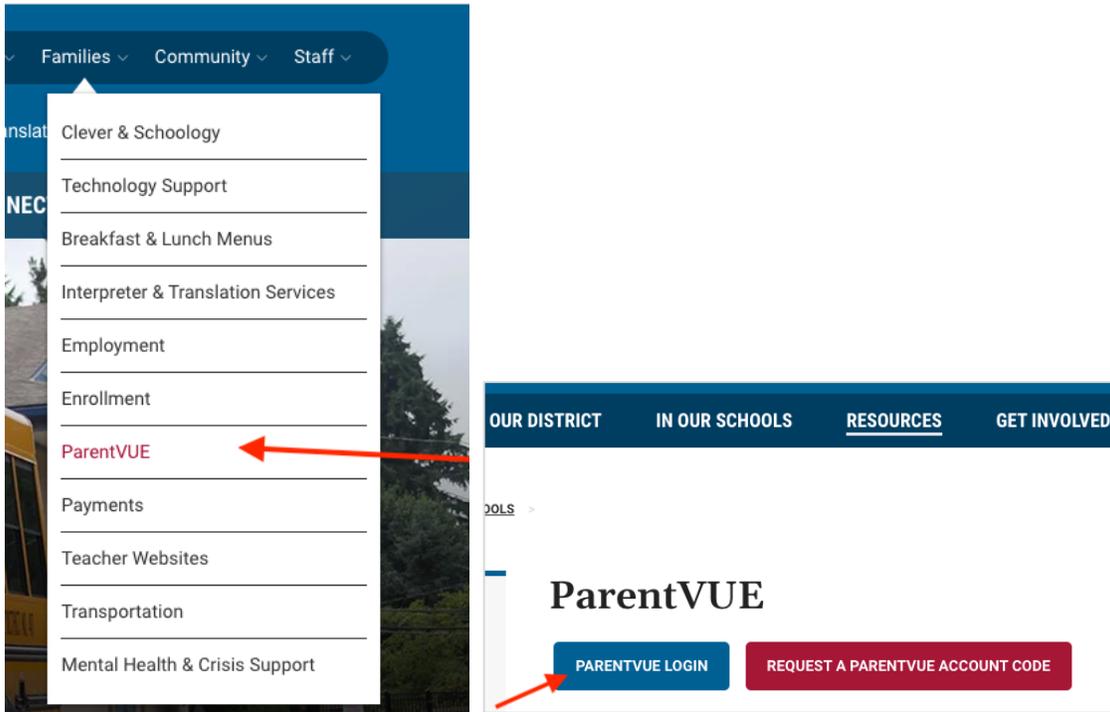


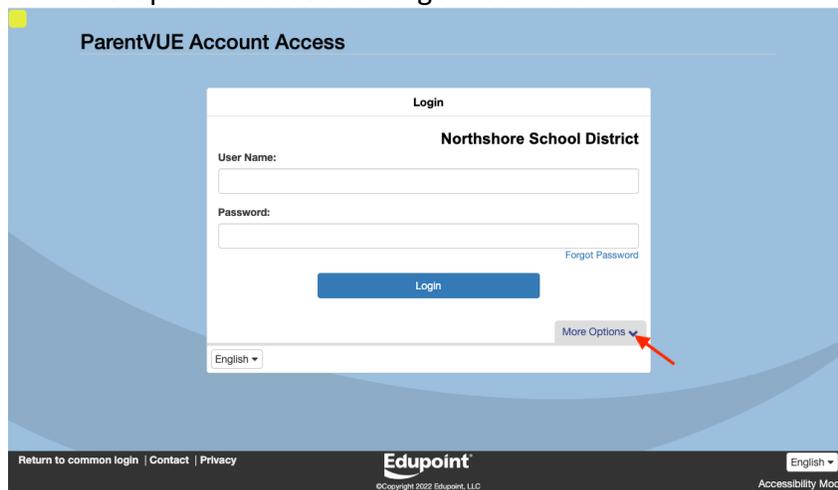
# District Required Forms and Student Information Updates

