Online K-12 Pre-Registration Existing CCPS Parents

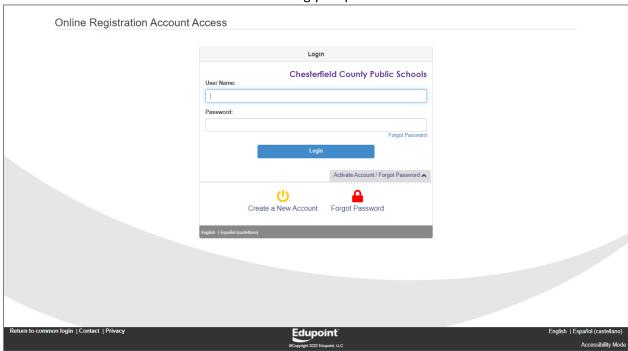
Chesterfield County Public Schools now offers Online Pre-Registration for rising K-12 students for the upcoming school year. This is a convenient way to provide some of the required registration information. Pre-registration should ONLY be done by a parent with whom the child resides for the majority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

To begin, use the link provided to open the Online Pre-Registration website.

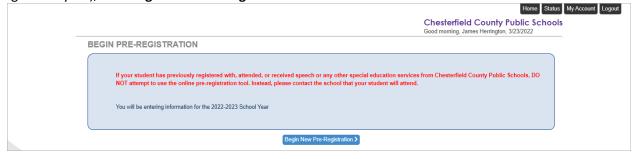
A narrated <u>YouTube video</u> is also available that provides these same step-by-step directions for completing Online Pre-Registration.

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

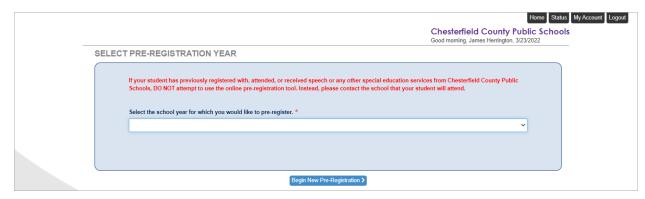
Enter your existing ParentVUE User Name and Password, then click **Login**. If you've forgotten your ParentVUE password, click on the **Forgot Password** link. A message will then be sent to the email address you entered when activating your ParentVUE account that will contain directions for resetting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



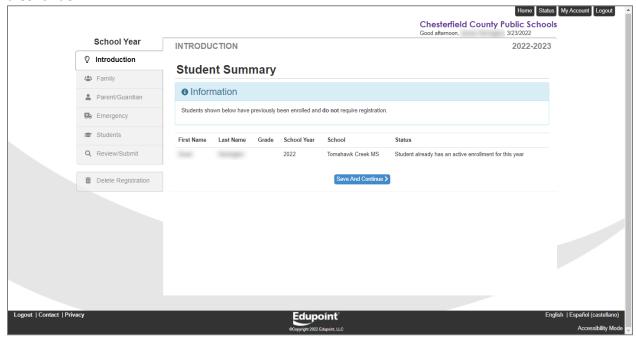
You will now begin the pre-registration process. If only one school year is available (either the current school year or the upcoming school year), click **Begin New Pre-Registration** to continue.



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.

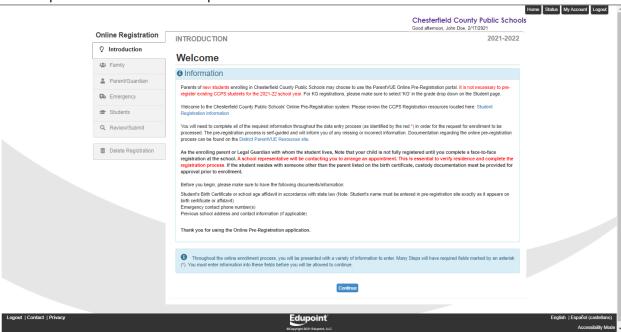


The *Student Summary* screen will list all CCPS students that are linked to your ParentVUE account. Students appearing here do not require action to be taken. If the list is incomplete, please contact the school of the missing student. Click **Save and Continue**.

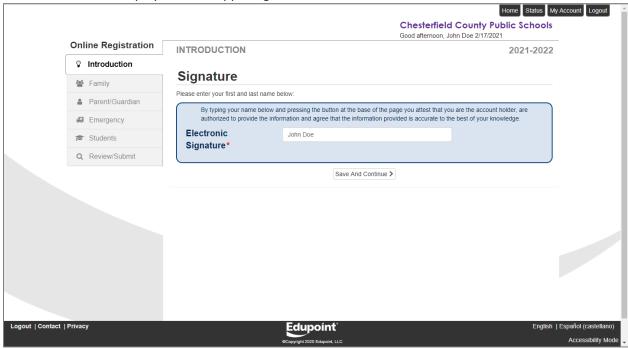


The *Introduction* screen contains important information about Online Pre-Registration and what documents you will need to have on-hand before beginning the pre-registration process. By clicking on the blue hyperlinks, you will be directed to existing resources on the Chesterfield County Public Schools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

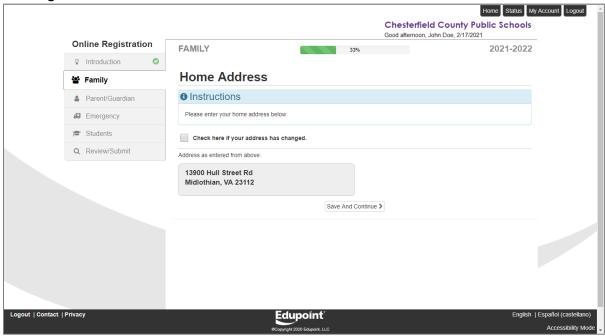
Please note the tabs on the left-hand side of the screen; each of these sections will need to be completed during the pre-registration process. Click **Continue** to proceed.



