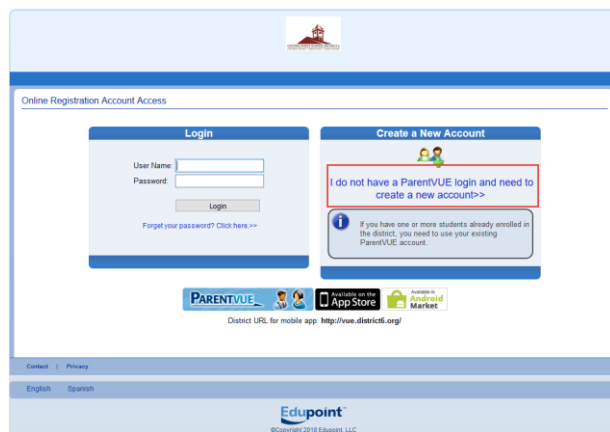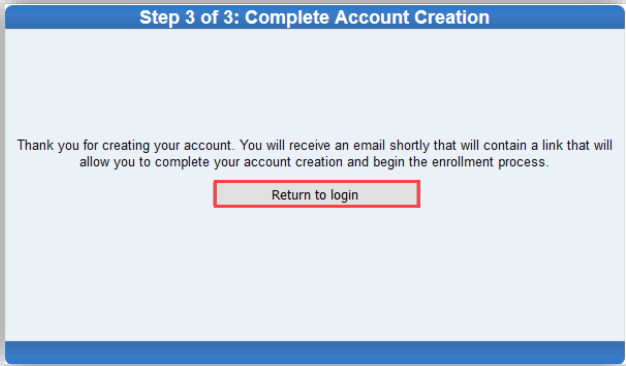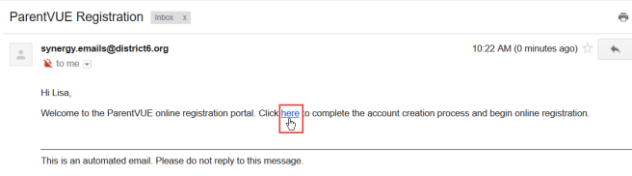# Online Registration | Enrollments & Verifications

If you are a parent or guardian of a new student, you can enroll your student using CPSD's online registration system. If you are a parent/guardian of a current CPSD student, you can also use CPSD's online registration system to complete your annual Verification of Enrollment. Please refer to the Frequently Asked Questions (FAQs) on the district web site, if you have questions not covered in this guide. In addition, please contact the enrolling school if you need any assistance with your student's enrollment.

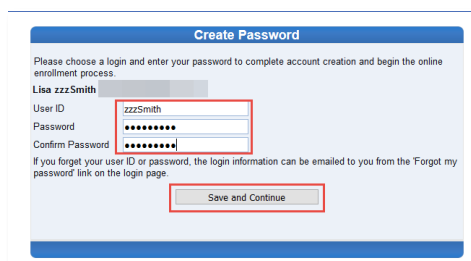|	
Go To	If you haven't already created a ParentVUE account, you'll need to do so by going to http://vue.district6.org/Login_Parent_OEN.aspx
Create a New Parent Account	Under **Create a New Account**, click on **I do not have a ParentVUE login and need to create a new account>>** **For Current or Returning CPSD Parents:** If you have or have ever had a ParentVUE account, please login with your previously created User ID and Password. Click on **Forget your password? Click here.>>** and enter your email address on file. You will then receive an email with a link to reset your password. If, during your time with CPSD, you have never created a ParentVUE account, please contact your student's school to obtain a ParentVUE activation code to activate your ParentVUE account.	
Step 1 of 3 Privacy Statement	Review the ParentVUE Privacy Statement by using the scroll bar on the right-hand side. After reviewing, click on **I Accept** to continue with the Parent Account Creation process. **For Current or Returning CPSD Parents:** If you logged in using your previously created ParentVUE login, you can click on the **Privacy** link on the bottom left-hand corner of the screen.	

Step 2 of 3 Parent Account	Enter your first name, last name and your email address in the appropriate fields. Note: Please avoid special characters except for hyphens and apostrophes (e.g. ñ, ö, etc.) Enter the system generated code and click **Continue to Step 3**	Parent Account Creation **Step 2 of 3: Create Your Account** Please enter your first name, last name, and your email address First Name: Lisa Last Name: zzzSmith Email Address: LzzSmith@gmail.com Confirm Email Address: LzzSmith@gmail.com TUL X2 Type the characters you see in this picture TULX2 Continue to Step 3 Return to login | Contact | Privacy English Spanish
Step 3 of 3 Account Creation	Click **Return to login** to complete the account creation process. Login to your email to retrieve the ParentVUE Registration email.	**Step 3 of 3: Complete Account Creation** Thank you for creating your account. You will receive an email shortly that will contain a link that will allow you to complete your account creation and begin the enrollment process. Return to login
Email Link	Locate the ParentVUE Registration email from the Central Point School District 6. If you do not see the email in your inbox, please check your junk folder and search for "synergy.emails@district6.org" Click on the hyperlinked 'here' to begin the online registration process.	ParentVUE Registration Inbox x synergy.emails@district6.org 10:22 AM (0 minutes ago) to me Hi Lisa, Welcome to the ParentVUE online registration portal. Click here to complete the account creation process and begin online registration. This is an automated email. Please do not reply to this message.

