screen, please define the relationship of each parent or guardian to the student being pre-registered using the drop-down box. Only individuals with a relationship to the student should be listed, so clicking the “No Relationship” check-box should not be done.

The descriptions at the bottom of the screen detail what each check box to the right of the parent name means in Synergy. Please make sure that each check box that applies to the individual parent contact is selected. Then click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

RELATIONSHIPS 55% 2021-2022

Parent/Guardian Relationships: **James Doe**

Instructions

Student educational records and/or student will be released to parent/guardian unless a court order specifically prohibits contact or release with parent/guardian. Enrolling parent/legal guardian is responsible for providing current copies of all court orders.

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To
Father	John	Doe		☒	☒	☒	☒	☒	☒
Mother	Jame	Doe		☐	☒	☒	☒	☒	☒
☐ No Relationship (will not be added to student record)									

Relationship Descriptions:

- Lives With:** Indicates the parent/guardian lives in the household with the student.
- Contact Allowed:** Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
- Ed. Rights:** Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
- Has Custody:** Indicates the parent/guardian has legal custody of the student.
- Mailings Allowed:** Indicates the parent/guardian may receive mailings regarding the student.
- Release To:** Indicates the school may release the student to the parent/guardian.

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) Accessibility Mode

Next, enter a relationship for the emergency contact. Again, selecting the “No Relationship” check box should not be done. Also, determine whether your student is allowed to be released to this individual by checking the **Release To** box. If the box is left unchecked, the school will not release your student to the person listed as the emergency contact. Click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

RELATIONSHIPS 61% 2021-2022

Emergency Contact Relationships: James Doe

Instructions

Indicate the relationship each emergency contact has with the student. Only check "No Relationship" if you do not want this person contacted in an emergency. Later, you will be asked to indicate your call order preference for all contacts.

Associate 1 contacts.

Relationship	First Name	Last Name	Gender	Release To
Neighbor	Betsy	Ross		☐

☐ No Relationship (will not be added to student record)

[Previous](#) [Save And Continue](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) Accessibility Mode

On the *Emergency Contact Order* screen, you can drag the contacts so they are in the order you determine to be correct so that the right person is contacted first in case of emergency. When you have finished, click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

RELATIONSHIPS 69% 2021-2022

Emergency Contact Order: James Doe

Instructions

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

- John Doe (Father)
- Betsy Ross (Neighbor)
- Jane Doe (Mother)

[Previous](#) [Save And Continue](#)

Logout | Contact | Privacy **Edupoint** English | Español (castellano) Accessibility Mode

You will next need to answer questions about special services for the student being pre-registered. It is critical for a school to know about any special services your student has received. Please select the appropriate responses by clicking on the **No** or **Yes** radio buttons. If YES is selected for certain questions, additional questions will appear. Click **Save and Continue** to proceed.

Online Registration

- Introduction ☒
- Family ☒
- Parent/Guardian ☒
- Emergency ☒
- Students** ☒
- Review/Submit

SPECIAL SERVICES 76% 2021-2022

Special Services: James Doe

Instructions

Please provide the special services history for this student:

Has this student ever been tested for special services or programs? ☐ No ☒ Yes

Has this student ever participated in special services or programs? ☐ No ☒ Yes

Identify which of the following apply to this student:

Does this student have a current 504 plan? ☒ No ☐ Yes

Special Education ☐ No ☒ Yes

Does the student have a current IEP? ☐ No ☒ Yes

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

On the *Student Special Placement* screen, fill in any applicable field for the student being pre-registered. Then click **Save and Continue**.

Online Registration

- Introduction ☒
- Family ☒
- Parent/Guardian ☒
- Emergency ☒
- Students** ☒
- Review/Submit

SPECIAL SERVICES 84% 2021-2022

Special Placement: James Doe

Instructions

Please provide the special services history for this student:

Is this student in Foster Care?

Name of Placing Agency (if applicable):

Does the student reside in a group home?