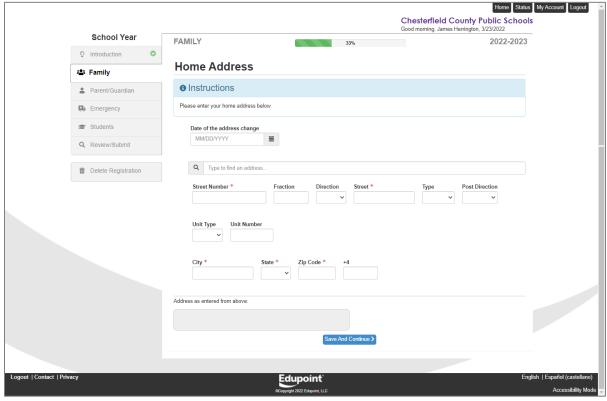
Next, you will need to type in an electronic signature, which EXACTLY matches the name you used to create your ParentVUE account. This is displayed in the upper right-hand corner of the screen. Then click **Save and Continue**.



The 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.

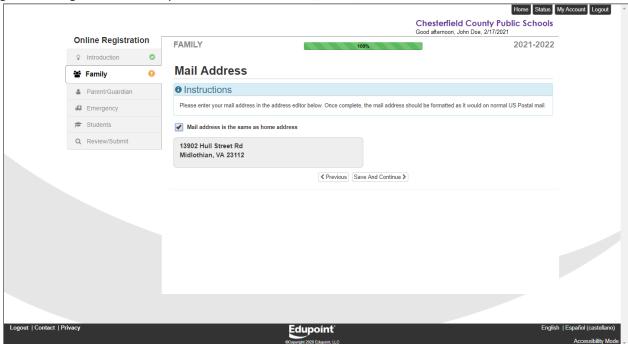


Enter a date when the address changed. Then begin typing in your home or physical address in the "Type to find an address" field. Do NOT type in a mailing address or a P.O. Box here. Again, this is the actual physical address of your Chesterfield residence. As a street number is typed in, you may see 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**.

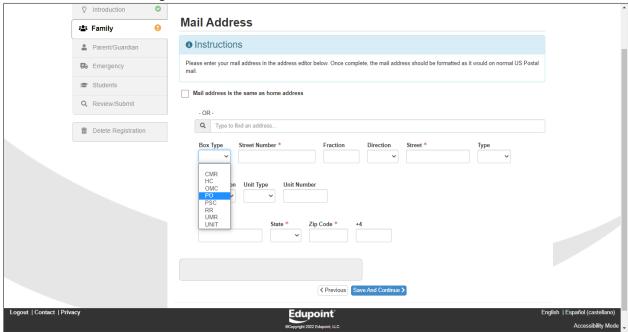


Please be aware that if you make an address change in online pre-registration, you will be required to provide documentation to your existing CCPS student's school.

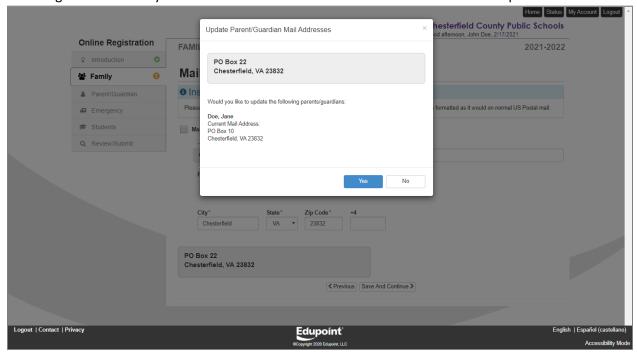
The *Mail Address* screen will then display the mailing address that Synergy has on file for you or the address entered on the previous screen. If that is the correct mailing address, click **Save and Continue**. If your mailing address is different, please enter the correct information by either checking 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.



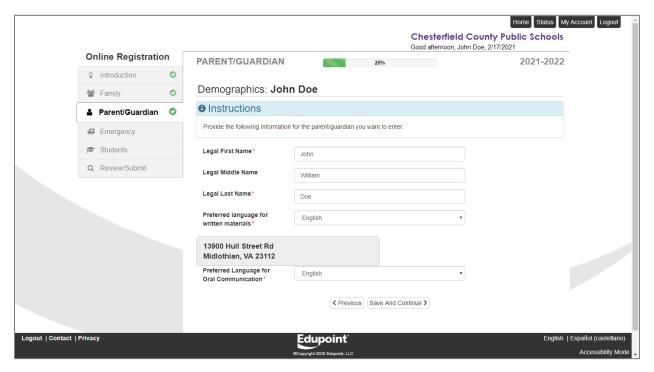
If the mailing address is a PO Box, click the **Box Type** drop-down and select **PO**. Then enter the box number in the **Street Number** field. Once the full mailing address has been entered, click **Save and Continue**.