*(includes Fee Waiver Consent)*

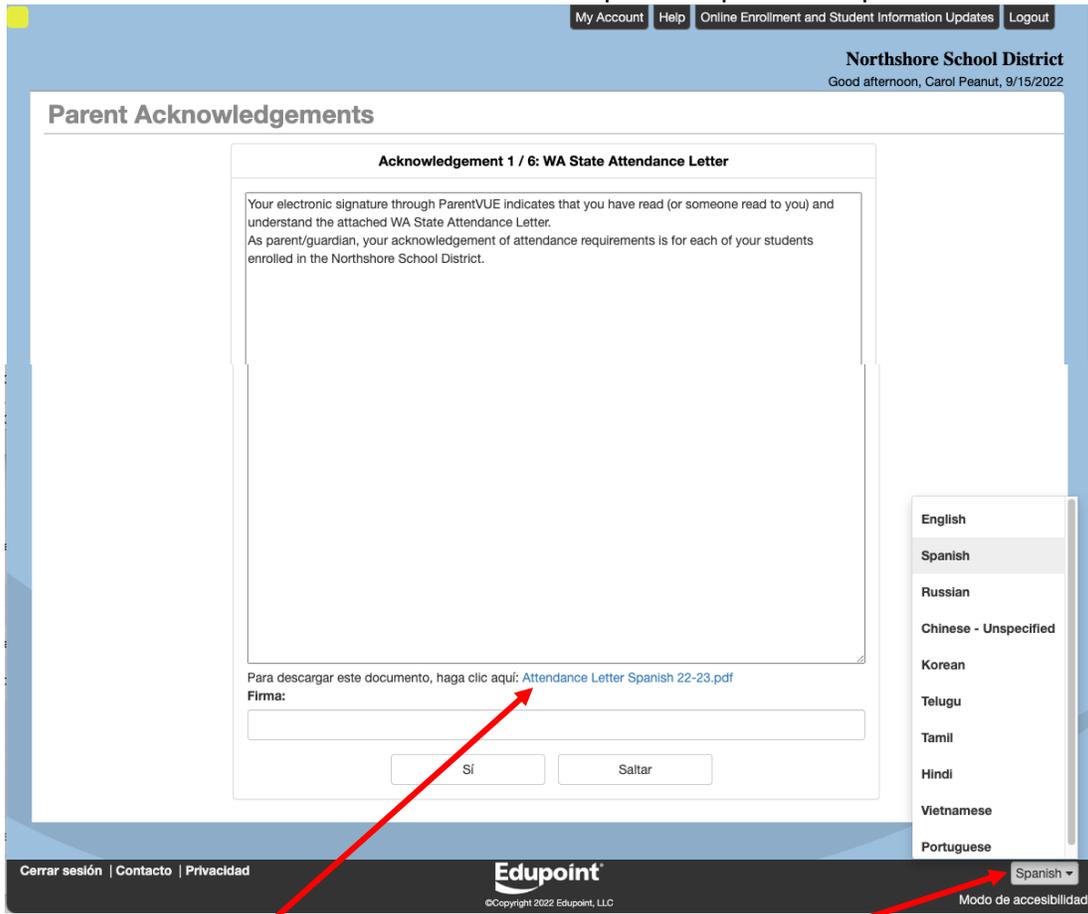
Navigate to nsd.org. Under Families, click on ParentVUE, and then the ParentVUE login:



Enter your User Name and Password and click the blue Login button. If you have forgotten your password, click on More Options to use the Forgot Password link.



