



This guide is meant to walk you through the process of registering your student online using our Online Registration Tool through Synergy

### 1. Creating a ParentVue account

After clicking Online Registration link, this screen will appear

Select Create New Account, answer the 3 questions, click continue.



### Read and accept the Privacy Statement

Parent/Student Portal

#### Parent Account Activation

**Step 1 of 3: Privacy Statement**

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

**!** You have one or more students already enrolled in the district, you need to use your existing ParentVue account.

**ParentVue/StudentVue Use Agreement**

ParentVue and StudentVue are internet-based applications that provide access to education records for parent/guardian and students of the district through a secured internet site. All parent/guardians and students who wish to use ParentVue or StudentVue must comply with the terms and conditions in this Agreement.

**A. Rights and Responsibilities**

Access to ParentVue/StudentVue is a free service offered to all current students and parent/guardians of district students. Access to student information through ParentVue/StudentVue is a privilege, not a right. A parent/guardian will be authorized to activate a ParentVue account only after the student is enrolled in the district. Once a student withdraws or graduates, ParentVue access to that student's education records will be deactivated. Parent/guardians and their student(s) must practice proper and ethical use of ParentVue.

Clicking I Accept means that you agree to the above Privacy Statement.

Parent/Student Portal

#### Parent Account Creation

**Step 2 of 3: Create Your Account**

Please enter your first name, last name, and your email address

**First Name**

**Last Name**

**Email Address**

**Confirm Email Address**

**X2D4K**  Type the characters you see in this picture



## 2. Account Activation

- Enter a **User Name**, **Password**, and a **Primary Email** address. Then click **Complete Account Activation**.

### Complete Account Activation

**Step 3 of 3: Choose user name and password**

Welcome **Sample Parent**. To complete your account activation you will need to create your username and password. Remember that passwords are case sensitive. Your password can consist of numbers and letters and must be a minimum of 6 characters in length.

**User Name**

  
**Password**

**Confirm Password**

**Primary E-Mail**

After activating your account, you will be taken to the ParentVue home page.

Select online registration.



### 3. Start New Registration

Click Begin New Registration to start the registration process.

On the welcome screen, scroll to bottom of page and click Continue

Parent/Student Portal

Mifflinburg Area School District  
Good morning, [redacted] 1/16/2025  
2025-2026

Online Registration

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

INTRODUCTION

Welcome

Information

### Welcome to Mifflinburg Area School District's Online Enrollment Registration

Whether you are enrolling your child kindergarten, elementary school or high school, our online registration will guide you through the entire enrollment process. If you have any questions, please contact Central Registration at 570.966.8209 or reach out to one of our schools directly and they would be happy to assist you.

**Proof of Residency**

In order to register your student in the Mifflinburg Area School District, the parent or guardian must provide at least one (1) piece of documentation indicating the place of residency. This document can be uploaded at the time of registration or can be hand delivered to the district office.

**Immunization Records**

All students entering Pennsylvania public schools are required by law to be immunized prior to the start of classes. Proof of immunizations or signed waiver is required at the time of enrollment and must include the name of the person, the birth date, the type of vaccine administered, and the month, day and year of each immunization.

**Birth Certificate**

This certificate is used to verify the correct legal name and birth date. In compliance with federal, state, and district guidelines, all students are enrolled using the legal name on the student's birth certificate UNLESS there has been a court-ordered name change and a photocopy of the name change has been provided at enrollment. You have 30 days to provide a certified copy of the birth certificate or other reliable proof of identity with an affidavit explaining why you can't provide a birth certificate is acceptable. Birth Certificates can be uploaded at the time of registration or hand delivered to the school office.

**Legal guardianship or custody papers**

Legal guardianship or custody papers are necessary, if applicable to this student based on the following scenarios:

- If an adoption has taken place, it is reflected with an amended birth certificate, and student lives with adoptive parents as listed on the amended birth certificate, that is sufficient.
- If student lives with one custodial parent as the result of a divorce.

Introduction to Schools, click continue

Parent/Student Portal

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INTRODUCTION

Open Schools

Information

The schools listed below are participating in online registration. If you do not see your desired school listed below, this will indicate that the school is not currently participating and will require a paper enrollment packet to be completed.

