



Using ParentVue  
to submit transition  
proofs for currently  
enrolled Grade 5/8  
students.

THINK.  
INSPIRE.  
GROW.

Charles County Public Schools

# Access your ParentVue Account

- Access your ParentVue account using the website: [https://md-ccps.edupoint.com/Frameset\\_PXP.aspx?P=Login\\_Parent\\_PXP.aspx](https://md-ccps.edupoint.com/Frameset_PXP.aspx?P=Login_Parent_PXP.aspx)
  - The ParentVue mobile application will only allow you to upload proofs after updating information on the online registration website.
- Click Online Registration located on the top right corner.

The screenshot displays the ParentVue website interface. At the top, the URL bar shows `md-ccps.edupoint.com/Frameset_PXP.aspx?P=Login_Parent_PXP.aspx`. The navigation menu includes **My Account**, **Help**, **Online Registration** (highlighted with a red box), and **Close**. The user profile section shows a user named **Mark** associated with **Dr. James Craik Elementary School** (phone: 301-934-4270). The main content area features a sidebar with navigation options: Home, Messages (17), Calendar, Attendance, Class Schedule, Class Websites, Course History, Course Request, Grade Book, Health, and Report Card. The main content area displays two user profile cards for **Mark** at **Dr. James Craik Elementary School**, each with a profile picture and ID field.



# Begin Registration and Verify Information

- Select “2023-2024 5<sup>th</sup>/8<sup>th</sup> Grade Transition Proofs Registration” box to start the registration process.
- You will be prompted to verify and update:
  - Home and mailing addresses.
  - Parent information.
  - Emergency contacts.
  - Student Information.
  - Uploading transition proofs.

**SELECT REGISTRATION TO BEGIN**

Welcome to the Charles County Public Schools Online Registration System

Select "2023-2024 Online Registration" for:

- Applying for PreKindergarten for the 2023-2024 School Year.
- Enrolling students for grades Kindergarten through 12 for the 2023-2024 School Year.

Select "2023-2024 Title I Thriving Threes & Me Early Learning Groups Application for:

- Applying for the Title I Thriving Threes & Me Early Learning Groups Program for the 2023-2024 School Year.

Select "2023-2024 5th/8th Grade Transition Proofs Registration" for:

- Submitting Transition Proofs for your currently enrolled 5th or 8th grade student(s) for the 2023-2024 School Year.

2023-2024 School Year

5th/8th Grade Transition Proofs Registration

Online Registration

Thriving Threes & Me Early Learning Groups App



# Verify your ParentVue name

- Enter your first and last name as shown in the top right corner, then click Save and Continue.
- At this point in the process, you may continue using the website or your ParentVue App.
  - Continue using the website if your proofs are saved on your computer.
  - Or log into ParentVue app to take photos of your proofs to complete the process.

5th/8th Grade Transition Proofs Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Documents
- Review/Submit
- Delete Transition Proofs

### INTRODUCTION

## 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 \***

[Save And Continue >](#)



# Verify Your Home Address and Mailing Address

5th/8th Grade Transition Proofs Registration

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

DELETE Transition Proofs

FAMILY 33%

## Home Address

**Instructions**

Please use the Search box below to find and select your street address.  
If your address includes an Apt or Unit number you may add it after you have selected your street address.  
If your address is NOT found, please contact OLRSupport@ccboe.com for assistance.

Check here if your address has changed.

Address as entered from above:

[Save And Continue >](#)

Verify that your home address and mailing address is correct as shown.

If your address has changed, please check the box and update your address, as necessary.

**Family**

- Parent/Guardian
- Emergency
- Students
- Documents
- Review/Submit

DELETE New Student

## Mail Address

Mail address is the same as home address

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



# Edit Parent/Guardian information that shows In Progress

- When you see the yellow In Progress button, click Edit to continue verifying and updating information for that person. Please review and edit each screen's information, as necessary.

	First Name	Last Name	Gender	Status
 Edit  Delete	[Redacted]	[Redacted]		 In Progress
 Edit  Delete	[Redacted]	[Redacted]		 In Progress
 Add New Emergency Contact				



# Edit Emergency Contact information that shows In Progress

- When you see the yellow In Progress button, click Edit to continue verifying and updating information for that person. Please review and edit each screen's information, as necessary.

