

Completing your Annual Verification

1. Go to https://parentvue.wesdschools.org/PXP2_OEN_Login.aspx

The screenshot shows the 'Online Registration Account Access' page for the Washington Elementary School District. At the top, there is a 'Login' button. Below it, the district name 'Washington Elementary School District' is displayed. The login form includes a 'User Name:' field, a 'Password:' field, and a 'Forgot Password' link. A blue 'Login' button is positioned below the password field. At the bottom of the form, there are two links: 'Create a New Account' (with a yellow power icon) and 'Forgot Password' (with a red padlock icon). A 'More Options' link with an upward arrow is also present. The footer shows 'English | Español'.

2. Enter your **User Name** and **Password** and then click **Login**
 - a. If you forgot your password, click on the link that says **Forgot Password** and the system will email you a link for you to reset your password.
 - b. If this is your first time logging in, click on the link that says **Create a New Account**
 - i. **If you have an account, but create another account with a different email address, there may be some delays in processing your registration. This may result in creating a duplicate parent account for you, which takes time to identify and resolve. You may also be requested to complete the registration again.

This is an annotated version of the same login page. Red boxes highlight the 'User Name:' and 'Password:' input fields, the 'Login' button, and the 'Forgot Password' link. At the bottom, the 'Create a New Account' link is circled in red and labeled with a red 'b', and the 'Forgot Password' link is circled in red and labeled with a red 'a'. The rest of the page layout is identical to the previous screenshot.

3. Choose the Annual Verification (FY2026)

a. Basic tips:

- i. Read each screen. Each will have directions and important information for each screen.
- ii. To get to the next screen, click **Continue** or **Save And Continue**.
- iii. Some fields are required. If you are not able to click continue, look for highlighted fields that need to be filled in.
- iv. If you do not have time to finish, your information will be saved for the next time you log in.

SELECT REGISTRATION TO BEGIN

Please select the online packet you would like to begin

2025-2026 School Year

Annual Verification (FY2026)

New Fall Student Registration (FY2026)

More Info

b. Introduction

- i. This section has some basic information/reminders
- ii. Create Electronic Signature by typing your name
- iii. Click Save And Continue when done with each screen

Annual Verification (FY2026)

INTRODUCTION

2025-2026

Introduction

Welcome

Information

Welcome to Washington Elementary School District's Online Continuing Student Confirmation

Whether your child is in kindergarten, elementary school, or middle school, our online confirmation will guide you through the entire process. If you have any questions, please get in touch with our Welcome and Registration Center at 602-896-6950 or reach out to one of our schools directly ([School Directory](#)) and they would be happy to assist you.

To make this process as smooth as possible please have the following information available:

- Proof of residency (address changed)
- Custodial documentation (custody changed or was updated)
- Emergency contact phone number(s)

Reminders

c. Family

- i. Verify Home and Mailing Address
- ii. Click Save And Continue when done with each screen

Annual Verification (FY2026) 2025-2026

FAMILY 33%

Home Address

Instructions

The school and/or district will send automated messages regarding attendance and other notifications to the phone number marked as Primary*.
*Work phone numbers are excluded from automated messages even if marked as Primary.

☐ Check here if your address has changed.

Address as entered from above:

[Save And Continue >](#)

d. Parent/Guardian

- i. Update your work/contact information as a parent (if any changes are needed)

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PARENT/GUARDIAN 80%

Work Address:

Instructions

The school and/or district will send automated messages regarding attendance and other notifications to the phone number marked as Primary*.
*Work phone numbers are excluded from automated messages even if marked as Primary.

☐ Check here if parent/guardian does not have an employer

- OR -

Employer Name *

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

- ii. Do this for each Parent/Guardian (click **In Progress** for each parent)

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PARENT/GUARDIAN

Add or update Parent/Guardian details.

	First Name	Last Name	Status
Edit			Complete
			Complete
Edit			In Progress

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

e. Emergency

- i. You can add new Emergency Contacts or edit/delete existing Emergency Contacts. You need to have at least 1 Emergency Contact added to continue.

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EMERGENCY

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Please add at least 1 emergency contact:

NOTE: Parents and Guardians are primary emergency contacts and are listed under the Parent/Guardian tab. All Kindergarten through 8th-grade students must have at least one emergency contact other than the parent. If a person is not available, then enter the local police department and the Department of Child Safety.

First Name	Last Name	Status
		Complete

Edit

Delete

Add New Emergency Contact

Previous

Save And Continue

f. Students

- Under **Students to enroll in 2025-2026**, click **In Progress** for each student
 - Some screens will require your signature and/or your child's signature. If the screen requires your child's signature, they may sign with your computer mouse by clicking and dragging inside the signature box.
- Anything under **Students to exclude from 2025-2026** do not need to be verified.

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STUDENTS

2025-2026

Have more than one child to enroll? *WAIT to click the SUBMIT button on the Review/Submit page until you have completed the registrations for all your children. (Clicking the SUBMIT button before all the confirmations are complete, will lock your access to Online Enrollment until the submitted child's confirmation has been processed.)*

Students to enroll in 2025-2026

Legal First Name	Legal Middle Name(s)	Legal Last Name(s)	Gender	Entering Grade	Status
					In Progress

Edit

Students shown here will not have their returning status confirmed.

Students to exclude from 2025-2026

Legal First Name	Legal Middle Name(s)	Legal Last Name(s)	Gender	Entering Grade	Reason
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Save And Continue

g. Documents

- If there was an address change, this screen prompts for additional documentation to be uploaded.
 - We recommend adding the documentation on this screen. If you choose to deliver a hard copy, your registration may be delayed and your school office may be trying to reach you to get proof of the address change. If the school is not able to get proof, the Annual Verification will be denied.
- Download All Documents** or just the documents you want to view (optional)

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DOCUMENTS

Instructions
Please be aware that password-protected documents are not acceptable. Documents must be in PDF, JPG, or PNG format. If you submit it in another format it may not be readable and could delay processing or result in the application being returned to you.

Family

Primary Home Address Verification:
☐ I will deliver a hard copy to the Registration Center instead of uploading it.
Document Type *
Select document *
Upload

Student	Document
	Annual Verification

Download All Documents

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Save And Continue

h. Review/Submit

- Click Review to review the information that you entered to ensure accuracy. If you need to go back to edit any information, you can navigate there on the left side of the screen.
- When the information has been verified as accurate, click **Submit**. A pop-up window will appear and ask you to confirm. Click **OK** to submit your Annual Verification for your children.

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REVIEW/SUBMIT

Review
Review allows you to confirm all data entered during the Annual Verification process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit				

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Submit

Confirm

Pressing OK will submit the student Annual Verification information for the 2025-2026 school year. From this point on you will not be able to make any further changes to the Annual Verification information in this portal; however, you may return to Annual Verification (FY2026) to check the status of your submission.

OK
Cancel