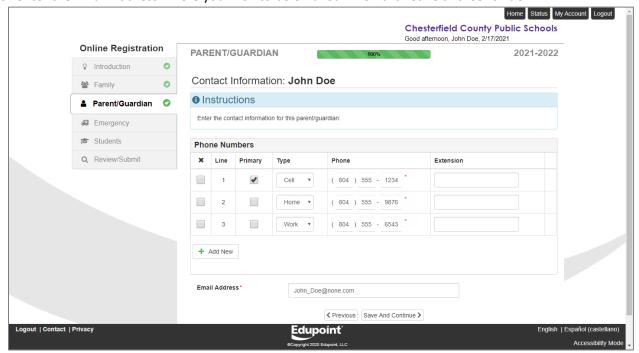
If you make any changes to your mailing address, you will be asked if you want to update the mailing address of any other parent or guardian in the system listed at that same address. Click either **Yes** or **No** to proceed.



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**.



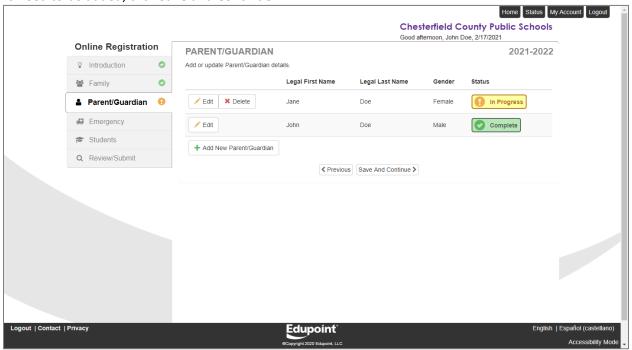
Next, verify all applicable phone numbers, which could include home, work, cell, or other phone numbers. Click **Add**New to add as many phone numbers as desired. Do not enter phone numbers here for other parents, guardians, or emergency contacts - there will be an opportunity to enter those numbers 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**.



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

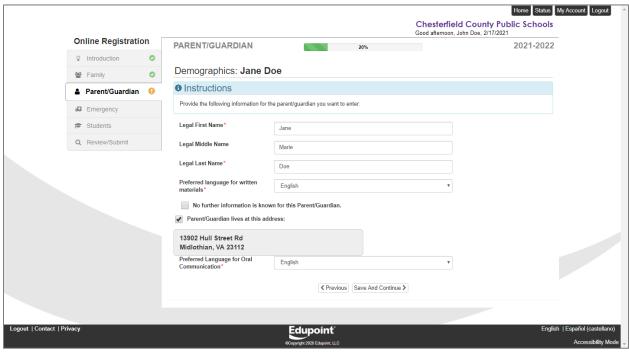
If another parent or guardian is already connected to other students you have in Synergy, you will see that other parent or guardian listed. Click **Edit** to verify or enter information for that individual, where applicable. If there are legal or custodial issues with another parent, documentation must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

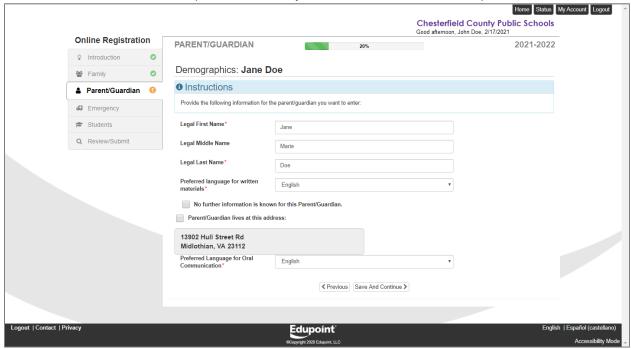


If you clicked **Edit** for an existing parent or guardian or clicked **Add New Parent/Guardian**, update or enter the data for this person, where applicable. The address displayed is referring to the physical address for this parent or guardian; the mailing address will be displayed later.

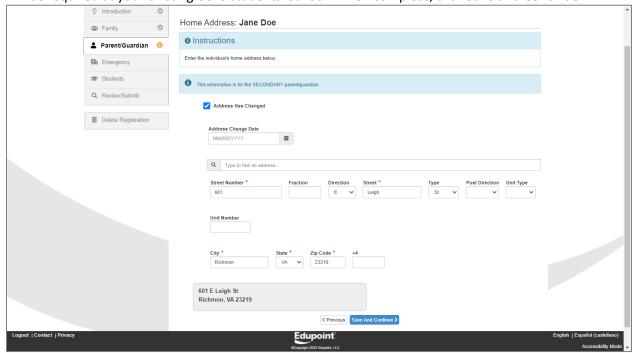
If this person lives at the displayed address, leave the **Parent/Guardian lives at this address** box checked and click **Save and Continue**.



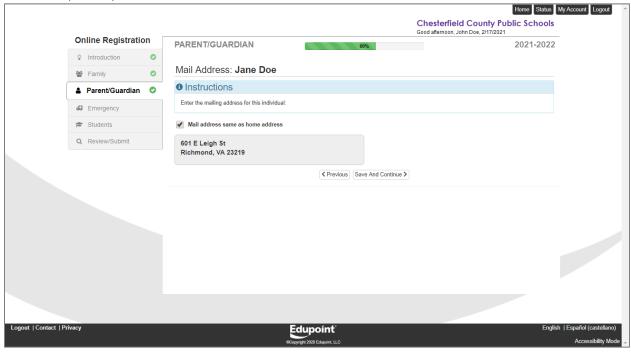
If this person lives at a different address, uncheck Parent/Guardian lives at this address, then click Save and Continue.



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**.

