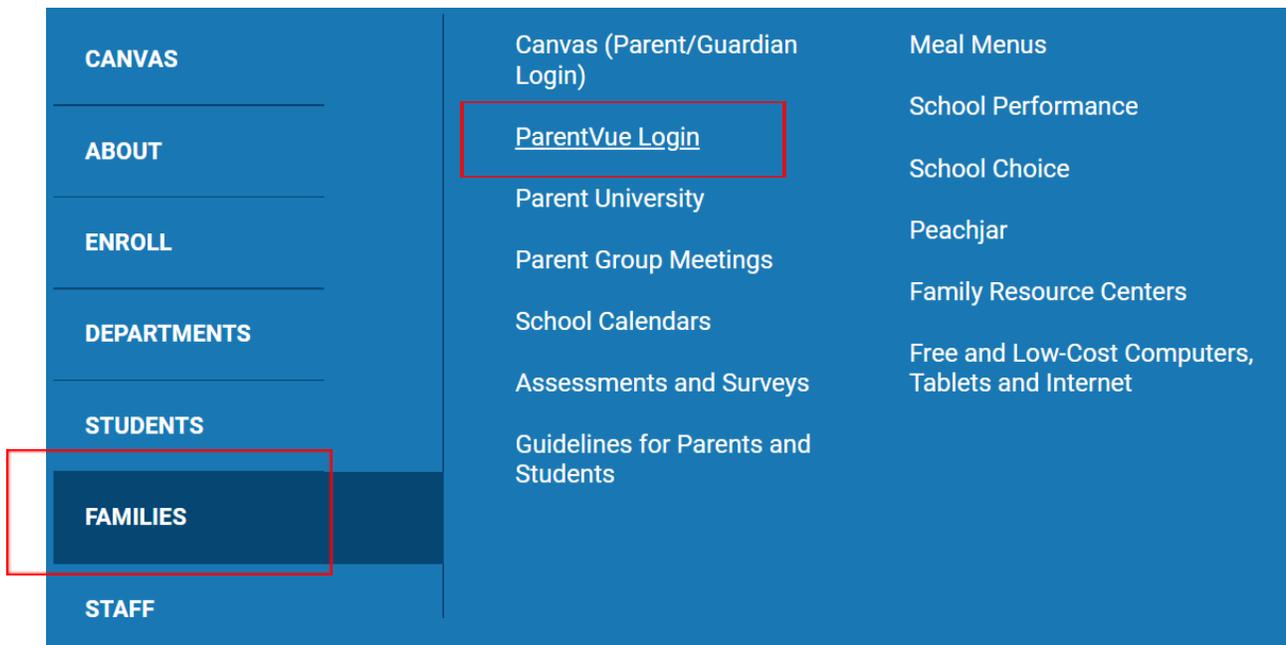
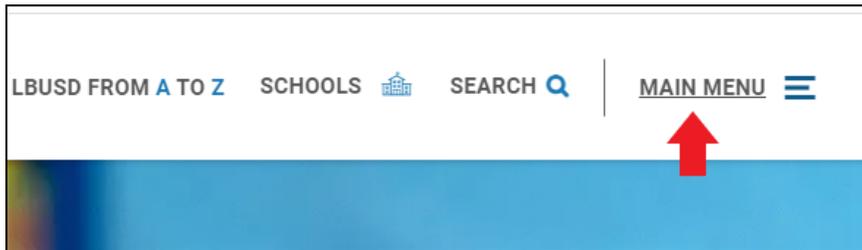


Click for [Spanish](#)   Click for [Khmer](#)   [Video - English](#)   [Video - Spanish](#)   [Video - Khmer](#)

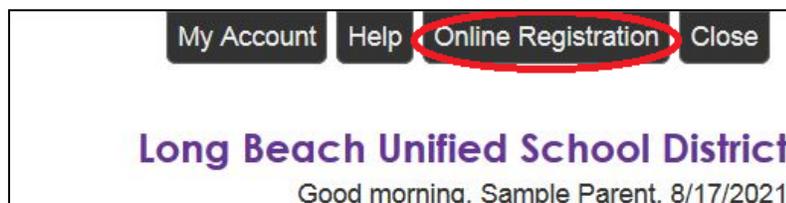
It is very important to have correct, up-to-date information for every student. To ensure the school has updated information, follow the directions below to verify and/or edit student and family information for every student.