5th/8th Grade Transition Proofs Registration

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency**
- Students
- Documents
- Review/Submit
- Delete Transition Proofs

### EMERGENCY

Add emergency contacts (optional). *Note: Listing an emergency contact does not allow the individual to pick up a student at any given time in a non-emergency situation without prior written authorization from the parent/guardian.*

	First Name	Last Name	Gender	Status
<a href="#">Edit</a> <a href="#">Delete</a>	████	████		<b>In Progress</b>
<a href="#">Edit</a> <a href="#">Delete</a>	████	████		<b>In Progress</b>
<a href="#">Edit</a> <a href="#">Delete</a>	████	████		<b>In Progress</b>
<a href="#">+ Add New Emergency Contact</a>				

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



# Step 3: Edit Information for your Grade 5/8 Child

- Click Edit to edit and upload transition proofs for your currently enrolled Grade 5 or 8 child.
- Click Exclude next to any child(ren) that are any other grade levels than 5 or 8.

**5th/8th Grade Transition Proofs Registration**

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

Delete Transition Proofs

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**STUDENTS**

- Please click "Edit" to update currently enrolled student(s) information for which you are submitting 5th/8th grade Transition Proofs for.
- Please click "Exclude" next to the student(s) name who are not currently enrolled in the 5th or 8th grade.

Students to enroll in

	First Name	Middle Name	Last Name	Gender	Grade	Status
Edit  Exclude	██████	██████	██████	Male	05	In Progress

Students that will not be enrolled in this application:

Students to exclude from

First Name	Middle Name	Last Name	Gender	Grade	Reason
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Previous Save And Continue





# Select “I am submitting Transition Proofs for my current 5th or 8th grade student” for Schooling Choice.

- Continue to verify and update information.
- Click save and continue as you move through the screens.

### 5th/8th Grade Transition Proofs Registration

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- Students** !
- Documents
- Review/Submit
- Delete Transition Proofs

### DEMOGRAPHICS

14%

Select 5th or 8th grade Transition Proofs: [REDACTED]

#### Instructions

Please select the following registration choice:

- "I am submitting Transition Proofs for my current 5th or 8th grade student(s). - Submitting Transition Proofs for currently enrolled 5th or 8th grade students rising to Middle or High School for the upcoming 2024-2025 school year.

Please select that you are submitting 5th or 8th grade Transition Proofs.

I am submitting Transition Proofs for my current 5th or 8th grade student(s)

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



# Edit next child or Save and Continue

## 5th/8th Grade Transition Proofs Registration

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

### STUDENTS

- Please click "Edit" to update currently enrolled student(s) information for which you are submitting 5th/8th grade Transition Proofs for.
- Please click "Exclude" next to the student(s) name who are not currently enrolled in the 5th or 8th grade.

#### Students to enroll in 2023-2024

	First Name	Middle Name	Last Name	Gender	Grade	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/>	██████	██████	██████	Male	05	<input checked="" type="button" value="Complete"/>

Students that will not be enrolled in this application:

#### Students to exclude from 2023-2024

First Name	Middle Name	Last Name	Gender	Grade	Reason
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# Upload Proofs:

- If your proofs are saved on your computer, click Upload to browse and find the image of your proofs.

- If you want to use your phone to take photos of your proofs.
  - Log into your ParentVue mobile app. You will be prompted to upload photos using your device's camera to complete the process.

5th/8th Grade Transition Proofs Registration

- Introduction
- Family
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- Emergency
- Students
- Documents**
- Review/Submit
- Delete Transition Proofs

### DOCUMENTS

#### Family

**Domicile Proof One**

Document Type \*

Select document \*

**Domicile Proof Two**

Document Type \*

Select document \*



# Review and Submit

- If you uploaded images from your computer, click Review to do your final review and at the bottom of the Review screen you will click the green Submit button.

OR

- Log into your ParentVue app on your phone, and you will be prompted to take a photo and upload your two proofs. Then log back on the website and complete the Review/Submit screen.

The screenshot displays the '5th/8th Grade Transition Proofs Registration' interface. On the left is a navigation menu with items: Introduction (checked), Family (checked), Parent/Guardian (checked), Emergency (checked), Students (checked), Documents (checked), Review/Submit (active), and Delete Transition Proofs. The main content area is titled 'REVIEW/SUBMIT' and includes a 'Review' button. Below this is a confirmation message: 'Review allows you to confirm all data entered during the Transition Proofs process to ensure accuracy. When complete, press Submit below:'. A table shows the registration status:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	[Redacted]	05	1. Dr. James Craik Elementary School	

Navigation buttons for '< Previous' and 'Review' are visible. To the right, the 'Documents Provided' section lists 'Family' with 'Domicile Proof One' and 'Domicile Proof Two', both redacted. At the bottom, a green checkmark icon is next to the text 'I have reviewed all registration data and verified that it is correct'. Navigation buttons for '< Previous' and 'Submit' are at the bottom right.



School will email verification.

You will receive an email verifying  
acceptance or denial of your  
submitted proofs.

Should you need assistance, please  
contact your child's school or email  
[OLRSupport@ccboe.com](mailto:OLRSupport@ccboe.com)

