

Online K-12 Pre-Registration

Existing CCPS Parents

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.

Online Pre-Registration is not accessible through the ParentVUE mobile app or the regular ParentVUE web address.

Enter your existing ParentVUE User Name and Password, then click **Login**. If you've forgotten your ParentVUE password, click on the **Forgot Password** link. A message will then be sent to the email address you entered when activating your ParentVUE account that will contain directions for resetting your password.

The screenshot shows the 'Online Registration Account Access' page. At the top, it says 'Login' and 'Chesterfield County Public Schools'. Below this are fields for 'User Name:' and 'Password:', each with a text input box. To the right of the password field is a link that says 'Forgot Password'. Below the input fields is a blue 'Login' button. Underneath the button is a link that says 'Activate Account / Forgot Password' with a small upward arrow. At the bottom of the login section are two links: 'Create a New Account' with a power icon and 'Forgot Password' with a red padlock icon. At the very bottom of the page, there is a footer with 'Return to common login | Contact | Privacy' on the left, the 'Edupoint' logo in the center, and 'English | Español (castellano)' and 'Accessibility Mode' on the right. Copyright information for 2022 Edupoint, LLC is also present.

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

The screenshot shows the 'BEGIN PRE-REGISTRATION' page. At the top right, there are links for 'Home', 'Status', 'My Account', and 'Logout'. Below these links is the 'Chesterfield County Public Schools' logo and the text 'Good morning, James Herrington, 3/23/2022'. The main heading is 'BEGIN PRE-REGISTRATION'. Below this is a large blue box containing the following text: '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.' Below this text is a smaller line: 'You will be entering information for the 2022-2023 School Year'. At the bottom of the page is a blue button that says 'Begin New Pre-Registration' with a right-pointing arrow.

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.

The screenshot shows the 'SELECT PRE-REGISTRATION YEAR' screen for Chesterfield County Public Schools. At the top right, there are links for 'Home', 'Status', 'My Account', and 'Logout'. Below these, the school name 'Chesterfield County Public Schools' and a greeting 'Good morning, James Herrington, 3/23/2022' are displayed. The main heading is 'SELECT PRE-REGISTRATION YEAR'. A red message box states: '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.' Below this, a text prompt says 'Select the school year for which you would like to pre-register. *' followed by a dropdown menu. At the bottom center, there is a blue button labeled 'Begin New Pre-Registration >'. The footer contains 'Logout | Contact | Privacy', the 'Edupoint' logo with '©Copyright 2022 Edupoint, LLC', and language options 'English | Español (castellano)' along with an 'Accessibility Mode' link.

The *Student Summary* screen will list all CCPS students that are linked to your ParentVUE account. Students appearing here do not require action to be taken. If the list is incomplete, please contact the school of the missing student. Click **Save and Continue**.

The screenshot shows the 'Student Summary' screen for Chesterfield County Public Schools. At the top right, there are links for 'Home', 'Status', 'My Account', and 'Logout'. Below these, the school name 'Chesterfield County Public Schools' and a greeting 'Good afternoon, [redacted], 3/23/2022' are displayed. The main heading is 'Student Summary' with a sub-heading 'INTRODUCTION' and the school year '2022-2023'. On the left, there is a sidebar with a 'School Year' dropdown and a list of menu items: 'Introduction' (selected), 'Family', 'Parent/Guardian', 'Emergency', 'Students', 'Review/Submit', and 'Delete Registration'. The main content area has an 'Information' section with the text 'Students shown below have previously been enrolled and do not require registration.' Below this is a table with the following data:

First Name	Last Name	Grade	School Year	School	Status
[redacted]	[redacted]		2022	Tomahawk Creek MS	Student already has an active enrollment for this year

At the bottom center of the table area, there is a blue button labeled 'Save And Continue >'. The footer contains 'Logout | Contact | Privacy', the 'Edupoint' logo with '©Copyright 2022 Edupoint, LLC', and language options 'English | Español (castellano)' along with an 'Accessibility Mode' link.

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.

The screenshot shows the 'Introduction' screen of the Chesterfield County Public Schools Online Registration system. The header includes the school district name, a user greeting, and the current date. A left-hand navigation menu lists various registration steps. The main content area provides a welcome message, explains the purpose of the portal, and lists required documents for enrollment. A 'Continue' button is located at the bottom of the main content area.

Online Registration

INTRODUCTION

Good afternoon, John Doe, 2/17/2021

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

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**.