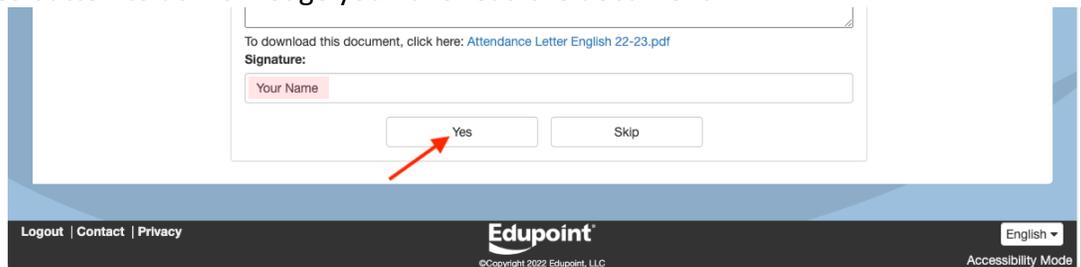
Upon login, parents are immediately presented with six Parent Acknowledgements. These are annual notifications Northshore School District is required to provide to parents.



Download the attachment at the bottom of the page.

Select a language from the bottom right of the screen to download the document in another language.

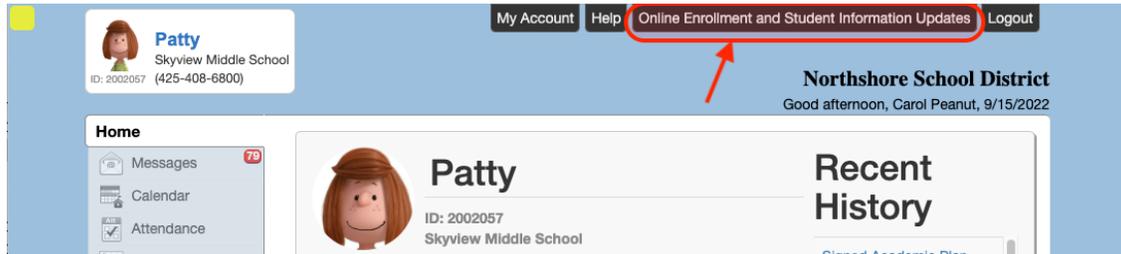
Once you have read the downloaded document, type your name in the Signature box and click the Yes button to acknowledge you have read the document:



Repeat for each acknowledgment. Once acknowledged, these documents will not appear in ParentVUE again until next year.

After completing the acknowledgements, the ParentVUE main page appears.

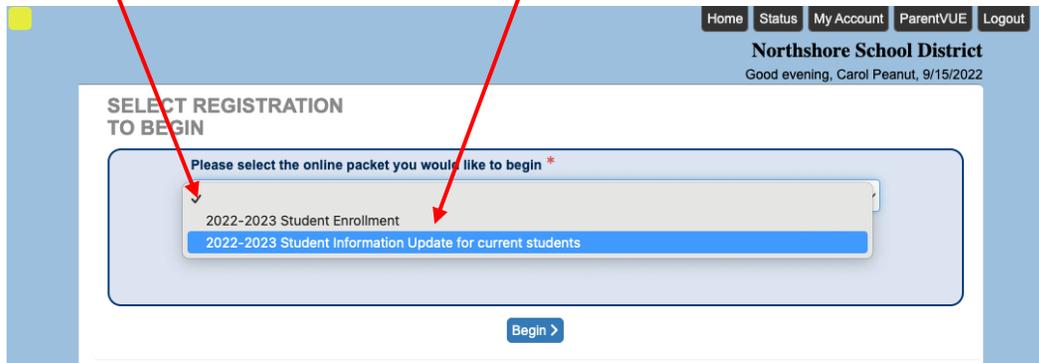
Click the **Online Enrollment and Student Information Updates** button at the top of the screen to enroll a new student or update the information on file for current students (**this includes the Consent form used for Fee Waivers**).