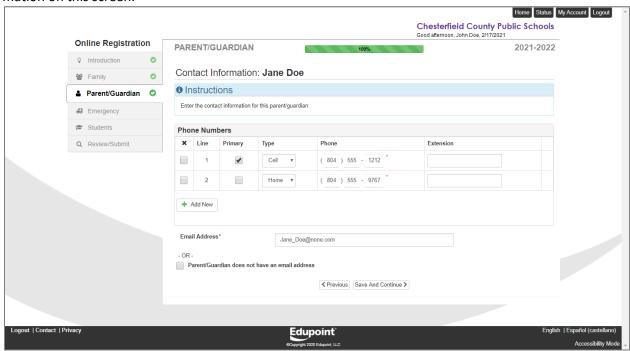


If the mailing address for this person is the same as their physical address, leave the box for **Mail address same as home address** checked. If not, un-check the box for **Mail address same as home address** and enter the address directly into the Street Number, Street, and other fields. Then click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

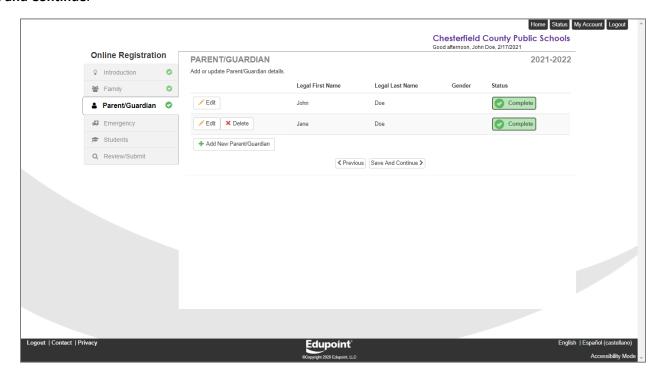


Next, enter or verify all phone numbers for this parent or guardian, and check as **Primary** the first number where they would like to be contacted. Please note: School Messenger will only send these messages to you, the Enrolling Parent.

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.



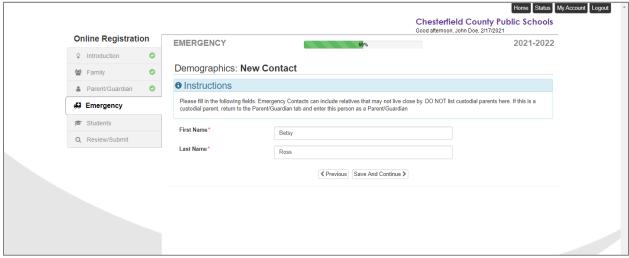
If any more parents or guardians need to be added, click **Add New Parent/Guardian** and repeat the process. If not, click **Save and Continue**.



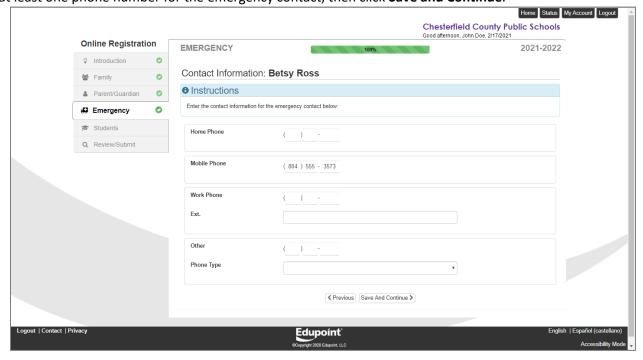
The next tab to be completed is *Emergency*. You must add one emergency contact by clicking **Add New Emergency Contact**. This is an individual who would be contacted in the event none of the parents or guardians can be contacted. This person does not have to be local.



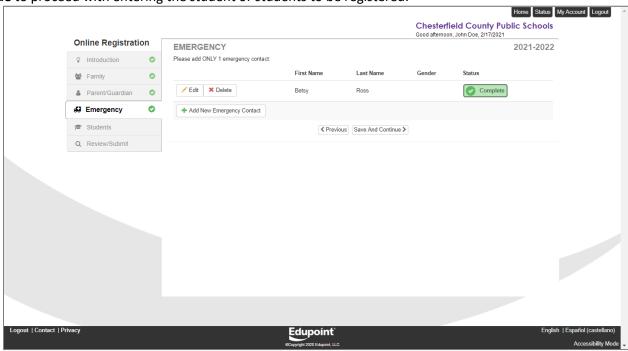
Please fill in all applicable fields and then click Save and Continue.



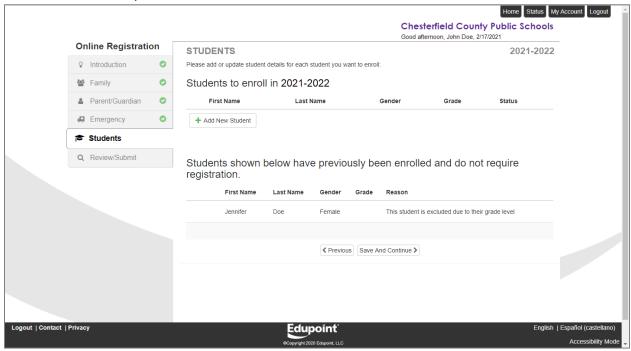
Enter at least one phone number for the emergency contact, then click Save and Continue.