The screenshot shows the 'Signature' screen of the Chesterfield County Public Schools Online Registration system. The header and navigation menu are consistent with the previous screen. The main content area prompts the user to enter their first and last name and provides a text input field. Below the input field is a 'Save And Continue' button.

Online Registration

INTRODUCTION

Good afternoon, John Doe 2/17/2021

2021-2022

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 >

The *Family Home Address* screen will then display the home or physical address that Synergy has on file for you. This should not be a mailing address or P.O. Box, but the actual physical address of your Chesterfield residence. If your address remains the same, click **Save and Continue**. If your address has changed, please click the **Check here if your address has changed** check-box.

Online Registration

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

FAMILY 33% 2021-2022

Home Address

Instructions

Please enter your home address below:

☐ Check here if your address has changed.

Address as entered from above:

13900 Hull Street Rd
Midlothian, VA 23112

Save And Continue >

Logout | Contact | Privacy

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Enter a date when the address changed. Then 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. Again, this is 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**.

School Year

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

FAMILY 33% 2022-2023

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 >

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Please be aware that if you make an address change in online pre-registration, you will be required to provide documentation to your existing CCPS student's school.

The *Mail Address* screen will then display the mailing address that Synergy has on file for you or the address entered on the previous screen. If that is the correct mailing address, click **Save and Continue**. If your mailing address is different, please enter the correct information by either checking the **Mail address is the same as home address** check-box, if those are the same, or unchecking/leaving unchecked the **Mail address is the same as home address** check-box and entering the mailing address directly into the Street Number, Street, and other fields.

Online Registration

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

FAMILY 100% 2021-2022

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

13902 Hull Street Rd
Midlothian, VA 23112

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

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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**.

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: CMR, HC, OMC, **PO**, PSC, RR, UMR, UNIT

Street Number * Fraction Direction Street * Type

Unit Type Unit Number

State * Zip Code * +4

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

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Accessibility Mode

If you make any changes to your mailing address, you will be asked if you want to update the mailing address of any other parent or guardian in the system listed at that same address. Click either **Yes** or **No** to proceed.

The screenshot shows a web application interface for Chesterfield County Public Schools. A modal dialog box titled "Update Parent/Guardian Mail Addresses" is centered on the screen. The dialog contains the following text: "PO Box 22, Chesterfield, VA 23832". Below this, it asks: "Would you like to update the following parents/guardians:". It then lists: "Doe, Jane", "Current Mail Address:", "PO Box 10", "Chesterfield, VA 23832". At the bottom of the dialog are two buttons: "Yes" and "No". The background shows a sidebar with "Online Registration" steps: Introduction (checked), Family (checked), Parent/Guardian (active), Emergency, Students, and Review/Submit. The main content area shows a form for "PO Box 22, Chesterfield, VA 23832" with fields for City, State, and Zip Code. The footer includes "Logout | Contact | Privacy", "Edupoint", "©Copyright 2020 Edupoint, LLC", and language options "English | Español (castellano)".

You will then need to confirm your existing demographic information and enter any that is missing. 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**.

The screenshot shows the "PARENT/GUARDIAN" registration form in the Chesterfield County Public Schools system. The sidebar on the left shows the "Online Registration" progress: Introduction (checked), Family (checked), Parent/Guardian (active), Emergency, Students, and Review/Submit. The main content area is titled "PARENT/GUARDIAN" with a progress bar at 20%. Below this is a section for "Demographics: John Doe" with an "Instructions" box that says: "Provide the following information for the parent/guardian you want to enter:". The form fields are: "Legal First Name" (John), "Legal Middle Name" (William), "Legal Last Name" (Doe), "Preferred language for written materials" (English), and "Preferred Language for Oral Communication" (English). The address field is "13900 Hull Street Rd, Midlothian, VA 23112". At the bottom are "Previous" and "Save And Continue" buttons. The footer includes "Logout | Contact | Privacy", "Edupoint", "©Copyright 2020 Edupoint, LLC", and language options "English | Español (castellano)".

Next, verify all applicable phone numbers, which could include home, work, cell, or other phone numbers. 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 or enter the Email Address where you wish to be emailed. Then click **Save and Continue**.

The screenshot shows the 'PARENT/GUARDIAN' section of the online registration form. The progress bar is at 100%. The contact information for John Doe is displayed. The phone numbers section shows three entries: Cell, Home, and Work. The email address is John_Doe@none.com. The form includes navigation links for Home, Status, My Account, and Logout. The footer includes the Edupoint logo and copyright information.