A new page appears. You must select one of the online packets:

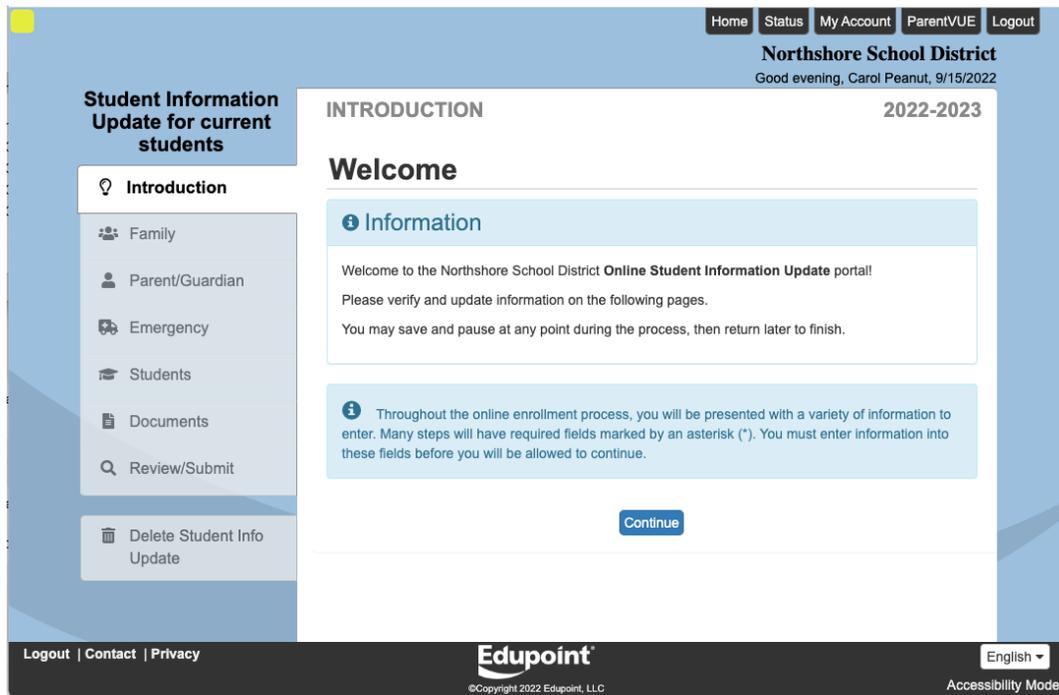
Select the 2022-2023 Student Enrollment packet to *enroll a new student*.

Select the 2022-23 Student Information Update for current students to update information on file for current students (**this includes the Consent form used for Fee Waivers**).



Click the Begin button to get started.

A welcome page appears:



Click Continue.

A signature page appears:



Type your name (as it appears in the greeting at the top right of the screen) in the Electronic Signature box.

Click the Save and Continue button.

You will be guided through pages of Student and Parent information. Please verify that the information in our system is correct. Enter any missing information or update any incorrect information on each page. If no changes are needed on a page, continue to the next page.

## Family section

### Home Address and Mail Address pages

Please verify the Family Home Address and Mailing Address. If your address has changed, check the box and enter the address change date and new address.

The screenshot shows the 'Home Address' page within the 'Student Information Update for current students' interface. The page is titled 'FAMILY' and shows a progress bar at 33% for the 2022-2023 school year. The main heading is 'Home Address'. Below this is an 'Instructions' box that reads: 'Please verify the Family Home Address below. If your address has changed, check the box and enter the address change date. Enter the new address in the **Type to find an address...** box and the system will begin to display valid addresses within the school district as you type.' There is a red link for 'Address Validation Help'. Below the instructions is a checkbox labeled 'Check here if your address has changed.' which is currently unchecked. Underneath, the 'Address as entered:' field shows '2627 197th St SE Bothell, WA 98012' with a yellow warning icon. At the bottom right is a 'Save And Continue >' button.

## Parent/Guardian section

### Parent/Guardian page

The screenshot shows the 'Parent/Guardian' page within the 'Student Information Update for current students' interface. The page is titled 'PARENT/GUARDIAN' and shows a progress bar at 0% for the 2022-2023 school year. The main heading is 'Parent/Guardian'. Below this is a table with columns for 'First Name', 'Last Name', 'Gender', and 'Status'. There are two entries: 'Carol Peanut' (Female) and 'Fred Peanut' (Male). Both entries have an 'Edit' button and a yellow 'In Progress' button. Below the table is an 'Add Parent/Guardian' button. At the bottom are '< Previous' and 'Save And Continue >' buttons.