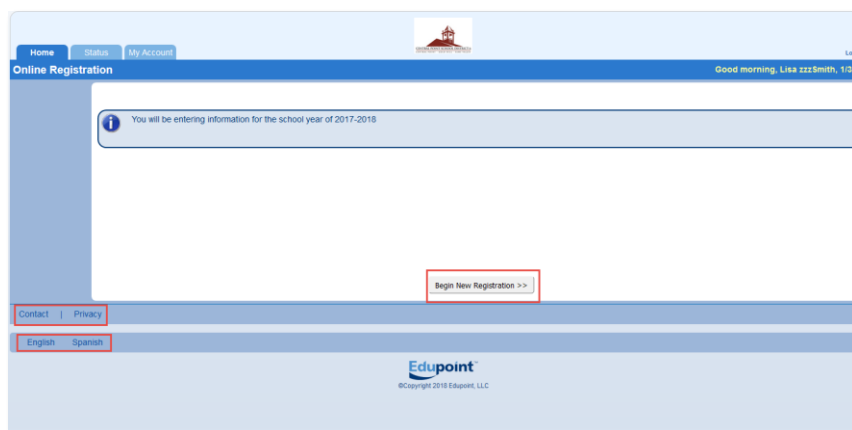|		
Create Password	Your email address will be used a default for the User Name, you may change this to anything you'd like. Enter and confirm your password (minimum of 6 characters). Click **Save and Continue**	**Create Password** Please choose a login and enter your password to complete account creation and begin the online enrollment process. Lisa zzzSmith User ID: zzzSmith Password: ●●●●●●●● Confirm Password: ●●●●●●●● If you forget your user ID or password, the login information can be emailed to you from the 'Forgot my password' link on the login page. Save and Continue
Registra-tion **School Year**	After logging into Online Registration, click **Begin New Registration**. *[screenshot of Online Registration home screen: "You will be entering information for the school year of 2017-2018" with a "Begin New Registration >>" button, Contact	Privacy links, English Spanish links, Edupoint ©Copyright 2018 Edupoint, LLC]* If you need assistance, please click **Contact** on the bottom left of the screen to display a link to the schools info list on the district website. If you would like to view the privacy policy again, click on **Privacy** to the right of Contact. Translations for the following languages can be displayed by clicking on the desired language link at the bottom of the screen. Spanish	
Introduc-tion	Click **Continue** after reading the welcome message on the screen. *[screenshot of Introduction screen: "Welcome to Central Point School District's Student Registration and Verification Module" with sections for Parents of New Students, Kindergarten Enrollment, Parents of Currently Enrolled CPSD Students, and a Continue button]*	
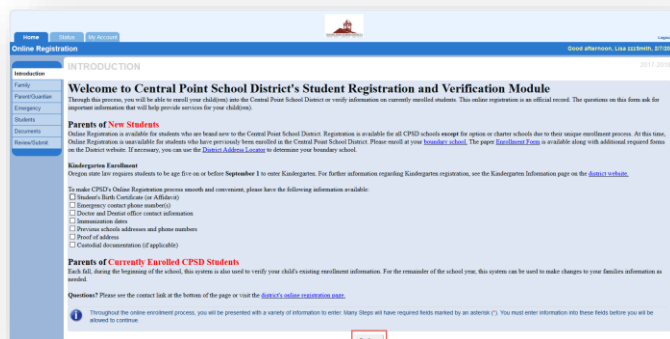
To Resume Registration	The process of registering your student online is a comprehensive one. Once you have gathered pertinent information such as immunization records, previous school contact information, and verification documents (e.g. birth certificate, utility bill, etc.) completing the various screens may take up to 20 to 30 minutes. To complete the annual Verification of Enrollment, you'll need to click through and review each screen. There is a helpful percent of completion bar on the top of the screen for your reference. If you need to interrupt your data entry process, you can resume the registration by logging back in at a future time and clicking **Resume Registration**. Pick up from where you left off by clicking on the section name in the left-hand navigation. For example, in the **Students** section, click **Edit**. If you selected the incorrect school year, click on **Start Over** to begin the process again.	Percent of Completion Bar Resume Registration Then…
Electronic Signature	Type your first and last name in the **Electronic Signature** field.	
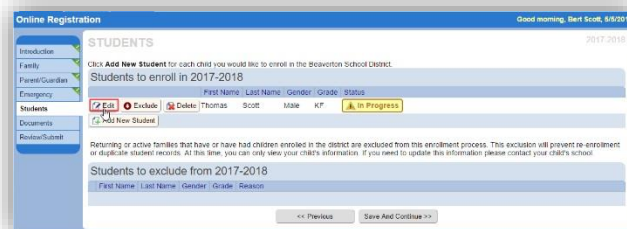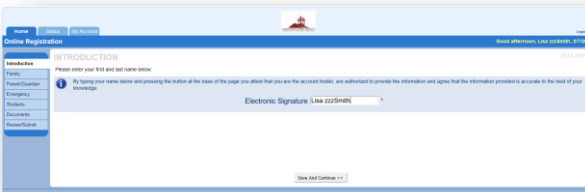
Family Home Address	Enter your street address in the first field to find your home address.	
	Select the correct address from the search results.	
	The individual fields will auto populate based upon your selection.	
	For Current or Returning CPSD Parents: Select the **Check here if your address has changed checkbox** if applicable.	
	When updating an address that is outside the current school's boundary, please contact the school for helpful transfer information.	
Family Mail Address	If your mailing address is the same as your home address, click **Save and Continue**.	
	If your mailing address is different from your home address, uncheck the box and enter your mailing address.	
	The individual fields will auto populate based upon your selection.	
	A green checkmark will display once your home address has been validated.	
	Click **Save and Continue**.	
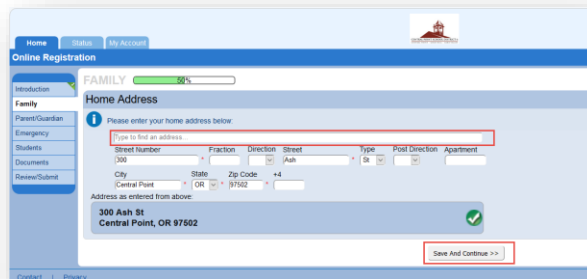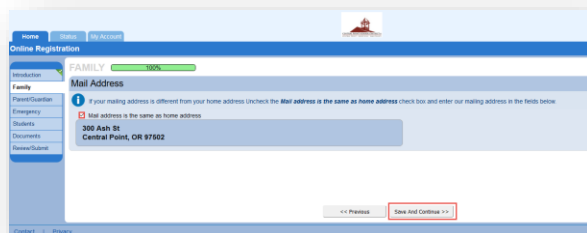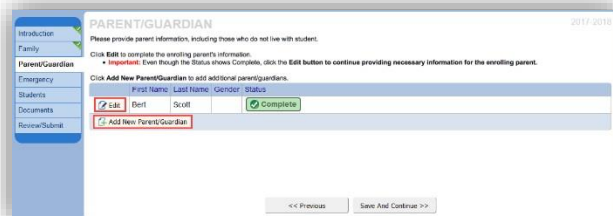
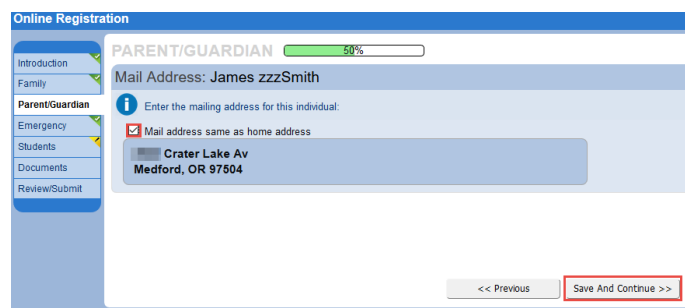|		
Parent / Guardian	**Important:** Even though the Status shows Complete, please click the **Edit** button to continue providing necessary information for the enrolling parent. For new enrollments, once the enrolling parent info is complete, please click **Add New Parent/Guardian** to add additional parents/guardians. For enrollment verifications, each parent/guardian information will need to be reviewed to continue. Please Note: If one parent is the process of reviewing the student information, the other parent will not be able to review it until the original verification has been accepted by the school. After which, the other parent can review and make edits to the student information.	
Edit Parent Info	Enter additional information (e.g. Middle Name, Gender, etc.). Uncheck the **Parent/Guardian lives at this address** box if incorrect. To opt-in to Paperless Report Cards, select the '**I only want to view my student's report card online through ParentVUE. Do not send me a printed report card.**' check box. Report cards can be viewed through ParentVUE by parents/guardians who have educational rights to the student. Click **Save and Continue**. If you unchecked the **Parent/Guardian lives at this address** box, a Home Address screen will display. Enter the street address for validation.	
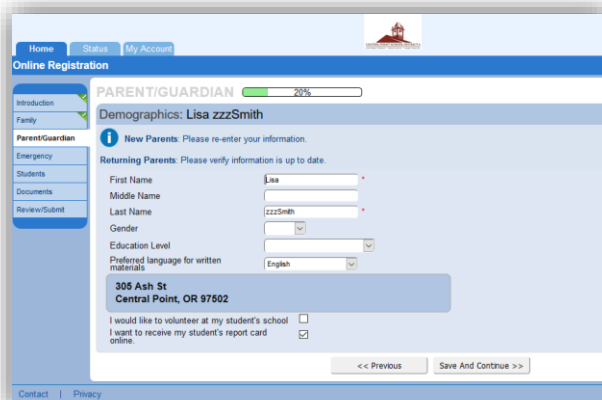
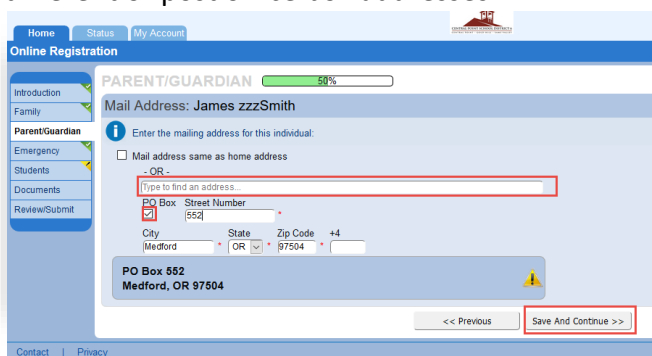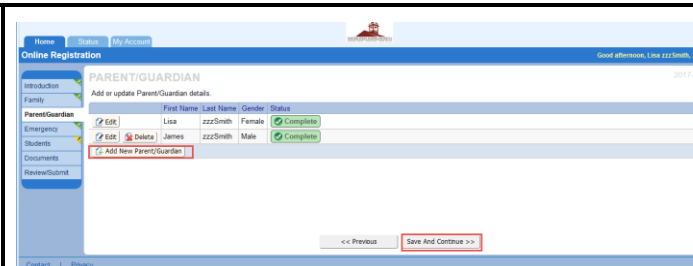|		
Mail Address	Click **Save and Continue** if the enrolling parent's mailing address is the same as the home address. If the parent's mailing address is different, uncheck the box and enter the street address in the **Type to find an address** field. The individual fields will auto populate based upon your selection. For post office box mailing addresses, select the corresponding checkbox and set the applicable fields.	 If different or post office box addresses…
Employer Info	Enter your employer information or select **Check here if parent/guardian does not have an employer**. Check **Uniformed Military** if applicable. Member of armed forces Branch Status if applicable Click **Save and Continue**.	
Contact Info	Enter your home (required), mobile (can be same as home) and work phone number with extension if applicable. The email address you used to create the parent account will automatically display in the Email Address field. Click **Save and Continue**.	
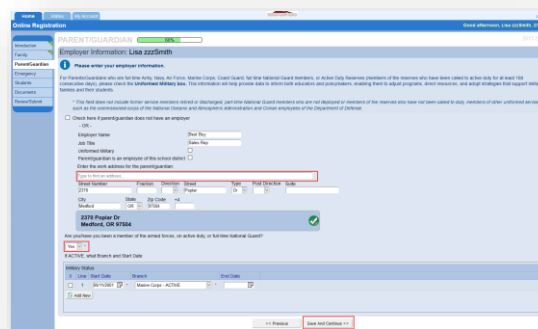
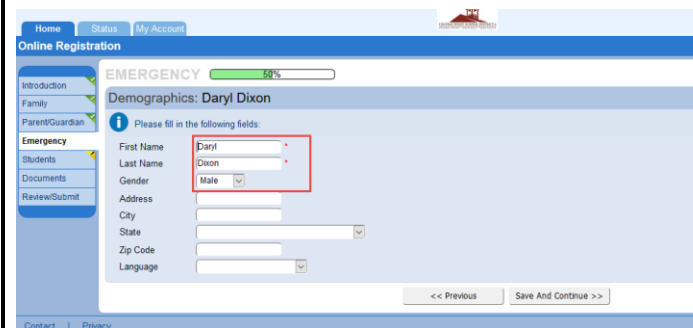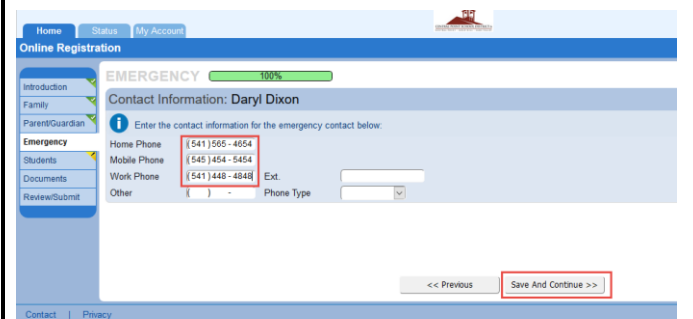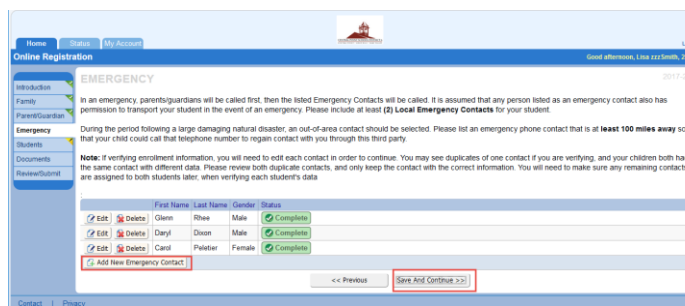|		
Add New Parent / Guardian	Add additional parent/guardian as needed by clicking on **Add New Parent/Guardian**. Click on **Save and Continue** when each parent/guardian has been added.	
Emer-gency	Please add at least two local Emergency Contact in case of emergency and one non-local (residing at least 100 miles away) Emergency Contact in case of a natural disaster (such as an earthquake) occurs during the school day. Click **Add New Emergency Contact** For Online Enrollment Verification, click on the **Edit** (or **Delete**) button to verify each Emergency Contact on file. In cases of duplicate emergency contacts, please update information on one and delete the other duplicate contact.	
Contact Name	Enter First and Last Name of your Emergency Contact. Gender is helpful when the school is contacting the Emergency Contact. Click **Save and Continue**.	
Contact Phone Info	Enter home, mobile and work phone numbers for the added Emergency Contact. Click **Save and Continue**.	