Online Registration

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

PARENT/GUARDIAN 100% 2021-2022

Good afternoon, John Doe, 2/17/2021

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](#)

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You've now finished entering your parent information. If there are any changes that need to be made, click **Edit**.

If another parent or guardian is already connected to other students you have in Synergy, you will see that other parent or guardian listed. Click **Edit** to verify or enter information for that individual, where applicable. If there are legal or custodial issues with another parent, documentation must be provided to the school where the student is enrolling.

If additional parents or guardians need to be added, click **Add New Parent/Guardian**. If no additional parents or guardians need to be added, click **Save and Continue**.

The screenshot shows the 'PARENT/GUARDIAN' section of the online registration form. The progress bar is at 100%. The form displays a list of parent/guardian details for John Doe. The list includes columns for Legal First Name, Legal Last Name, Gender, and Status. The status for John Doe is 'Complete'. The form includes navigation links for Home, Status, My Account, and Logout. The footer includes the Edupoint logo and copyright information.

Online Registration

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

PARENT/GUARDIAN 100% 2021-2022

Good afternoon, John Doe, 2/17/2021

Add or update Parent/Guardian details.

	Legal First Name	Legal Last Name	Gender	Status
Edit Delete	Jane	Doe	Female	In Progress
Edit	John	Doe	Male	Complete

[+ Add New Parent/Guardian](#)

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

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

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If you clicked **Edit** for an existing parent or guardian or clicked **Add New Parent/Guardian**, update or 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 displayed address, 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 20% 2021-2022

Demographics: **Jane Doe**

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:

13902 Hull Street Rd
Midlothian, VA 23112

Preferred Language for Oral Communication* English

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

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

Online Registration

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

PARENT/GUARDIAN 20% 2021-2022

Demographics: **Jane Doe**

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:

13902 Hull Street Rd
Midlothian, VA 23112

Preferred Language for Oral Communication* English

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

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On the following screen, you may need to first click the **Address Has Changed** check-box. You will then need to enter the physical address for this parent or guardian and the date the address changed. Again, documentation of this address change will be required at your existing CCPS students' school. When complete, click **Save and Continue**.

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**.

Next, enter or verify 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. Verify or 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

PARENT/GUARDIAN 100% 2021-2022

Contact Information: **Jane Doe**

Instructions

Enter the contact information for this parent/guardian:

Phone Numbers

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

[+ Add New](#)

Email Address*

- OR -

☐ Parent/Guardian does not have an email address

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

Logout | Contact | Privacy

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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.

	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

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Accessibility Mode

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.

This screenshot shows the 'Emergency' tab selected in the 'Online Registration' sidebar. The main heading is 'EMERGENCY' with a sub-instruction: 'Please add ONLY 1 emergency contact:'. Below this is a table with columns for 'First Name', 'Last Name', 'Gender', and 'Status'. A green '+ Add New Emergency Contact' button is positioned below the table. Navigation buttons for '< Previous' and 'Save And Continue >' are at the bottom. The top right shows the school name 'Chesterfield County Public Schools', the user's name 'John Doe', and the date '2/17/2021'.

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

This screenshot shows the 'Emergency' tab with a progress bar at 50%. The section is titled 'Demographics: New Contact'. An 'Instructions' box explains that emergency contacts can include relatives but not custodial parents. The 'First Name' field is filled with 'Betsy' and the 'Last Name' field is filled with 'Ross'. The 'Save And Continue' button is highlighted. The top right shows the school name 'Chesterfield County Public Schools' and the user's name 'John Doe'.

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

This screenshot shows the 'Emergency' tab with a progress bar at 100%. The section is titled 'Contact Information: Betsy Ross'. An 'Instructions' box prompts the user to enter contact information. Fields for 'Home Phone', 'Mobile Phone', 'Work Phone', and 'Ext.' are present. The 'Mobile Phone' field is filled with '(804) 555 - 3573'. The 'Save And Continue' button is highlighted. The top right shows the school name 'Chesterfield County Public Schools' and the user's name 'John Doe'. The footer includes 'Logout | Contact | Privacy', 'Edupoint' logo, '©Copyright 2020 Edupoint, LLC', and language options 'English | Español (castellano)'.

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.

Online Registration

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

EMERGENCY
Please add ONLY 1 emergency contact:

First Name	Last Name	Gender	Status
Betsy	Ross		Complete

[+ Add New Emergency Contact](#)

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

Logout | Contact | Privacy

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Accessibility Mode

To begin entering data about the student to be pre-registered, click **Add New Student**. Any students shown in the **View-only access** section do not require action to be taken.