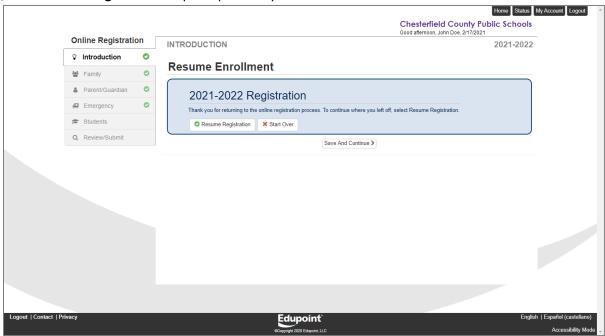
You can enter one, and ONLY one, emergency contact in Online Pre-Registration. Other emergency contacts may be provided to the school on the emergency card. Once the emergency contact shows a status of *Complete*, click **Save and Continue** to proceed with entering the student or students to be registered.



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.



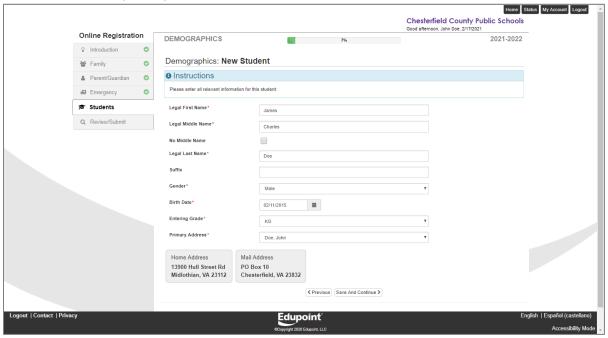
At any point, you may click **Logout** and can return later to complete the Online Pre-Registration. When you return to the Online Pre-Registration web address, enter your existing ParentVUE User Name and Password, then click **Login**. After logging in, click **Resume Registration** to pick up where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



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.

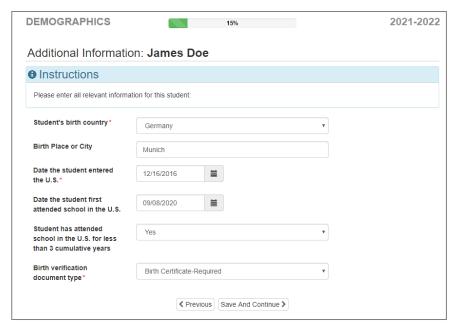


Please enter your student's legal first name, middle name, and last name from their birth certificate - do not use nicknames. If your student does not have a middle name, please click the **No Middle Name** check-box. If your student is a Junior, Third, etc., please enter that in the Suffix field, not 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**.

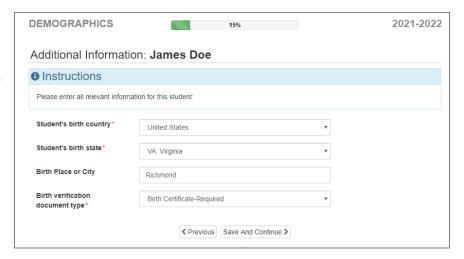


Please select the country where the student was born. If the birth country is not the United States, please fill in "Birth Place" and the approximate date the student entered the US. For a student pre-registering who has not previously attended **public school** in the United States, please enter the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

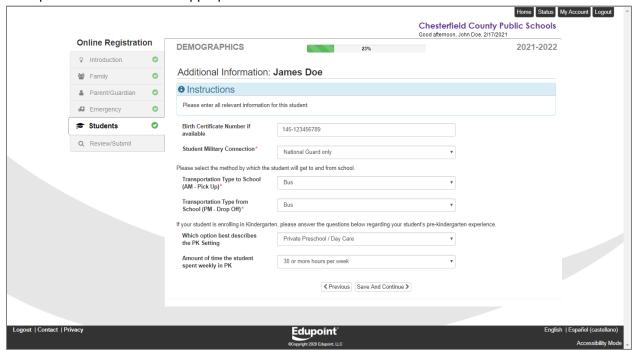
Next, answer the question about whether the student has attended school in the US for less than three cumulative years. This refers to public school only. Finally, enter the type of birth verification document that will be provided to the school. In the majority of cases, this should be the birth certificate. 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**.



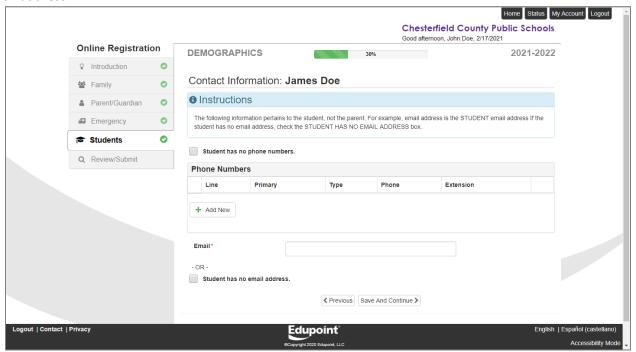
If the birth country is the United States, please fill in your student's birth state, and birth place or city. Enter the type of birth verification document you will provide to the school. Again, in the majority of cases, this should be the birth certificate. If you are not able to provide a birth certificate, 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**.