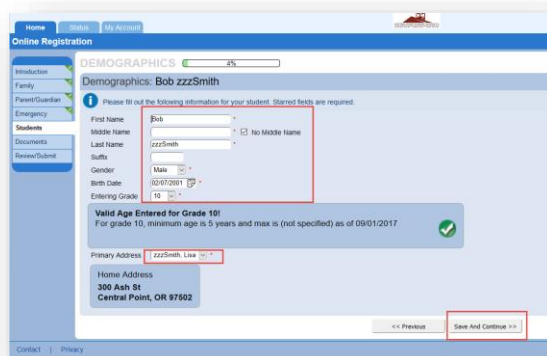|		
Add More Emergency Contact	Click **Add New Emergency Contact** to add an additional contact. Click **Save and Continue** when done.	
Add New Student	Click **Add New Student** to enter your student's information. For online verification, click on the **Edit** button to start reviewing each of your student's enrollment information. If you have other students who are currently or were previously enrolled at a CPSD school, they will display in the **Students to exclude from** section. You can only view their enrollment information. Please contact their school(s) to make any necessary updates.	
Student Demographic Info	Enter all required fields (marked with a red asterisk). The **Middle Name** field is a required field. If your student does not have a middle name, click the **No Middle Name** box. Primary address selection may have more than one option if there is more than one parental address is associated with the student.	