Online Registration

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

STUDENTS
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
+ Add New Student				

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

First Name	Last Name	Gender	Grade	Reason
Jennifer	Doe	Female		This student is excluded due to their grade level

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

Logout | Contact | Privacy

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Accessibility Mode

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 your existing ParentVUE User Name and Password, then click **Login**. After logging in, click **Resume Registration** to pick up where you left off.

The screenshot shows the 'Online Registration' interface for Chesterfield County Public Schools. The top navigation bar includes 'Home', 'Status', 'My Account', and 'Logout'. The user is logged in as 'John Doe' on '2/17/2021'. The sidebar on the left lists steps: Introduction (selected), Family, Parent/Guardian, Emergency, Students, and Review/Submit. The main content area is titled 'INTRODUCTION' and 'Resume Enrollment'. A blue box highlights the '2021-2022 Registration' section, which says 'Thank you for returning to the online registration process. To continue where you left off, select Resume Registration.' and contains two buttons: 'Resume Registration' (with a green checkmark) and 'Start Over' (with a red X). A 'Save And Continue' button is located below this box. The footer includes 'Logout | Contact | Privacy', the 'Edupoint' logo, 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**.

The screenshot shows the 'DEMOGRAPHICS' step of the online registration process. The sidebar on the left now has 'Students' selected. The main area is titled 'Demographics: New Student' and features a progress bar at 7%. Below this is an 'Instructions' box. The form contains several required fields (marked with an asterisk): 'Legal First Name' (filled with 'James'), 'Legal Middle Name' (filled with 'Charles'), 'Legal Last Name' (filled with 'Doe'), 'Suffix' (empty), 'Gender' (dropdown menu showing 'Male'), 'Birth Date' (calendar icon and date '02/11/2015'), 'Entering Grade' (dropdown menu showing 'KG'), and 'Primary Address' (dropdown menu showing 'Doe, John'). At the bottom, there are two address boxes: 'Home Address' (13900 Hull Street Rd, Midlothian, VA 23112) and 'Mail Address' (PO Box 10, Chesterfield, VA 23832). 'Save And Continue' and 'Previous' buttons are at the bottom. The footer is identical to the previous screenshot.

Please select the country where the student was born. If the birth country is not the United States, please fill in “Birth Place” and the approximate date the student entered the US. For a student pre-registering who has not previously attended **public school** in the United States, please enter the **Date the student first attended school in the US**. This would be 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.

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**.

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 >](#)

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

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 >](#)

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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**.

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 >](#)

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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**.

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

Online Registration

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

ETHNICITY & RACE 38% 2021-2022

Ethnicity: James Doe

Instructions

Provide the following information about the student's ethnicity:

Select One* Non-Hispanic

Provide the following information about the student's race:

☐ American Indian / Alaskan Native ☐ Asian

☒ Black / African American ☐ White

☒ Native Hawaiian / Other Pacific Islander

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

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

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](#)

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Accessibility Mode

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) Hull Street Pre-School

School Address 13902 Hull Street Rd

City Midlothian

State Virginia

Zip Code 23113

Country (if not US)

School Phone (804) 555 - 5236

School Fax (important for records request) (804) 555 - 6985

Last grade level attended PK

Withdraw date from school

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

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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 50% 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	Jane	Doe		☒	☒	☒	☒	☒	☒

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

Legend:

- 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 >](#)

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 >](#)

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:

- 1 John Doe (Father)
- 2 Betsy Ross (Neighbor)
- 3 Jane Doe (Mother)

Previous Save And Continue

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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

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

The screenshot shows the 'SPECIAL SERVICES' form for a student named James Doe. The form is part of the 'Online Registration' process, which includes steps like Introduction, Family, Parent/Guardian, Emergency, and Students. The 'Students' step is currently active. The form title is 'SPECIAL SERVICES' with a progress bar at 84% and the school year '2021-2022'. The student's name is 'James Doe'. The form includes an 'Instructions' section with the text: 'Please provide the special services history for this student:'. Below this, there are several fields: 'Is this student in Foster Care?' (dropdown menu with 'No' selected), 'Name of Placing Agency (if applicable):' (text input), 'Does the student reside in a group home?' (dropdown menu with 'No' selected), 'Name of Group Home (if applicable):' (text input), 'Social Worker Name' (text input), and 'Social Worker Phone' (text input with parentheses and dashes). At the bottom of the form 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.