#### NOTE:

- Clicking the **Edit** button will guide you through all parent information pages, allowing you to update existing parent information.
  - Clicking the yellow **In Progress** button will take you to pages with missing required information only.
- All parent pages are highlighted below, many may potentially be skipped by clicking the In Progress button.

## Demographics page

Please verify/update the information for the parent/guardian.

**Northshore School District**  
Good evening, Carol Peanut, 9/15/2022

**Student Information Update for current students**

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

Delete Student Info Update

**PARENT/GUARDIAN**  16% **2022-2023**

**Demographics: Carol Peanut**

**Instructions**

Please verify Parent information:

**First Name \***

**Middle Name**

**Last Name \***

**Gender**

**Preferred language for written materials**

2627 197th St SE  
Bothell, WA 98012

## Contact Information page

Please verify the phone numbers and email address for the parent/guardian.

**Northshore School District**  
Good evening, Carol Peanut, 9/15/2022

**Student Information Update for current students**

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

Delete Student Info Update

**PARENT/GUARDIAN**  83% **2022-2023**

**Contact Information: Carol Peanut**

**Phone Numbers**

X	Line	Primary	Type	Phone	Extension	Contact
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Cell	( 206 ) 555 - 1234 *	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2	<input type="checkbox"/>	Home	( 425 ) 555 - 1234 *	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	3	<input type="checkbox"/>	Work	( 206 ) 555 - 1234 *	<input type="text"/>	<input checked="" type="checkbox"/>

**Email Address \***

- OR -

Parent/Guardian does not have an email address

## Parent Military Status page

Washington State requires the collection of information about the active duty military status for all parent/guardians of students. Please refer to the on-screen instructions for this page.

The screenshot shows the 'Parent/Guardian' section of the 'Student Information Update for current students' page. The page title is 'PARENT/GUARDIAN' with a 100% progress indicator and the school year '2022-2023'. The user is identified as 'Good evening, Carol Peanut, 9/15/2022'. The main heading is 'Parent Military Status: Carol Peanut'. Below this is an 'Instructions' section with the following text: 'Washington State requires the collection of information about the active duty military status for all parent/guardians of students. If the parent is not actively serving in the military, please select "Not actively serving" from the drop down menu, and select today's date in the Start Date field. If the parent has previously served but is not currently on Active Duty, please select "Not actively serving" from the drop down menu, and select today's date in the Start Date field. If the parent is currently on Active Duty, please select the most appropriate option from the Military Service drop down menu and enter a start date. Entry of additional lines of historical service is optional.' Below the instructions is a 'Military Status' table with one entry: Line 1, Start Date 09/15/2022, Military Service 'Not actively serving', and End Date 'MM/DD/YYYY'. There are 'Add New', 'Previous', and 'Save And Continue' buttons.

Repeat for each parent/guardian associated with your student(s).

## Emergency section

You may delete or edit information for listed Emergency Contacts, as well as add additional Emergency Contacts.

The screenshot shows the 'Emergency' section of the 'Student Information Update for current students' page. The page title is 'EMERGENCY' with the school year '2022-2023'. The user is identified as 'Good evening, Carol Peanut, 9/15/2022'. The main heading is 'EMERGENCY'. Below this is a note: 'Please add at least 1 emergency contact. List daycare providers as emergency contacts'. There is a table with columns for 'First Name', 'Last Name', 'Gender', and 'Status'. Two emergency contacts are listed: 'Nana Peanut' and 'Papa Peanut', both with a 'Complete' status. There are 'Edit' and 'Delete' buttons for each contact. Below the table is an 'Add New Emergency Contact' button. At the bottom are 'Previous' and 'Save And Continue' buttons.