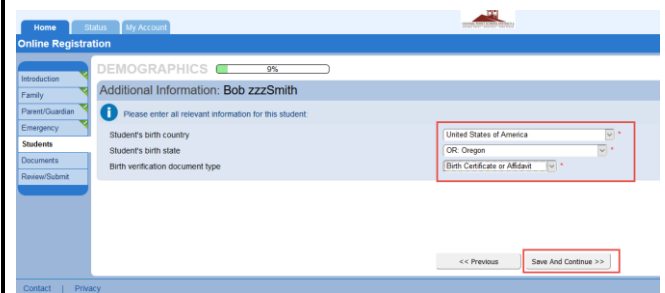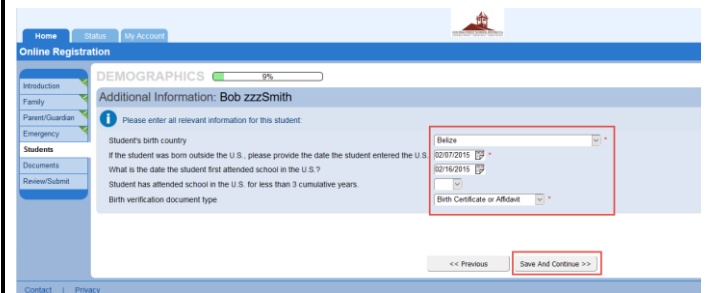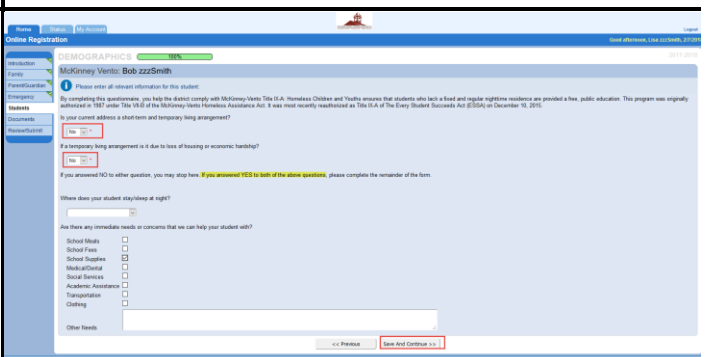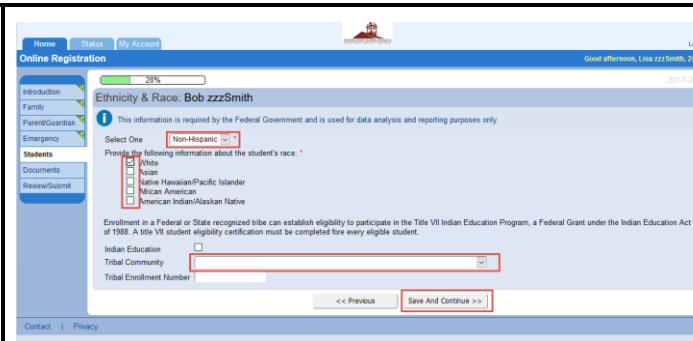|		
New Student Birth Info	Select your student's birth country, birth state. Click on the **Birth Verification document type** drop-down arrow to select the type of document that will be provided via online upload later in the process. You can choose to bring in documents during your visit to the enrolling school before the first day of school. If your student was born outside the US or Puerto Rico, additional fields will display when the country is selected. Enter the entry/start date of your student's attendance in US school and indicate whether attendance was for less than 3 years. For enrollment verification, this screen is not displayed. Click **Save and Continue**.	 If outside the US…
Home Language Survey	Enter your student's first language and the language spoken at home. Any language other than English will determine a review of your student's English proficiency. For enrollment verification, this screen is not displayed. Click **Save and Continue**.	
McKinney-Vento	McKinney-Vento Title IX-A: Homeless Children and Youths ensures that students who lack a fixed and regular nighttime residence are provided a free, public education. This program was originally authorized in 1987 under Title VII-B of the McKinney-Vento Homeless Assistance Act. It was most recently reauthorized as Title IX-A of The Every Student Succeeds Act (ESSA) on December 10, 2015.	