Schools open for Online Registration:

School Name	Grade	Additional Information	Restrictions
Mifflinburg Area High School	09, 10, 11, 12		
Mifflinburg Area Intermediate School	03, 04, 05		
Mifflinburg Area Middle School	04, 06, 07, 08		
Mifflinburg Elementary School	K, 01, 02		

Continue



Student Summary of your students that are already enrolled.

Please note, the student you will enroll today will NOT be on this list since that student has not been enrolled yet.

Click save and continue.

Parent/Student Portal

Online Registration

INTRODUCTION

Student Summary

Information

**STOP - PLEASE REVIEW**

Below is a list of students included in your online registration process along with the registration current status. Please review before continuing. **DO NOT continue if student(s) are missing below**, please logout of ParentVUE and contact the school in which the student is enrolled.

First Name	Last Name	Grade	School Year	School	Status
[REDACTED]	[REDACTED]		2021	Synergy Archive School (2021-22)	[REDACTED] is currently inactive
[REDACTED]	[REDACTED]		2025	Mifflinburg Area Middle School	Student already has an active enrollment for this year
[REDACTED]	[REDACTED]		2025	Mifflinburg Area High School	Student already has an active enrollment for this year
[REDACTED]	[REDACTED]		2025	Mifflinburg Area Middle School	Student already has an active enrollment for this year

Save And Continue >

Add Electronic Signature by typing your name. Save and continue

Signature

Please enter your first and last name below **EXACTLY** as it appears in the upper right corner:

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.

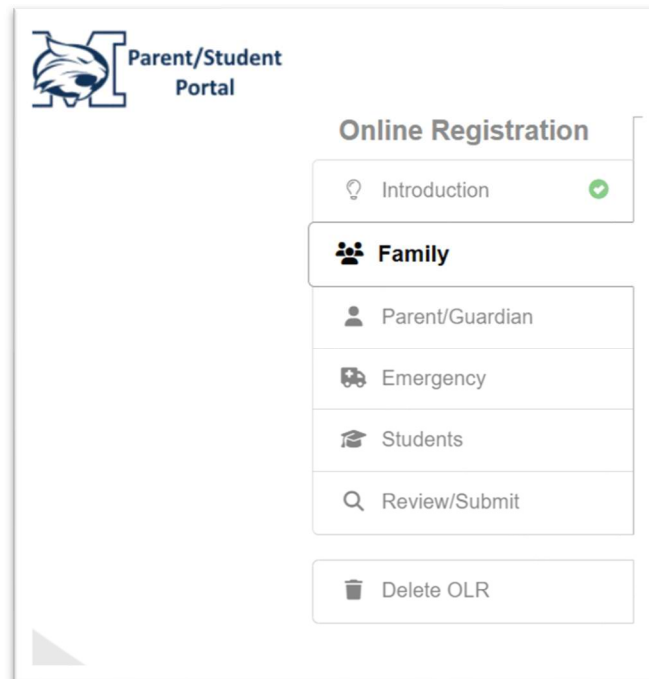
Electronic Signature \*

Clear Signature

By selecting Save and Continue, the signatures captured above will be saved for application where they are required throughout the registration. To draw your own signature, select Clear Signature.

Save And Continue >

Continue through the rest of the enrollment modules, saving and continuing as you go.



The following options display on the Parent/Guardian, Student, and Emergency Contacts screens:

- Click on an In Progress tab, noted with the yellow exclamation mark, in the navigation menu to enter missing information for that section.
- Click Edit to edit the information.
- Click Delete to delete an entry from the registration.
- Click Add New Parent/Guardian, Add New Student, or Add New Contact to add another person's information where applicable.
- Drag and drop the Emergency Contacts in the order in which you want them to be contacted.
- Click Save and Continue to move to the next screen.



Once you have completed all the registration screens, you will be asked to upload, or hand deliver required registration documents. The appropriate box must be checked to continue to next page.

You will now be prompted to review the information before submitting it. Click Review to Continue. Scroll through the information you have entered. To make any changes, click Edit.

### Submitting the registration

• Once you have determined all the information is correct, scroll to the bottom of the Review page, check the box indicating the registration data is correct, then click **Submit**.

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

[← Previous](#) [Submit](#)

After submitting the completed registration, you can check the status by logging into your ParentVue account with the Username and password you created. The **Status of Recent Registration Activity** screen will show your submitted registration (s) and current status.

**Please Note that all registrations will remain Pending until ALL registration documents have been submitted.**