**Student section**  
**Students page**

Please update student information for each currently enroll student listed.

**NOTE:**

- Clicking the **Edit** button will guide you through all student information pages, allowing you to fill in missing student information and update existing student information.
  - Clicking the yellow **In Progress** button will take you to pages with missing required information only. **However, clicking this button will also skip the Fee Waiver form since it is an optional form. Parents must click the Edit button for each student and continue through the student screens to access the Fee Waiver form.**
- All student pages are highlighted below, many may potentially be skipped by clicking the In Progress button.

**Demographics page**

Please verify the information for the student. Some fields may not be editable.

## Parent/Guardian Relationships page

Indicate the relationship each Parent/Guardian has with the student and check the appropriate boxes for each category shown.

Good evening, Carol Peanut, 9/15/2022

### Student Information Update for current students

- Introduction
- Family
- Parent/Guardian
- Emergency

**Students** !

- Documents
- Review/Submit
- Delete Student Info Update

### RELATIONSHIPS

27% 2022-2023

#### Parent/Guardian Relationships: Patty Marie Peanut

**Instructions**

Indicate the relationship each Parent/Guardian has with the student and check the appropriate boxes for each category shown. (See below for category descriptions.)

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Second Household
Mother	Carol	Peanut	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Father	Fred	Peanut	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
- OR -								
<input type="checkbox"/> No Relationship								

**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.  
**Second Household:** Indicates the parent/guardian has a different home address than the student.

Please be sure you have checked the appropriate boxes for each parent above before continuing.

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

## Emergency Contact Relationships page

Indicate the relationship each Emergency Contact has with the student.

Northshore School District  
Good evening, Carol Peanut, 9/15/2022

### Student Information Update for current students

- Introduction
- Family
- Parent/Guardian
- Emergency

**Students** !

- Documents
- Review/Submit
- Delete Student Info Update

### RELATIONSHIPS

36% 2022-2023

#### Emergency Contact Relationships: Patty Marie Peanut

**Instructions**

Indicate the relationship each emergency contact has with the student.

Associate at least 1 contacts and at most 10.

Relationship	First Name	Last Name	Gender
Grandmother	Nana	Peanut	
- OR -			
<input type="checkbox"/> No Relationship			
Grandfather	Papa	Peanut	
- OR -			
<input type="checkbox"/> No Relationship			

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

## Emergency Contact Order page

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

The screenshot shows the 'Emergency Contact Order' page for student 'Patty Marie Peanut'. The page is part of the 'Student Information Update for current students' section. On the left, there is a navigation menu with options: Introduction, Family, Parent/Guardian, Emergency, Students (highlighted), Documents, Review/Submit, and Delete Student Info Update. The main content area is titled 'RELATIONSHIPS' with a progress bar at 45% and the school year '2022-2023'. Below the title, it says 'Emergency Contact Order: Patty Marie Peanut'. An 'Instructions' box states: 'Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency.' Below the instructions, there is a list of contacts with numbered drag handles: 1 Fred Peanut (Father), 2 Carol Peanut (Mother), 3 Papa Peanut (Grandfather), and 4 Nana Peanut (Grandmother). At the bottom of the list are buttons for '< Previous' and 'Save And Continue >'.

## Ethnicity page

Please select the appropriate Ethnicity categories for your student. You may select multiple categories and/or write-in options.

The screenshot shows the 'ETHNICITY & RACE' page for student 'Patty Marie Peanut'. The page is part of the 'Student Information Update for current students' section. On the left, there is a navigation menu with options: Introduction, Family, Parent/Guardian, Emergency, Students (highlighted), Documents, Review/Submit, and Delete Student Info Update. The main content area is titled 'ETHNICITY & RACE' with a progress bar at 54% and the school year '2022-2023'. Below the title, it says 'Ethnicity: Patty Marie Peanut'. An 'Instructions' box states: 'Please select the appropriate Ethnicity categories for your student. You may select multiple categories and/or write-in options. Please note: These ethnicity categories are provided by the State of Washington. The Northshore School District is mandated to collect this information for every student under applicable State and Federal laws.' Below the instructions, there is a 'Select One \*' dropdown menu with 'Hispanic' selected. Below the dropdown, there is a section titled 'Hispanic/Latino' with a list of checkboxes: Hispanic, Argentine, Bolivian, Brazilian, Chicano (Mexican American), and Chilean.