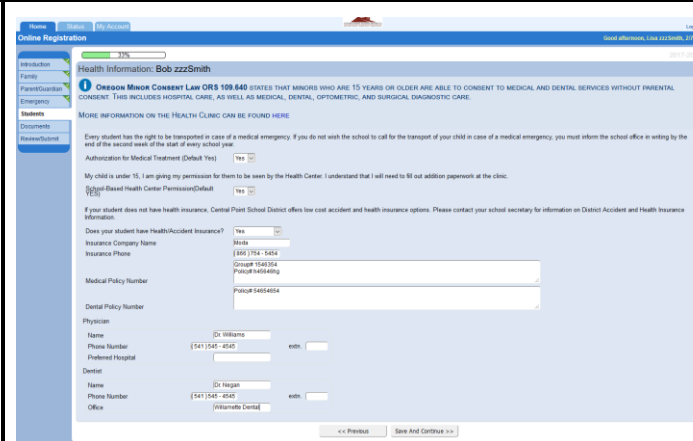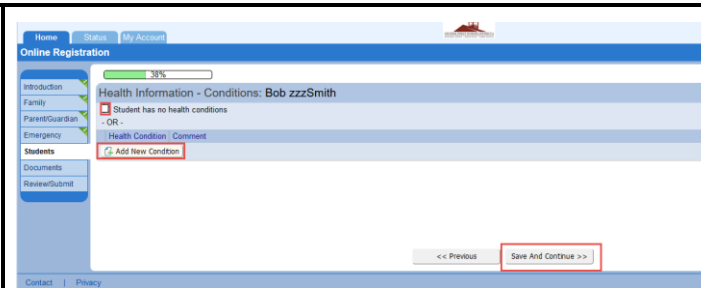|		
Ethnicity / Race Info	Select the applicable ethnicity (Non-Hispanic or Hispanic) and race for your student. If applicable, select a Tribal Community by clicking on the drop-down arrow. For enrollment verification, this screen is not displayed. Click **Save and Continue**.	
Permis- sions	Please review the Permissions page carefully. For your reference, there are links to more information. Digital Resources Permission is a required field for your student's ability to access Google Docs, Calendar, Sites, and a CPSD student email account which are integral to your student's learning process. Select your preference as to how your student is going home during an Emergency Closure situation such as early school closure. Parents have the ability to **Deny Emergency Transport** by clicking on the box. Click **Save and Continue**.	
Health Info	Enter your student's physician and dentist information along with medical/dental insurance policy numbers. A link to the District's Student Accident Insurance Information webpage is provided should your student not have coverage. Click **Save and Continue**.	