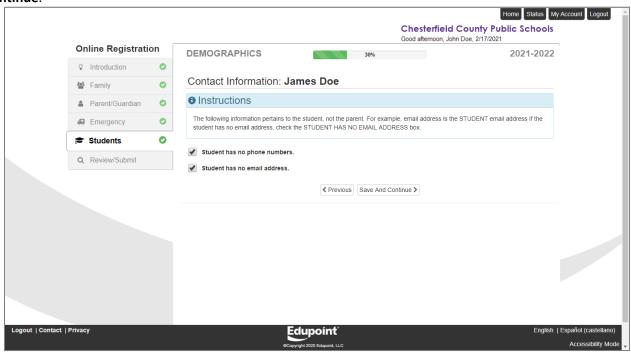
If the student's birth certificate has a number, please enter it exactly as it appears. Please fill in the **Student Military Connection** field by selecting the answer that applies to your student's parental connection to the US military. This question appears because the state of Virginia requires 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**.



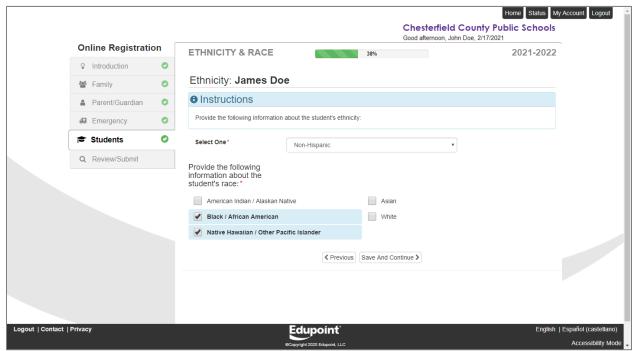
The *Student Contact Information* screen is the next one displayed. This refers to the student's personal phone number and email address.



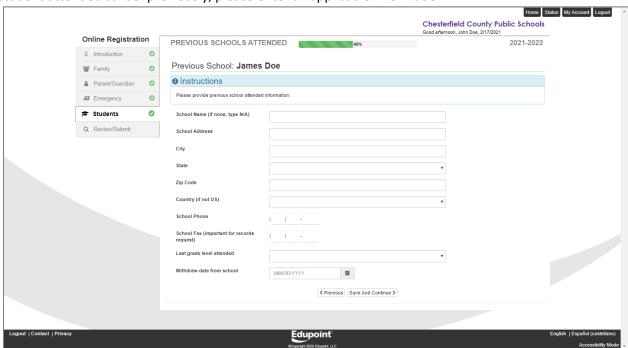
If the student does not have a phone number, please click the check-box for **Student has no phone numbers**. If the student does not have an email address, please click the check-box for **Student has no email address**, then click **Save and Continue**.



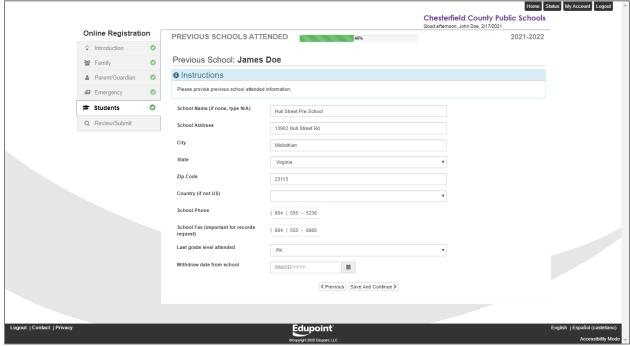
On the Student *Ethnicity & Race* screen, please provide the information for the student being pre-registered. This demographic data is required by the federal government and the Virginia Department of Education. You must make a selection in the ethnicity drop-down and choose at least one race check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



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

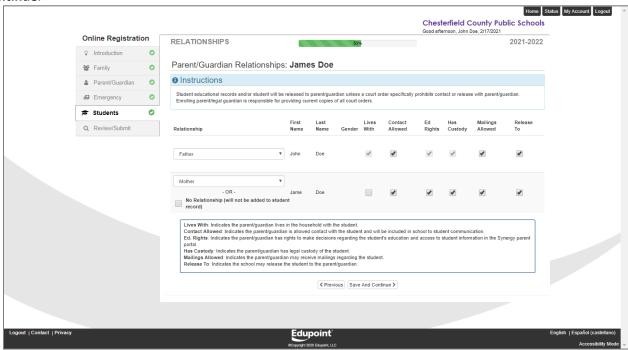


This is an example of the section when completed. If your student previously attended school, it is critical for the CCPS school that your student will attend to be able to obtain his or her educational records. Click **Save and Continue**.

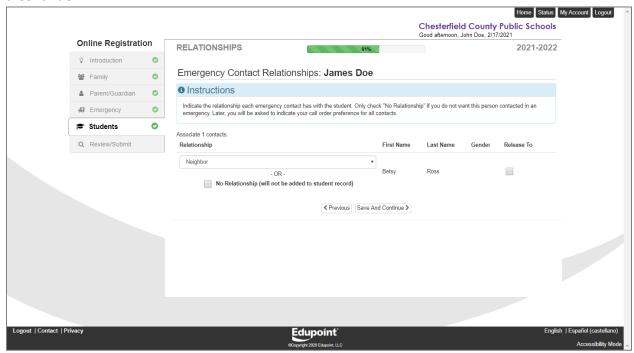


On the *Student Parent/Guardian Relationships* screen, please define the relationship of each parent or guardian to the student being pre-registered using the drop-down box. Only individuals with a relationship to the student should be listed, so clicking the "No Relationship" check-box should not be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

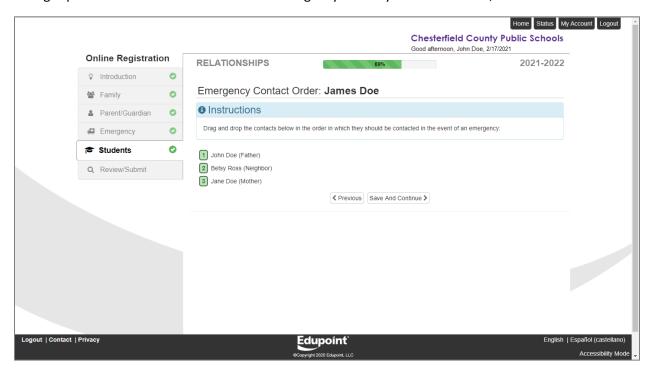
The descriptions at the bottom of the screen detail what each check box to the right of the parent name means in Synergy. Please make sure that each check box that applies to the individual parent contact is selected. Then click **Save and Continue**.