*Please note: The Ethnicity and Race categories are provided by the State of Washington. The Northshore School District is mandated to collect this information for every student under applicable State and Federal laws.*

## Race page

Please select the appropriate Race categories for your student. You may select multiple categories and/or write-in options.

Northshore School District  
Good evening, Carol Peanut, 9/15/2022

**Student Information Update for current students**

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit
- Delete Student Info Update

**ETHNICITY & RACE** 83% 2022-2023

Race: **Patty Marie Peanut**

**Instructions**

Please select the appropriate Race categories for your student. You may select multiple categories and/or write-in options.

*Please note: These Race categories are provided by the State of Washington. The Northshore School District is mandated to collect this information for every student under applicable State and Federal laws.*

**American Indian or Alaska Native**

American Indian/Alaskan Native

- American Indian/Alaskan Native

**Washington State Tribes**

- Chinook Tribe
- Confederated Tribes and Bands of the Yakama Nation
- Confederated Tribes of the Chehalis Reservation
- Confederated Tribes of the Colville Reservation
- Cowitz Indian Tribe
- Duwamish Tribe
- Mak Indian Tribe

Note: This page is very long, with dozens of options that may be chosen.

## Home Language Survey page

Please make language selections for any missing fields. Contact your school to make updates to existing languages.

Northshore School District  
Good evening, Carol Peanut, 9/15/2022

**Student Information Update for current students**

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students**
- Documents
- Review/Submit
- Delete Student Info Update

**LANGUAGE SURVEY** 72% 2022-2023

Home Language Survey: **Patty Marie Peanut**

**The right to Translation and Interpretation Services.** Indicate your language preference so we can provide an interpreter or translated documents, free of charge, when you need them. All parents have the right to information about their child's education in a language they understand. In what language would your family prefer to communicate with the school?

**Preferred Communication Language \***

**Eligibility for Language Development Support** Information about the student's language helps us identify students who qualify for support to develop the language skills necessary for success in school. Testing may be necessary to determine if language supports are needed.

**What language did your child learn first?**

**What language does your child use most at home**

What is the primary language used in the home, regardless of the language spoken by your child?

**Family Home Language \***

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

## Medical/Health Information page

Answer a quick question about life-threatening conditions and medication.

The screenshot shows a web interface for Northshore School District. The page title is "Medical/Health Information: Patty Marie Peanut" and the progress bar is at 81%. The left sidebar contains navigation options: Introduction, Family, Parent/Guardian, Emergency, Students, Documents, Review/Submit, and Delete Student Info Update. The main content area includes a dropdown menu for "My child has a life-threatening condition that requires a medication or treatment during the school day." and a "Save And Continue" button.

Updated Health Registrations forms are required for students in grades 3, 6 and 9.

## Fee Waiver page

Indicate Consent to Share Program Eligibility Information for Other School Programs

The screenshot shows a web interface for Northshore School District. The page title is "Fee Waiver: Patty Marie Peanut" and the progress bar is at 90%. The left sidebar contains navigation options: Introduction, Family, Parent/Guardian, Emergency, Students, Documents, Review/Submit, and Delete Student Info Update. The main content area includes a section titled "Consent to Share Program Eligibility Information for Other School Programs" with a list of programs and checkboxes for consent.

Program	Consent
Sports/Athletic Fees: Fee Waiver	<input type="checkbox"/>
Preschool, Pre-K, Summer School Tuition: Fee Reduction	<input type="checkbox"/>
Operation School Bell: Provides Clothing and Personal Products	<input type="checkbox"/>
Camp Cedar Springs: Fee Reduction	<input type="checkbox"/>
Backpack Program: Provides Backpacks and School Supplies	<input type="checkbox"/>

## School Assignment page

Indicates the school assignment for the student.

