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| <p>Go To</p> | <p>If you haven't already created a ParentVUE account, you'll need to do so by going to the Astoria School District Online Registration System which can be found on our website www.astoria.k12.or.us under Parents – Student Registration</p> <p>Click on More Options at the bottom and select Create a New Account</p> <p>If you already have a ParentVue account but forgot your username please contact your child's school. If you forgot your password click on More Options to bring up the Forgot Password link.</p> |
| <p>Step 1 of 3 Privacy Statement</p> | <p>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.</p> |
| <p>Step 2 of 3 Parent Account</p> | <p>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.)</p> <p>Enter the system generated code and click Continue to Step 3</p> |
| <p>Step 3 of 3 Account Creation</p> | <p>Click Return to login to complete the account creation process.</p> <p>Login to your email to retrieve the ParentVUE Registration email.</p> |
| <p>Email Link</p> | <p>Locate the ParentVUE Registration email from support@astoriak12.org. If you do not see the email in your inbox, please check your junk folder and search for "support@astoriak12.org"</p> <p>Click on the hyperlinked 'here' to begin the online registration process.</p> |
| <p>Create Password</p> | <p>Your email address will be used as default for the User Name; you may change this to anything you would like.</p> <p>Enter and confirm your password (minimum of 6 characters).</p> <p>Click Save and Continue</p> |
| <p>Registration School Year</p> | <p>After logging into Online Registration, click Begin New Registration.</p> |
| <p>Introduction</p> | <p>Click Continue after reading the welcome message on the screen.</p> |
| <p>Helpful Hints and To Resume Registration</p> | <p>The process of registering your child online is a comprehensive one. Once you have gathered required information, completing the various screens may take up to 20 to 30 minutes.</p> <p>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.</p> <p>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.</p> <p>If you selected the incorrect school year, click on Start Over to begin the process again.</p> |

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| Electronic Signature | <p>Type your first and last name in the Electronic Signature field.</p> <p>Save and Continue</p> |
| Family Home Address | <p>Enter your street address in the first field; you can then select your address from the populated list. Or you can type in the details individually.</p> <p>The individual fields will auto populate based upon your selection.</p> <p>Click Save and Continue.</p> |
| Family Mail Address | <p>If your mailing address is the same as your home address, check the box and click Save and Continue.</p> <p>If your mailing address is different from your home address, enter your mailing address. The individual fields will auto populate based upon your selection.</p> <p>If you have a Post Office Box, you must check that box before entering any information. The Street Number is where you enter your P.O. Box #</p> <p>A green checkmark will display once your home address has been validated.</p> <p>Click Save and Continue.</p> |
| Parent / Guardian Step 1 of 4 | <p>Enter required information for Enrolling Parent. For new enrollments, once the enrolling parent info is complete, please click Add New Parent/Guardian to add an additional parent/guardian.</p> <p>Click Save and Continue</p> <p><i>Please Note: If one parent is in 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.</i></p> |
| Mailing Address Step 2 of 4 | <p>Confirm Mailing Address. Click Save and Continue if the enrolling parent’s mailing address is the same as the home address.</p> <p>If the parent’s mailing address is different, uncheck the box and enter the street address in the Type to find an address field.</p> <p>The individual fields will auto populate based upon your selection.</p> <p>For post office box mailing addresses, select the corresponding checkbox and set the applicable fields.</p> |
| Employer Information Step 3 of 4 | <p>Enter your employer information or select Check here if parent/guardian does not have an employer.</p> <p>Click Save and Continue.</p> |

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| <p>Contact Information Step 4 of 4</p> | <p>Enter your home phone number (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. You must designate which phone is primary.</p> <p>Click Save and continue.</p> |
| <p>Add New Parent / Guardian</p> | <p>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.</p> |
| <p>Emergency</p> | <p>Any parent or guardian already entered is automatically added as an emergency contact. If we cannot reach the parents, please add at least one Emergency Contact in case of emergency. Click Add New Emergency Contact</p> <p>Click Save and Continue</p> |
| <p>Emergency Contact Name</p> | <p>Enter First and Last Name of your Emergency Contact. Gender is helpful when the school is contacting the Emergency Contact. Add additional details.</p> <p>Click Save and Continue.</p> |
| <p>Contact Phone Info</p> | <p>Enter phone numbers for the added Emergency Contact.</p> <p>Click Save and Continue.</p> |
| <p>Add More Emergency Contact</p> | <p>Click Add New Emergency Contact to add an additional contact. Click Save and Continue when done.</p> |
| <p>Add New Student</p> | <p>Click Add New Student to enter your child's information. If you have other children who are currently or were previously enrolled in an Astoria School District school, they will display in the Students to exclude from section. You can only view their enrollment information. Please contact their school to make any necessary updates.</p> <p>Click Save and Continue</p> |