1. **Log in to ParentVUE.** Go to lbschools.net, Click on “Main Menu” in the upper right hand corner, hover over ‘Families’ and select “ParentVUE - Login”.

If you do not have a ParentVUE account, please contact your school for an activation key.



2. You will now have the option to update your student’s information via the Online Registration tab in ParentVUE. This method will allow for nearly instant processing results, with the exception of address changes.



# ParentVUE Annual Verification/Registration

- To update contact information and verify information for currently enrolled students, select, “Annual Student Verification”, then click on “Begin New Registration”.

**SELECT REGISTRATION TO BEGIN**

Please select the online packet you would like to begin

- Annual Student Verification
- CURRENT CDC/Head Start Kindergarten Registration
- TK-12 Student Enrollment (Next Year)

**Begin New Registration >**

- Click “Continue”.

**Annual Student Verification/Registration**

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Review/Submit
- Delete Registration

**INTRODUCTION**

### Welcome

**Information**

To ensure the school has updated contacts, please verify your student and family information. You will be able to edit information for all students using this registration module.

Throughout the Annual Student Verification/Registration process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (\*). You must enter information into these fields before you will be allowed to continue.

**Continue**

- Verify your address. If your home address has changed, check the box, then enter your new address. Proof of Residence documents are required for any home address changes.

## Home Address

Check here if your address has changed.

\*\*Tips for entering addresses:

- Use the search box to start typing your address. Select the correct one.
- If you don't see your address listed, try removing the direction (N,S,E,W).



**Date of the address change**

MM/DD/YYYY

1515

- 1515 55TH ST, LONG BEACH, CA 90805
- 1515 PHILLIPS ST, LONG BEACH, CA 90805
- 1515 PIER D ST, LONG BEACH, CA 90802
- 1515 W 17TH ST, LONG BEACH, CA 90813
- 1515 W WARDLOW RD, LONG BEACH, CA 90810

6. On the Parent/Guardian screen, if multiple parents live at the same address, then both parents will need to be updated.

- As shown in the example below, the mother has been updated and therefore displays as “Complete”. The father has not been updated, so he is displayed as “Not Complete”. To complete the father’s account, click on the “Edit” button and verify all screens.

**PARENT/GUARDIAN**  
Add or update Parent/Guardian details.

	First Name	Last Name	Gender	Status
Edit	Sample	Father	Male	Not Completed
Edit	Sample	Mother	Female	Complete

< Previous
Save And Continue >

7. Verify, update, or add new emergency contacts.

**EMERGENCY**  
Please add at least 1 emergency contact. If you already have an emergency contact, please verify by clicking on the Edit button.:

	First Name	Last Name	Gender	Status
Edit	Sample	Contact1		Not Completed
Edit	Sample	Contact2	Male	Not Completed
Edit	Sample	Contact3		Not Completed
Edit	Sample	Contact4		Not Completed

+ Add New Emergency Contact
←

< Previous
Save And Continue >

8. Verify or update all current students.

**Students registering**

	First Name	Last Name	Gender	Grade	Status
	Sample	Student1	Male	08	Not Completed
	Sample	Student2	Male	12	Not Completed

# ParentVUE

## Annual Verification/Registration

9. Once all students are verified, click on "Review".

<input checked="" type="checkbox"/> Ready To Submit	Sample Student1	11	1. Jordan High School
<input checked="" type="checkbox"/> Ready To Submit	Sample Student2	TK	1. Addams Elementary

[< Previous](#) [Review](#)

10. Review all information and select the checkbox at the bottom of the screen, then click "Submit".

I have reviewed all registration data and verified that it is correct

[< Previous](#) [Submit](#)

11. Home address changes will need to be reviewed by the school, but all other changes will update within a few minutes. You can visit the status of your submission or make further updates at any time by clicking on the "Online Registration" button in ParentVUE.

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

**Long Beach Unified School District**  
Good morning, Sample Parent, 8/17/2021

*\*For questions, please contact your school for assistance.*