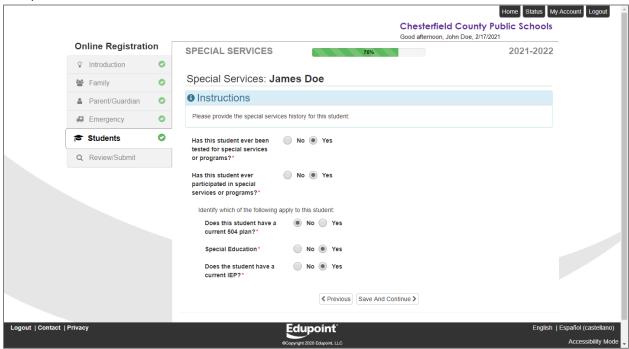
Next, enter a relationship for the emergency contact. Again, selecting the "No Relationship" check box should not be done. Also, determine whether your student is allowed to be released to this individual by checking the **Release To** box. If the box is left unchecked, the school will not release your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



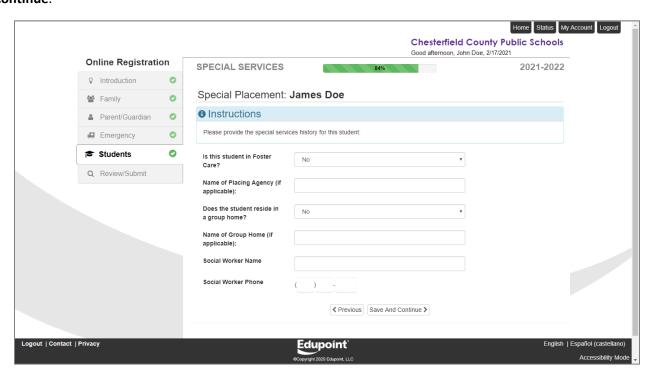
On the *Emergency Contact Order* screen, you can drag the contacts so they are in the order you determine to be correct so that the right person is contacted first in case of emergency. When you have finished, click **Save and Continue**.



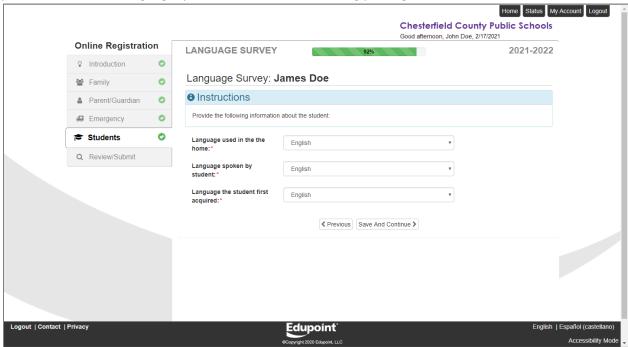
You will next need to answer questions about special services for the student being pre-registered. It is critical for a school to know about any special services your student has received. Please select the appropriate responses by clicking on the **No** or **Yes** radio buttons. If YES is selected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



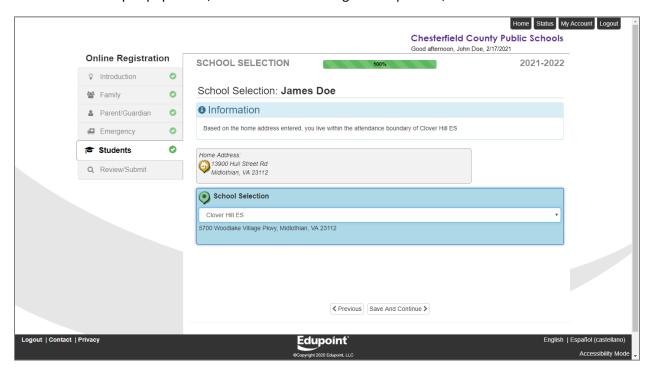
On the *Student Special Placement* screen, fill in any applicable field for the student being pre-registered. Then click **Save and Continue**.



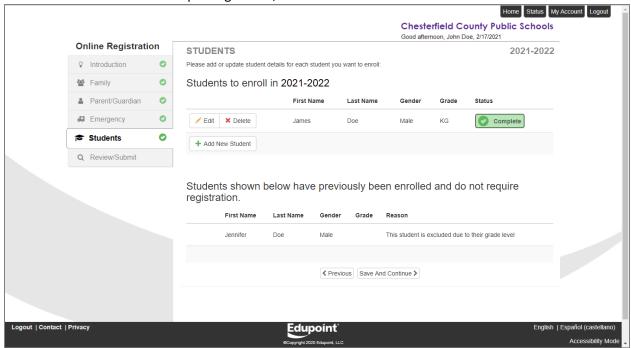
Finally, please answer each language question for the student being pre-registered. Click **Save and Continue**.