The screenshot shows the 'SCHOOL ASSIGNMENT' section for the 2022-2023 school year. The progress bar is at 100%. The school selection is 'Patty Marie Peanut'. The information states: 'Based on the home address entered, you live within the attendance boundary of Skyview Middle School'. The home address is '2627 197th St SE, Bothell, WA 98012'. A map shows the location of Skyview Middle School at '21404 35th Av SE, Bothell, WA 98021-7869'. The left sidebar contains 'Student Information Update for current students' with options: Introduction, Family, Parent/Guardian, Emergency, Students, Documents, Review/Submit, and Delete Student Info Update. The top right shows 'Northshore School District' and 'Good evening, Carol Peanut, 9/15/2022'. Navigation buttons at the bottom are '< Previous' and 'Save And Continue >'.

## Documents section

### Documents page

Each student will have document upload options, most are optional. The **Student Health Record** is required for grades 3, 6, and 9.

The screenshot shows the 'DOCUMENTS' section for the 2022-2023 school year. The student name is 'Patty Marie Peanut'. There are three document upload sections: 1. 'Student Health Record - Download Form' with a checkbox 'I will deliver a hard copy to the school instead of uploading it.' and a note 'Required for grades 3, 6, 9'. 2. 'Optional - Legal Documents' with a checkbox 'I will deliver a hard copy to the school instead of uploading it.' and a note 'Legal documents or court orders that apply to this student. (parenting plan, no contact order, etc.)'. 3. 'Optional - Other document' with a checkbox 'I will deliver a hard copy to the school instead of uploading it.' and a note 'Other supporting document, such as last report card, transcript, etc.'. The left sidebar is identical to the previous screenshot. The top right shows 'Good evening, Carol Peanut, 9/15/2022'.

## Review/Submit section

### Review/Submit page

Click the Review button to view a printable summary of information on all pages.

The screenshot shows the 'Review/Submit' page for the 2022-2023 school year. On the left is a sidebar with navigation options: Introduction, Family, Parent/Guardian, Emergency, Students, Documents, Review/Submit (selected), and Delete Student Info Update. The main content area is titled 'REVIEW/SUBMIT' and includes a 'Review' button and a message: 'Review allows you to confirm all data entered during the Student Info Update process to ensure accuracy. When complete, press Submit below:'. Below this is a table with columns: Status, Student, Grade Level, School Selection, and Comments. A row shows a status of 'Ready To Submit' for 'Patty Marie Peanut' in grade '07' at '1. Skyview Middle School'. At the bottom of the table are 'Previous' and 'Submit' buttons.

Click the Submit button to submit the updates. A confirmation message will pop up. Click OK.

### Confirmation page

A confirmation page will appear:

The screenshot shows a confirmation message box titled '2022-2023 Student Info Update'. It contains a 'Status' button and the following text: 'You have successfully submitted your student enrollment for review. You will receive an email confirming submission, as well as additional emails throughout the process. If you marked that you will deliver any required documents to the school, the enrollment will not be accepted before those documents are received. The status of your registration(s) that are in progress can be found on the status page'.

Click the Status button to view the status of the update:

The screenshot shows the 'Status' page for the 2022-2023 Student Information Updates. It features a navigation bar with 'Home', 'Status', 'My Account', 'ParentVUE', and 'Logout'. The main heading is 'Online Enrollment and Student Information Updates'. Below this, it says '2022-2023 Student Information Update for current students' and shows a 'Review' button and 'Submitted: 9/15/2022 9:13 PM'. A table displays the update status with columns: Status, Last Name, First Name, Grade, School Name, and Comments. A row shows a status of 'Waiting' for 'Peanut, Patty' in grade '07' at 'Skyview Middle School: Waiting'.