Name of Group Home (if applicable):

Social Worker Name

Social Worker Phone () -

[< Previous](#) [Save And Continue >](#)

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

Finally, please answer each language question for the student being pre-registered. Click **Save and Continue**.

The screenshot shows the 'LANGUAGE SURVEY' form for James Doe. The progress bar is at 92%. The left sidebar shows the 'Online Registration' menu with 'Students' selected. The main content area has a header 'LANGUAGE SURVEY' with a progress bar at 92% and the date '2021-2022'. Below this is a section 'Language Survey: James Doe' with an 'Instructions' box stating 'Provide the following information about the student:'. There are three dropdown menus: 'Language used in the home:', 'Language spoken by student:', and 'Language the student first acquired:', all set to 'English'. At the bottom are 'Previous' and 'Save And Continue' buttons. The footer includes 'Logout | Contact | Privacy', the 'Edupoint' logo, and language options 'English | Español (castellano)'.

The address that you selected as the primary physical address for your student will now be validated by the system. If the **School Selection** isn't pre-populated, select the school using the drop-down, then click **Save and Continue**.

The screenshot shows the 'SCHOOL SELECTION' form for James Doe. The progress bar is at 100%. The left sidebar shows the 'Online Registration' menu with 'Students' selected. The main content area has a header 'SCHOOL SELECTION' with a progress bar at 100% and the date '2021-2022'. Below this is a section 'School Selection: James Doe' with an 'Information' box stating 'Based on the home address entered, you live within the attendance boundary of Clover Hill ES'. There is a 'Home Address' field showing '13900 Hull Street Rd, Midlothian, VA 23112'. Below this is a 'School Selection' dropdown menu with 'Clover Hill ES' selected and the address '5700 Woodlake Village Pkwy, Midlothian, VA 23112' displayed. At the bottom are 'Previous' and 'Save And Continue' buttons. The footer includes 'Logout | Contact | Privacy', the 'Edupoint' logo, and language options 'English | Español (castellano)'.

If you have additional students to pre-register, click **Add New Student** and repeat the process for the additional students. Once all students have been pre-registered, click **Save and Continue**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Review/Submit

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

STUDENTS 2021-2022

Please add or update student details for each student you want to enroll:

Students to enroll in 2021-2022

	First Name	Last Name	Gender	Grade	Status
Edit Delete	James	Doe	Male	KG	Complete

[+ Add New Student](#)

Students shown below have previously been enrolled and do not require registration.

First Name	Last Name	Gender	Grade	Reason
------------	-----------	--------	-------	--------

[Previous](#) [Save And Continue](#)

[Logout](#) | [Contact](#) | [Privacy](#)

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

In order to complete the pre-registration process, you must click **Review**.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Review/Submit**

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

REVIEW/SUBMIT 2021-2022

[Review](#)

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	James Doe	KG	1. Clover Hill ES	

[Previous](#) [Review](#)

[Logout](#) | [Contact](#) | [Privacy](#)

Edupoint
©Copyright 2020 Edupoint, LLC

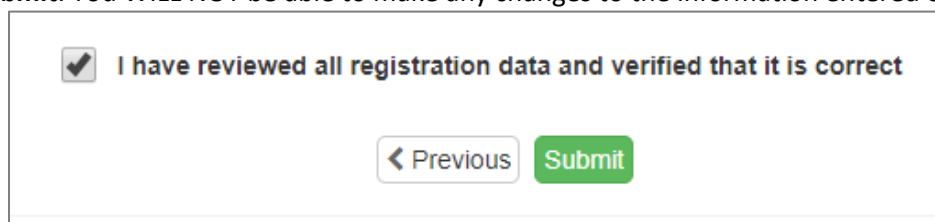
English | Español (castellano)
Accessibility Mode

You can then make changes to each individual section by clicking **Edit** for that section.

If you select **Print**, you can print a copy of the information entered during pre-registration. Click **Print** or **Cancel** to return to the *Review* screen.

