

First, you will need to log into your ParentVue account, on a computer. If you do not have a computer, we suggest that you borrow your child's.

Look for these tabs in the upper right hand corner after you log in to ParentVue:

[My Account](#) [Help](#) [Online Registration](#) [Logout](#)

Charles County Public Schools

Click on "Online Registration."

You will have to work your way through the registration process until you get to this point ("Students"):

Online Registration

💡 Introduction	✔
👤 Family	✔
👤 Parent/Guardian	✔
🚑 Emergency	✔
🎓 Students	⚠
📄 Documents	
🔍 Review/Submit	
🗑 Delete New Student Student	

You will see a dropdown menu in the center of the screen that allows you three options.

The screenshot shows a registration form. At the top, there is a light blue box with an information icon and the word "Instructions". Below this, the text reads "Please select one of the three (3) registration choices." In the center, there is a dropdown menu with the text "I am submitting 5th or 8th grade domicile p" and a downward arrow. To the left of the dropdown is a red error message: "Please select your schooling choice.*". To the right is another red error message: "Missing a required value: Please select your schooling choice." Below the dropdown are two buttons: "Previous" and "Save And Continue".

You will click the arrow and choose "I am submitting 5th or 8th grade domicile proofs." Then "Save and Continue."

Continue to work through the form, answering the questions and using "Save and Continue." When you get to "Documents," you will now be asked to upload your proofs of domicile. These uploads can be PDF scans or photographs saved on your computer:

The screenshot shows a form with a sidebar on the left and a main content area. The sidebar has several options: "Parent/Guardian" (checked), "Emergency" (checked), "Students" (checked), "Documents" (selected), "Review/Submit", and "Delete New Student Student". The main content area has two sections for uploading domicile proofs. The first section is titled "Proof of Domicile Category 1" and contains the text "Upload Domicile Proof 1 from Category 1*" and an "Upload" button. The second section is titled "Proof of Domicile Category 2" and contains the text "Upload Domicile Proof 1 from Category 2*" and an "Upload" button. At the bottom of the main content area are two buttons: "Previous" and "Save And Continue".

Here are the Categories:

If it is not on the list below, you cannot use it.

Category 1

- Deed

- Current verifiable lease or rental agreement (with appropriate signatures and contact information)
- Current mortgage statement/bill (within 45 days)
- Settlement papers (within 45 days and with appropriate signatures)
- [Foster care placement letter](#) / [McKinney-Vento Homeless documentation](#)
- Assignment of Ownership Agreement (for properties in cooperative homeowner's associations (e.g., Potomac Heights))
- Most recent property tax bill for domicile or Maryland Department of Assessment and Taxation Form

Category 2

- Most recent **utility** bill (within 45 days) that includes name and service address (examples are electric, water/sewer, trash, oil, gas, cable, security system, and solar bills): **IT MUST BE THE COMPLETE BILL, WITH NO PARTS DETACHED.**
- Current verification of service statement for above utilities
- Current wage statement (within 45 days) with name and address of employee and employer
- Most recent W2, 1098, or 1099 statement
- One of the following government-issued statements with name and address (within 45 days):
 - Documentation of benefits from the Social Security Administration
 - Documentation of benefits from the Department of Social Services
 - Official correspondence on letterhead mailed from local, state, or federal court

Once you have uploaded your proofs, review your information and submit your registration.