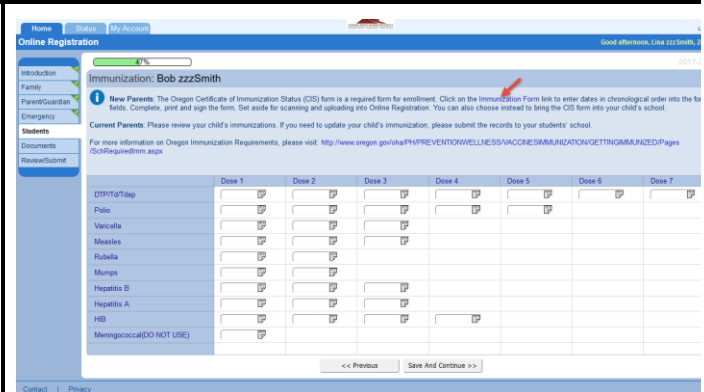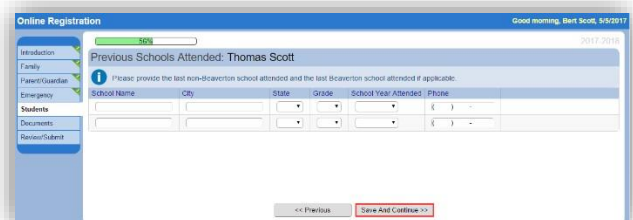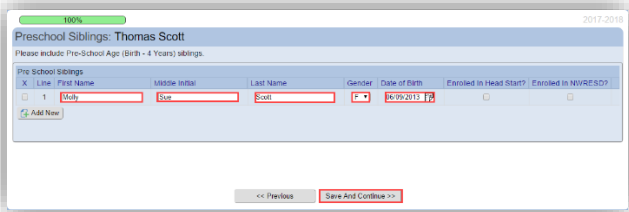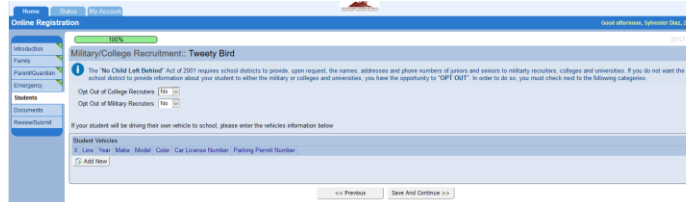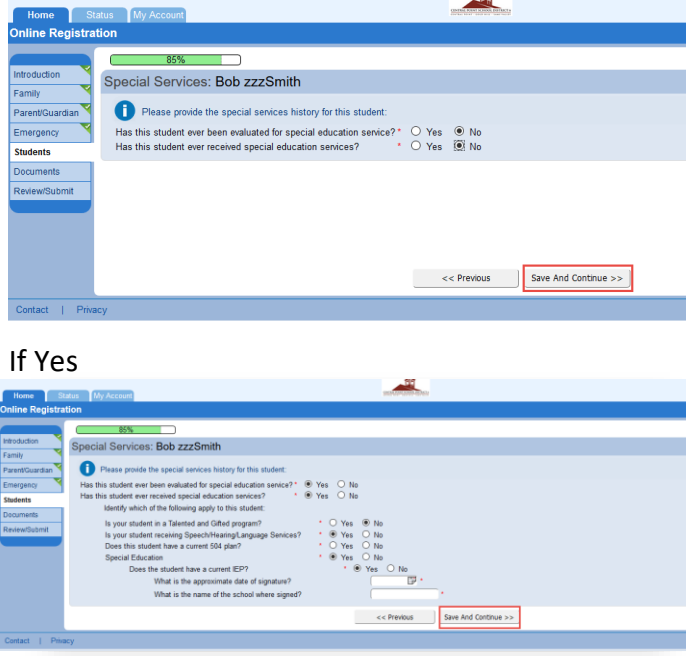|		
Health Condi-tions	The Central Point School District 6 has nurses who oversee the schools. Click **Add New Condition** to inform the school and school nurse of your student's health conditions and indicate whether it's a life-threatening condition. If none, check **Student has no health conditions** and click **Save and Continue.**	
Immuni-zations	The Oregon Certificate of Immunization Status (CIS) form is a required form for enrollment. Click on the Immunization Form link to enter dates in chronological order into the form fields. Complete, print and sign the form. Set aside for scanning and uploading into Online Registration. You can also choose instead to bring the CIS form into your student's school. You can refer to the printed form when entering dates into the Immunization screen. If you would rather not enter the dates into the Immunization screen, click **Save and Continue** to go to the next screen. For enrollment verification, this form may already be on file. You may contact your school for additional vaccinations.	
Previous Schools Attended	To provide a background on your student's academic history, enter the name of the last school your student attended along with city/state, last grade attended and school contact number. For online verification, this screen is not displayed. Click **Save and Continue**.	

Parent / Guardian Relation-ships	Indicate the relationship of the parent(s)/guardian(s) that were added in the Parent/Guardian section. For each parent/guardian, check the applicable rights to your student. Refer to the brief descriptions at the bottom of the screen for further clarification. Note: Special custody and legal restrictions require a copy of the legal documentation to be provided to the school.	
Emer-gency Contact Relation-ships	For each Emergency Contact, indicate the relationship to your student. You may need to uncheck the No Relationship box and select the applicable relationship if duplicate emergency contact info has been edited. Check the **Release To** box if you allow the school to release your student to the specified Emergency Contact on a re-occurring basis for non-emergency situations. This is often used for listed day care providers.	
Emer-gency Contact Order	In instances when the school is unable to contact you or other parent/guardian(s) during an emergency, the school will call your Emergency Contacts. Assign the call order by clicking on the contact, holding down the mouse and dragging to the desired call sequence. It's recommended that your Emergency Contact for Natural Disasters be ordered last.	
Pre-school Siblings	For data analysis, add any preschool siblings by clicking on **Add New**.	