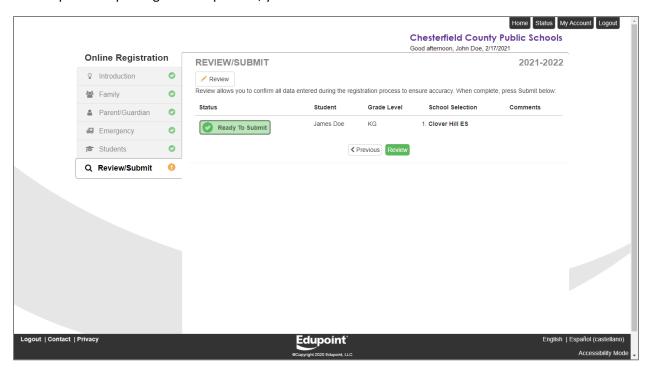
The address that you selected as the primary physical address for your student will now be validated by the system. If the **School Selection** isn't pre-populated, select the school using the drop-down, then click **Save and Continue**.



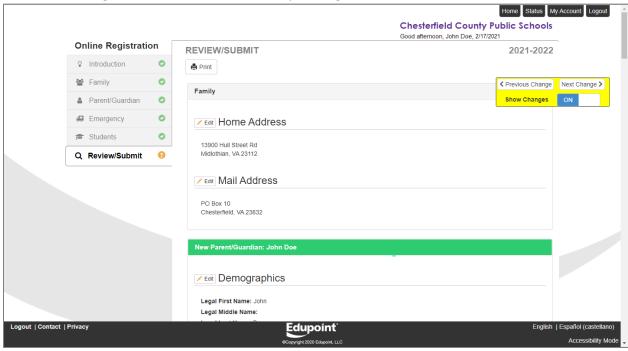
If you have additional students to pre-register, click **Add New Student** and repeat the process for the additional students. Once all students have been pre-registered, click **Save and Continue**.



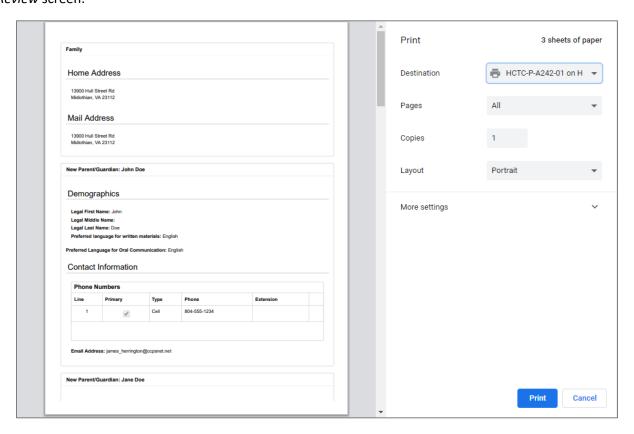
In order to complete the pre-registration process, you must click Review.



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



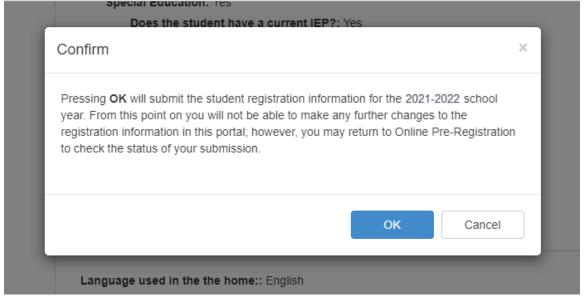
If you select **Print**, you can print a copy of the information entered during pre-registration. Click **Print** or **Cancel** to return to the *Review* screen.



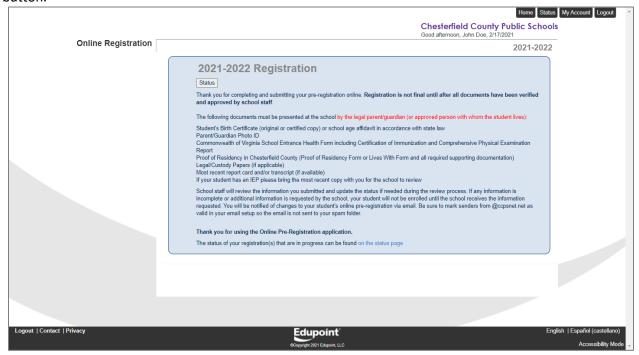
Once you have reviewed all of the pre-registration data and verified that it is correct, check the box at the bottom of the screen, then click **Submit**. You WILL NOT be able to make any changes to the information entered once you click Submit.



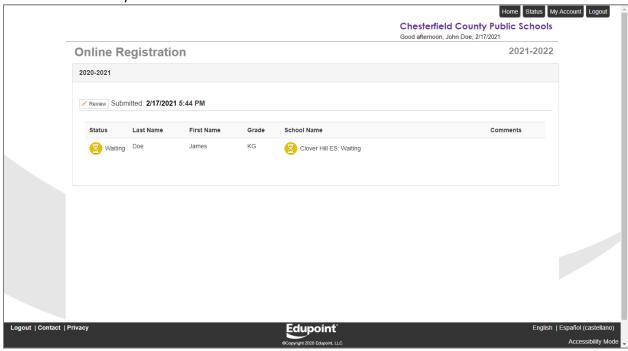
You must then click **OK** to confirm submission of the online pre-registration.



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.



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.



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.