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| <p>Student Demographic Info</p> | <p>Enter all required fields (marked with a red asterisk). The Middle Name field is a required field. If your child 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 associated with the student.</p> <p>Click Save and Continue</p> |
| <p>Birth Information</p> | <p>Select your child’s birth country, birth state and birth city. 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. Or you can choose to bring in documents during your visit to the enrolling school before the first day of school. Enter the correct selection for your families’ eligibility for free or reduced state meals and enter the correct family code.</p> <p>If your child was born outside the US or Puerto Rico, additional fields will display when the country is selected. Enter the entry/start date of your child’s attendance in US school and indicate whether attendance was for less than 3 years.</p> <p>Click Save and Continue.</p> |
| <p>Contact Information</p> | <p>Enter primary contact number for this student and choose if it is primary. Enter student email (if applicable).</p> <p>Save and Continue</p> |
| <p>McKinney-Vento</p> | <p>This question is regarding your families living situation. If you answered YES to “Is the student homeless”, please check the appropriate selection under “Presently, where does the student stay at night?”</p> <p>Click Save and Continue</p> |
| <p>Ethnicity / Race Info</p> | <p>Select the applicable ethnicity (Non-Hispanic or Hispanic) and race for your child.</p> <p>Click Save and Continue.</p> |

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| Parent/ Guardian Relationships | <p>Indicate the relationship of the parent(s)/guardian(s) that were added in the Parent/Guardian section. Relationship is <u>required</u> for each parent or guardian.</p> <p>For each parent/guardian, check the applicable rights to your child. Refer to the brief descriptions at the bottom of the screen for further clarification.</p> <p>Click Save and Continue</p> |
| Emergency Contact Relationship | <p>For each Emergency Contact, indicate the relationship to your child and check box for Release To</p> <p>Click Save and Continue</p> |
| Emergency Contact Order | <p>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.</p> <p>Assign the call order by clicking on the contact, holding down the mouse and dragging to the desired call sequence.</p> <p>Click Save and Continue</p> |
| Information Release | <p>Select the required release information for your student.</p> <p>Click Save and Continue</p> |
| Health Info | <p>Enter your child’s physician and dentist information.</p> <p>Click Save and Continue.</p> |
| Health Conditions | <p>Click Add New Condition to inform the school and school nurse of your child’s health conditions and indicate whether it’s a life-threatening condition.</p> <p>If none, check Student has no health conditions and</p> <p>Click Save and Continue.</p> |
| Medications | <p>Click Add New School Medication or Add New Home Medication to inform the school and school nurse of your child’s medications.</p> <p>If none, check Student has no medication and</p> <p>Click Save and Continue.</p> |
| Dental Screening | <p>Enter state required dental screening information (7 years of age and younger)</p> <p>Click Save and Continue</p> |
| Home Language Survey | <p>Enter your child’s first language and the language spoken at home.</p> <p>Any language other than English will determine a review of your child’s English proficiency.</p> <p>Click Save and Continue.</p> |

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| <p>Special Services</p> | <p>To help provide your child 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.</p> <p>Click Save and Continue.</p> |
| <p>School Selection</p> | <p>The name of your child’s 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 child’s school will display.</p> <p>Click Save and Continue.</p> |
| <p>Policies</p> | <p>The ASD Rights and Responsibilities Handbook contains valuable information for Parents and Students. Click View to download and read the document. Once downloaded you can click the checkbox to accept the Policies.</p> <p>Click Save and Continue</p> |
| <p>Add Another New Student</p> | <p>To enroll another new student, click on Add New Student and complete the necessary information.</p> <p>Click Save and Continue</p> |
| <p>Document Uploads</p> | <p>Upload required documents by selecting document type, clicking on Choose File to browse for the file on your computer and click Upload.</p> <p>You can also select to bring in the hard copy to the school instead. Click Save and Continue</p> |

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| <p>Review / Submit</p> | <p>Before submitting your child’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 child’s enrollment information.</p> <p>You can print the information by clicking on the Print icon in the top left hand corner. After reviewing, click Done.</p> <p>Printed Copy of Enrollment</p> <p>A confirmation screen will display.</p> <p>Click OK.</p> <p>The last screen will display a message of the successful submission of your online registration.</p> |
| <p>Status of Enrollment</p> | <p>You can click on Status to view the status of your submission.</p> <p>Once your child’s enrollment has been accepted, please schedule a time to visit the school before your child’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.</p> |
| <p>Status Email</p> | <p>You will receive an email confirming the submission of your application. Once the school has reviewed and accepted it, you will receive a message of acceptance. If the school needs more information to process your registration, you will receive an email notification.</p> <p>Please make sure your junk and spam folder do not have any emails from support@astoriak12.org</p> |
| <p>My Account Tab</p> | <p>The My Account tab, displays your Account Access History.</p> <p>To change your ParentVUE password, click on the Change Password link.</p> <p>Enter the Current Password.</p> <p>Then enter the New Password.</p> <p>Enter the new password again to Confirm New Password.</p> |

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| <p>Parent-VUE</p> | <p>Once your child has been accepted into the current school year, you can access the parent portal, ParentVUE, to view your child’s enrollment, attendance, class, and grading information (High school and Middle school only). (Your child can view the same information through the student portal, StudentVUE.)</p> <p>If your child is enrolled in the next school year, you can view this ParentVUE information upon the start of that school year.</p> <p>Click on I am a parent >></p> |
| <p>Parent-VUE Login</p> | <p>Use the same User ID and password you created for Online Registration to log in to ParentVUE.</p> <p>If you forgot your login information, click on Forgot your password? Click here to reset your password.</p> <p>Enter the email address on file to initiate the reset email.</p> |
| <p>Contact</p> | <p>Thank you for enrolling your child or verifying your child’s enrollment information through Online Registration.</p> <p>Please contact the enrolling school if you need any assistance with your child’s online enrollment.</p> |
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