Adding Pre-school Siblings	Enter the first, middle, and last name of the preschool sibling. Select Gender and Date of Birth. Check applicable academic history. Click **Save and Continue**.	
Military and College Recruit-ment	*For High School Students Only* Upon request, the school district is required to provide information of juniors and seniors to military and college entities. To opt-out of these recruitments, select the corresponding fields. If applicable, click **Add New** to add Student Vehicle information. Click **Save and Continue**	
Special Services	To help provide your student with beneficial special services, please answer the required questions regarding previous testing and program participations. **Yes** selections will expand additional required questions pertaining to Talented and Gifted program, Speech/Hearing/Language services, and 504 plans. Click **Save and Continue**. For enrollment verification, this screen is not displayed.	 If Yes
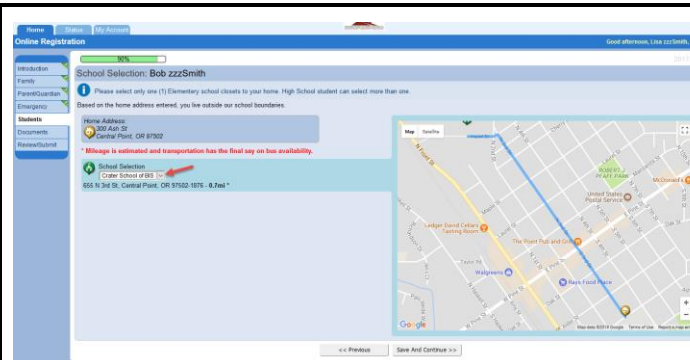
School Selection	Based on your home address, the name of your student's attendance boundary school will display when you click on the drop-down arrow in the School Selection field. Once the school is selected, the school's address along with the route from your home address to your student's school will display. For enrollment verification, this screen will only display the student's enrolled school. Click **Save and Continue**.	
Add Another New Student	To enroll another new student, click on **Add New Student** and complete the necessary information.	
Document Uploads	Upload required documents by selecting document type, clicking on **Browse…** to browse for the file on your computer and click **Upload**. You can capture documents by taking a picture of the paperwork with your smartphone/tablet and email the image file to yourself. There are also several, no-cost	
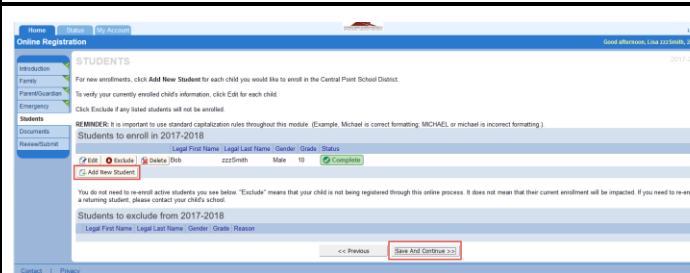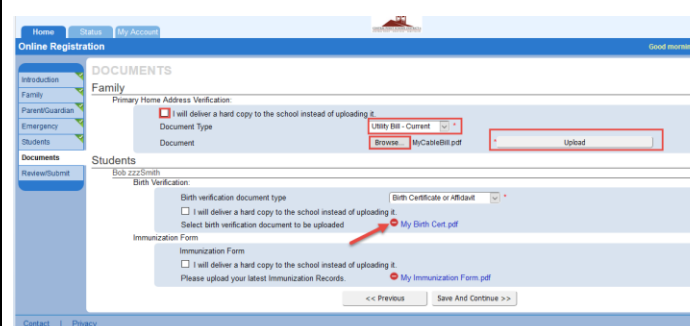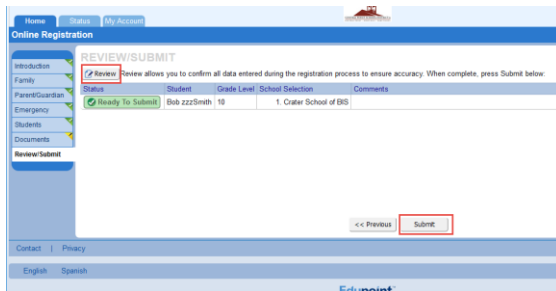
PDF Scanner apps available through the Apple App Store and Google Play Store.

You can also select to bring in the hard copy to the school instead.
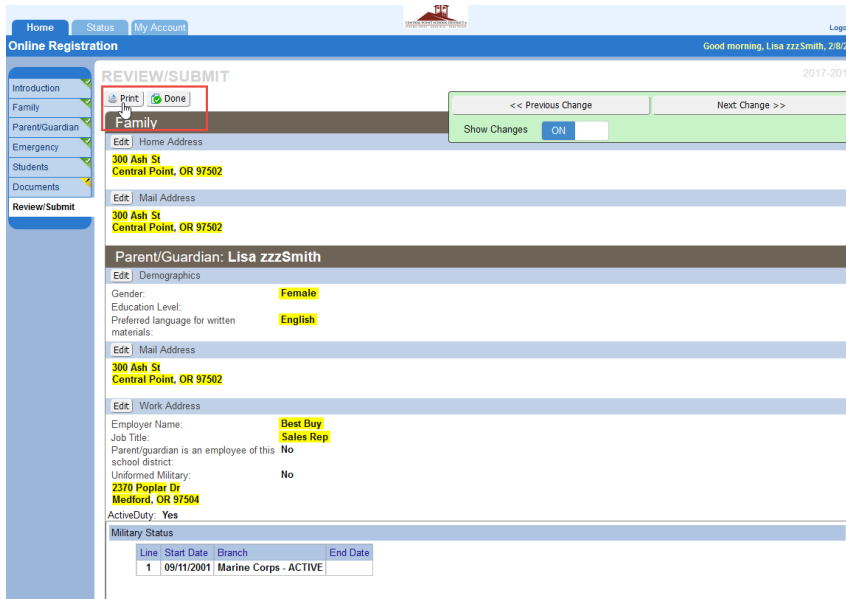
For enrollment verification, file upload is not required unless a change of address was entered.

Review / Submit

Before submitting your student's enrollment, click **Review** to review the entered information. You can make any changes by clicking on the applicable content area (e.g. Parent/Guardian, Students, etc.). Once submitted, you will need to contact the school to make any changes to your student's enrollment information.

You can print the information by clicking on the **Print** icon in the top left hand corner. After reviewing, click **Done**.

Printed Copy of Enrollment

A confirmation screen will display.

Click **OK**.