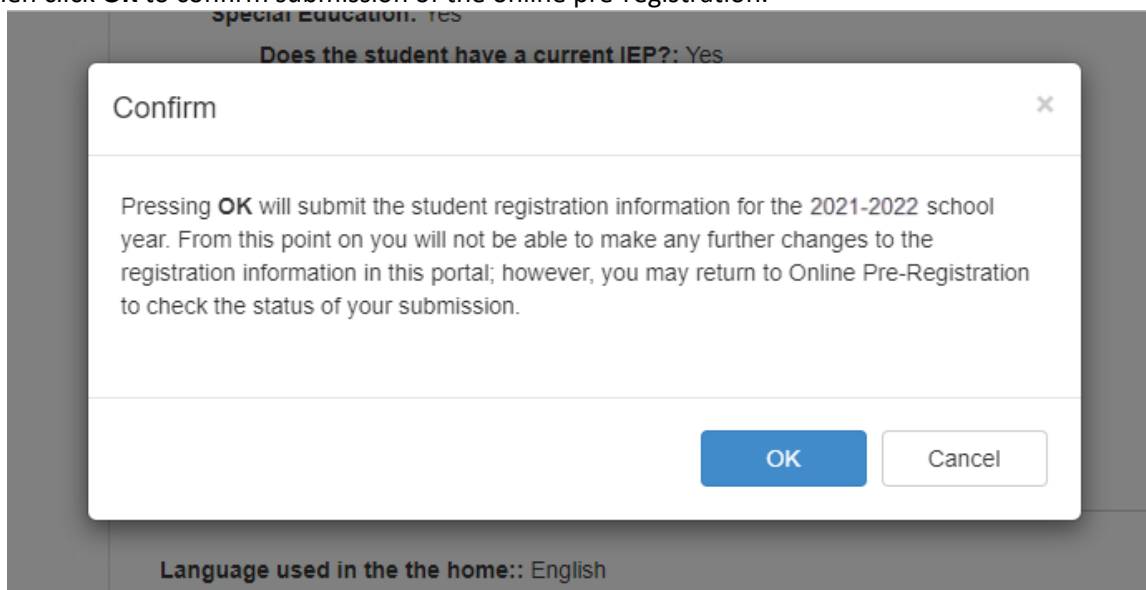
Line	Primary	Type	Phone	Extension
1	☒	Cell	804-555-1234	

Once you have reviewed all of the pre-registration data and verified that it is correct, check the box at the bottom of the screen, then click **Submit**. You WILL NOT be able to make any changes to the information entered once you submit.