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

The screenshot shows the 'LANGUAGE SURVEY' form for a student named James Doe. The form is part of the 'Online Registration' process, which includes steps like Introduction, Family, Parent/Guardian, Emergency, and Students. The 'Students' step is currently active. The form title is 'LANGUAGE SURVEY' with a progress bar at 92% and the school year '2021-2022'. The student's name is 'James Doe'. The form includes an 'Instructions' section with the text: 'Provide the following information about the student:'. Below this, there are three fields: 'Language used in the the home: *' (dropdown menu with 'English' selected), 'Language spoken by student: *' (dropdown menu with 'English' selected), and 'Language the student first acquired: *' (dropdown menu with 'English' selected). At the bottom of the form 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.

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**.

Online Registration

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

SCHOOL SELECTION 100% 2021-2022

School Selection: **James Doe**

Information

Based on the home address entered, you live within the attendance boundary of Clover Hill ES

Home Address:
13900 Hull Street Rd
Midlothian, VA 23112

School Selection

Clover Hill ES
5700 Woodlake Village Pkwy, Midlothian, VA 23112

Previous Save And Continue

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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

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
Jennifer	Doe	Male		This student is excluded due to their grade level

Previous Save And Continue

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

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**

REVIEW/SUBMIT

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

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

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**

REVIEW/SUBMIT

Print

Family

Previous Change Next Change >

Show Changes ON

Edit Home Address

13900 Hull Street Rd
Midlothian, VA 23112

Edit Mail Address

PO Box 10
Chesterfield, VA 23832

New Parent/Guardian: John Doe

Edit Demographics

Legal First Name: John
Legal Middle Name:

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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.

The screenshot shows a pre-registration review interface. On the left is a form with the following sections:

- Family**
 - Home Address**: 13900 Hull Street Rd, Midlothian, VA 23112
 - Mail Address**: 13900 Hull Street Rd, Midlothian, VA 23112
- New Parent/Guardian: John Doe**
- Demographics**
 - Legal First Name: John
 - Legal Middle Name:
 - Legal Last Name: Doe
 - Preferred language for written materials: English
 - Preferred Language for Oral Communication: English
- Contact Information**
 - Phone Numbers**: A table with columns Line, Primary, Type, Phone, and Extension. Line 1 has a checked Primary box, Type 'Cell', and Phone '804-555-1234'.
 - Email Address: james_herrington@ccpsnet.net
- New Parent/Guardian: Jane Doe**

On the right is a sidebar for print settings:

- Print**: 3 sheets of paper
- Destination**: HCTC-P-A242-01 on H
- Pages**: All
- Copies**: 1
- Layout**: Portrait
- More settings**: (dropdown arrow)
- Print** and **Cancel** buttons at the bottom.

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 click Submit.

This is a confirmation box with a checked checkbox and the text: **I have reviewed all registration data and verified that it is correct**. Below this text are two buttons: **< Previous** and **Submit**.

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

The screenshot shows a 'Confirm' dialog box overlaid on a background form. The dialog box contains the following text:

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 of the dialog box are **OK** and **Cancel** buttons. The background form is partially visible, showing 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.

Online Registration Home Status My Account Logout
 Chesterfield County Public Schools
 Good afternoon, John Doe, 2/17/2021

2021-2022

2021-2022 Registration

[Status](#)

Thank you for completing and submitting your pre-registration online. **Registration is not final until after all documents have been verified and approved by school staff.**

The following documents must be presented at the school **by the legal parent/guardian (or approved person with whom the student lives):**

- Student's Birth Certificate (original or certified copy) or school age affidavit in accordance with state law
- Parent/Guardian Photo ID
- Commonwealth of Virginia School Entrance Health Form including Certification of Immunization and Comprehensive Physical Examination Report
- Proof of Residency in Chesterfield County (Proof of Residency Form or Lives With Form and all required supporting documentation)
- Legal/Custody Papers (if applicable)
- Most recent report card and/or transcript (if available)
- If your student has an IEP please bring the most recent copy with you for the school to review

School staff will review the information you submitted and update the status if needed during the review process. If any information is incomplete or additional information is requested by the school, your student will not be enrolled until the school receives the information requested. You will be notified of changes to your student's online pre-registration via email. Be sure to mark senders from @ccpsnet.net as valid in your email setup so the email is not sent to your spam folder.

Thank you for using the Online Pre-Registration application.

The status of your registration(s) that are in progress can be found [on the status page](#)

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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.

Online Registration Home Status My Account Logout
 Chesterfield County Public Schools
 Good afternoon, John Doe, 2/17/2021

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	

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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.