The last screen will display a message of the successful submission of your online registration.

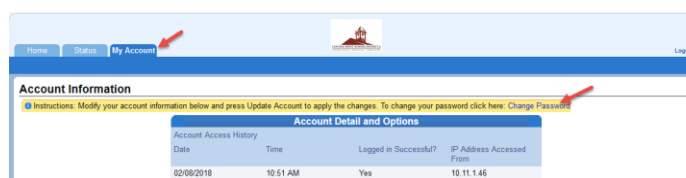|		
Status of Enroll-ment	You can click on **Status** to view the status of your submission. Once your student's enrollment has been accepted, please schedule a time to visit the school before your student's first day of school to bring in any documents which were not uploaded in the online registration process. You may also need to complete additional, school-specific forms. In addition, your student will receive class assignments and other information to ensure a smooth start. For enrollment verification, your annual review process has been completed for the upcoming school year.	Waiting Accepted Denied/Transferred
Status Email	You will receive an email confirming the submission of your application. Once the school has reviewed and accepted your application, you will receive a message of acceptance. If the school needs some more information or is unable to process your registration, you will receive an email notification. Please make sure your junk and spam folder do not have any emails from @district6.org	
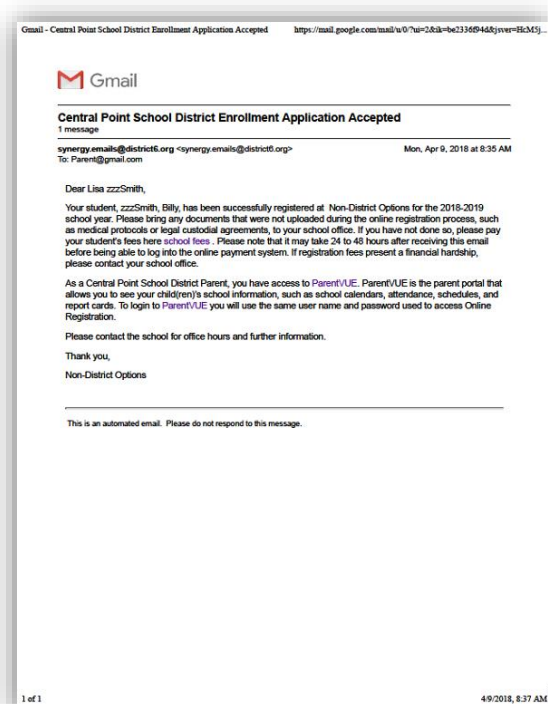
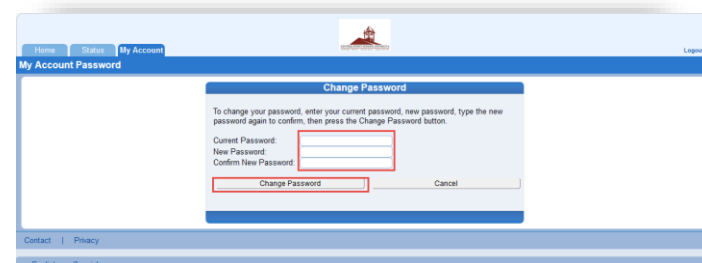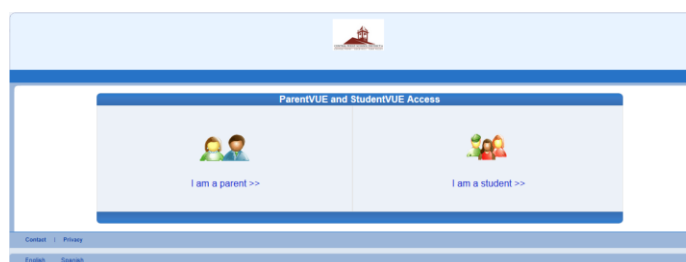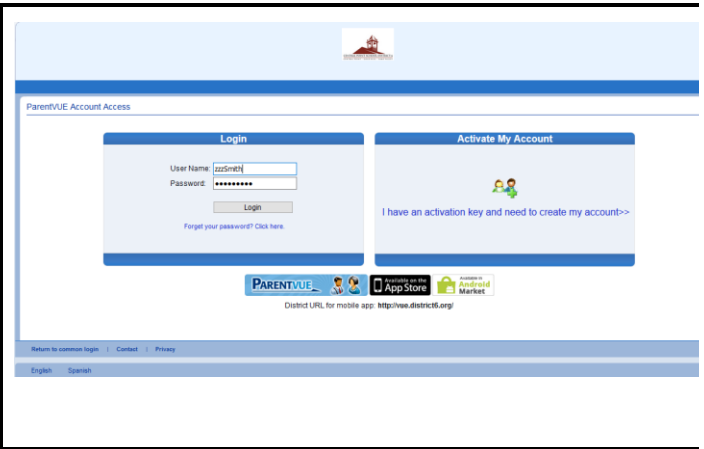|		
My Account Tab	The My Account tab, displays your Account Access History. To change your ParentVUE password, click on the Change Password link.	 Change Password
	Enter the **Current Password**. Then enter the **New Password**. Enter the new password again to **Confirm New Password**.	
Parent-VUE	Once your student has been accepted into the current school year, you can access the parent portal, ParentVUE, to view your student's enrollment, attendance, class, and grading information. (Your student can view the same information through the student portal, StudentVUE.) If your student is enrolled in the next school year, you can view this ParentVUE information upon the start of that school year. Click on **I am a parent >>**	

Parent-VUE Login	Use the same User ID and password you created for Online Registration to log in to ParentVUE. If you forgot your login information, click on **Forgot your password? Click here** to reset your password. Enter the email address on file to initiate the reset email. If you forgot your email address, please contact your school for it or to add a different email if changed.	
Contact	Thank you for enrolling your student or verifying your student's enrollment information through Online Registration. Please contact the enrolling school if you need any assistance with your student's online enrollment.	