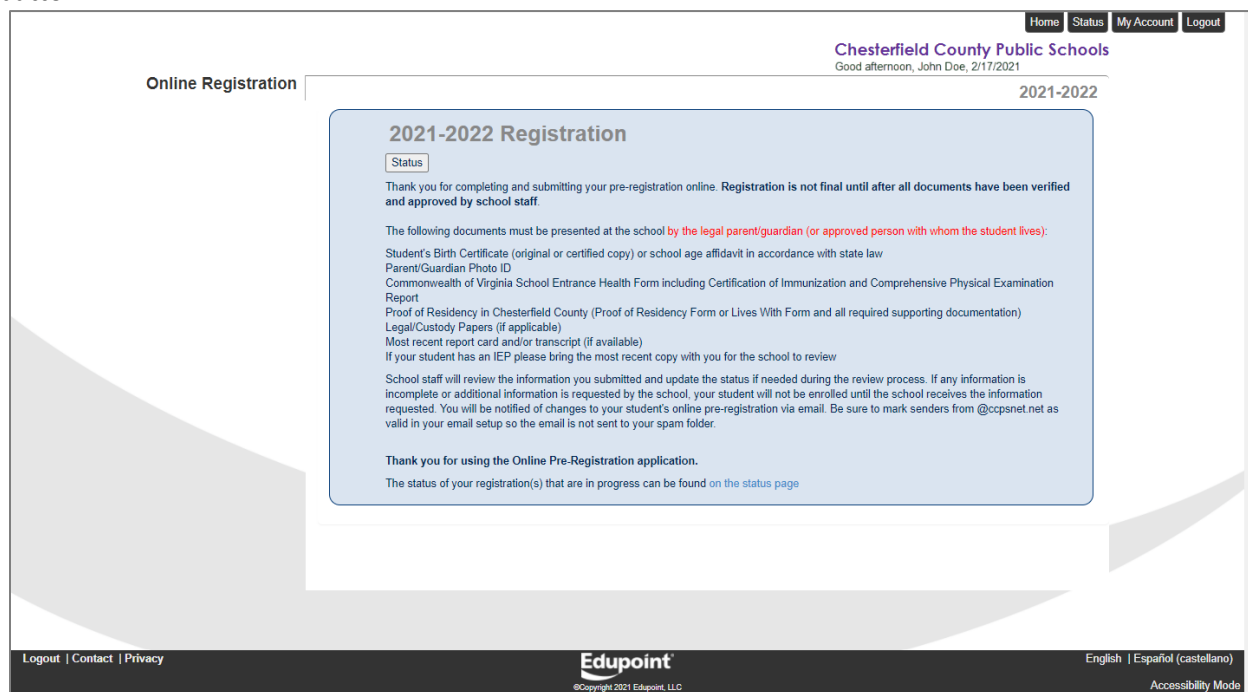
A confirmation box with a checked checkbox and the text "I have reviewed all registration data and verified that it is correct". Below the text are two buttons: "Previous" (with a left arrow) and "Submit" (in green).

You must then click **OK** to confirm submission of the online pre-registration.



A "Confirm" dialog box with a close button (X) in the top right. The text inside reads: "Pressing **OK** will submit the student registration information for the 2021-2022 school year. From this point on you will not be able to make any further changes to the registration information in this portal; however, you may return to Online Pre-Registration to check the status of your submission." At the bottom are "OK" and "Cancel" buttons. In the background, a form is partially visible with questions like "Does the student have a current IEP?: Yes" and "Language used in the the home:: English".

Once the online pre-registration is submitted, you will be taken to the *Home* screen of the online pre-registration website. Just as with the *Introduction* screen, please read these important instructions. The items listed **MUST** be brought to the school before the student's registration can be accepted by school staff. Once you log out, you can check the status of your online pre-registration by returning to the CCPS Online Pre-Registration website and clicking the **Status** button.



A screenshot of the "2021-2022 Registration" status page. The page has a header with "Online Registration" and "Chesterfield County Public Schools" with a user greeting. A "Status" button is at the top left of the main content area. The main text explains that registration is not final until documents are verified and lists required documents: Student's Birth Certificate, Parent/Guardian Photo ID, Commonwealth of Virginia School Entrance Health Form, Proof of Residency, Legal/Custody Papers, and Most recent report card. It also mentions that school staff will review the information and that the status can be found on the status page. The footer includes "Logout | Contact | Privacy", the "Edupoint" logo, and language options.

The student's online pre-registration will continue to show a status of waiting until all required documentation is delivered to and reviewed by the school.

Home Status My Account Logout

Chesterfield County Public Schools
Good afternoon, John Doe, 2/17/2021

Online Registration

2021-2022

2020-2021

Review Submitted: 2/17/2021 5:44 PM

Status	Last Name	First Name	Grade	School Name	Comments
Waiting	Doe	James	KG	Clover Hill ES: Waiting	

Logout | Contact | Privacy

Edupoint
©Copyright 2020 Edupoint, LLC

English | Español (castellano)
Accessibility Mode

If you receive an email that the online registration has been denied, please contact the school to determine the reason. If required documentation was not provided, school staff will be able to inform you which documents need to be brought to school.

Please direct any questions about Online Pre-Registration to the school where you are pre-registering your student.