

This document provides a brief overview of the Online Pre-Registration process. Pre-Registration is available for parents new to Spotsylvania County Public Schools (who will create a new ParentVUE account) as well as SCPS parents with an active ParentVUE account.

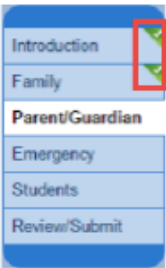
➔ **This process pre-registers your student. Schedule a meeting at your child’s school to finalize the registration**

PRE-REGISTRATION PROCESS

The pre-registration process is driven by a menu of six content areas. The <<Previous and Save and Continue>> buttons are used to move from one content area to the next.



The menu at the left can be used for navigation as well and includes green checks for content areas you have completed.



The system saves your data automatically as you move from screen to screen. You may log out of the system at any time and return to complete.

Required fields are marked by an asterisk (*). You cannot advance through the process unless you enter data in these fields.

Upon completing the data entry, you may review the information on the Review screen and make any necessary changes. You must complete pre-registration information for all your students prior to clicking on **Submit**.

Once you submit the pre-registration, **contact the school to schedule an appointment** to complete the registration process.

COLLECT INFORMATION

Please collect the following information before beginning online registration for your child.

1. Emergency contact phone number(s); not a parent!
2. Previous school address and contact information.

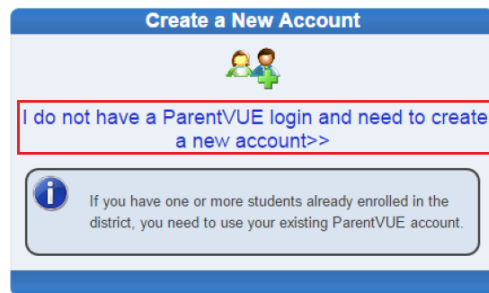
Please refer to the “Registration Checklist” for a list of documentation that is needed to be presented to the registrar at your child’s new school.

To access the “Registration Checklist” and other documents you will need to present to the school, and for detailed information on the SCPS registration process please visit <http://spotsylvania.k12.va.us/domain/1138>.

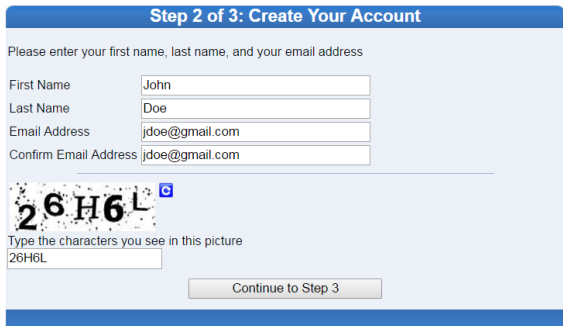
CREATE MY PARENTVUE ACCOUNT

ParentVUE Online Registration Portal works best with Google Chrome web browser.

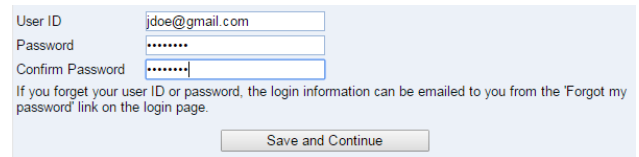
1. In Google Chrome, go to https://synergy.spotsylvania.k12.va.us/login_parent_oen.aspx
2. If you have an existing SCPS ParentVUE account, enter your User Name and Password and skip to the next section (Introduction Screens).
3. Click on **I do not have a ParentVUE login...>>**.



4. Read the Privacy Statement and click on **I Accept**.
5. Enter your First and Last name, an email address (with confirmation) and the verification code. Then click on **Continue to Step 3**.




6. Open the email sent by the system and click on the link to complete the account creation process.
7. By default, your User ID is your email address. Enter a password of at least six characters and confirm it. Then click on **Save and Continue**.



Important!! You may choose to change the default User ID, but it must be unique across the district and may include numbers/symbols. If you receive an error during this step, try adding numbers/symbols to your User ID. Passwords may not contain symbols.

INTRODUCTION SCREENS

1. After you log in, click on **Begin New Registration>>**.
2. Please read this first screen very carefully and make sure you have copies of all documentation specified. Then click on **Continue**.
3. Please make sure you choose the correct year to register your child. Then click on **Continue**.
4. Enter your Electronic Signature and click on **Save and Continue>>**.

 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

FAMILY SCREENS

1. Enter the student's home address which must be an address within the SCPS attendance zone. If the address is valid, a green check appears next to the address.


Home Address

Please enter your home address below:

Street Number Fraction Direction Street Type Post Direction

City State Zip Code +4

Address as entered from above:

6701 Smith Station Rd
Spotsylvania, VA 22553-1803 

2. Enter the mailing address or select the **Mail address is the same as...** checkbox.
3. Enter the home phone (primary phone for the family).
4. Click on **Edit**. Update all the required fields for you, the registering parent.
5. Optional: Click on **Add New Parent/Guardian** to enter an additional parent/guardian for the student. Update all the required fields for the additional Parent/Guardian.
6. When complete, click on **Save and Continue>>**.

EMERGENCY SCREENS

At least one (1) Emergency Contact is required. This person **should not** be a parent/guardian entered in the previous step.

1. Click on **Add New Emergency Contact**.
2. Update all the required fields for the Emergency Contact.
3. When complete, click on **Save and Continue>>**.

STUDENT SCREENS

1. Click on **Add New Student** to begin.
2. Enter the basic demographic information for your student. If the student was not born in the U.S. you will need to supply additional information.

Demographics: New Student

First Name *

Middle Name * No Middle Name

Last Name *

Suffix

Gender *

Birth Date *

Entering Grade *





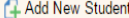
3. Click on **Save and Continue >>** to step through each data entry screen.
4. After you step through all screens for your student, you are returned to the initial Students screen. If you have another student to register, click on **Add New Student**, otherwise click on **Save and Continue>>**.

2015-2016

STUDENTS

Please add or update student details for each student you want to enroll:

Students to enroll in 2015-2016

	First Name	Last Name	Gender	Grade	Status		
			Don	Doe	Male	K	
							

5. If you have a student that is already enrolled in SCPS, click the "Delete" button to exclude them from the pre-registration. Note: This will not remove any data, but just exclude them from being enrolled again in their school.

Key Information Collected on Student Screens

- **Pre-Kindergarten Experience** – for Kindergarten registrations provide the type and hours of pre-K activity.
- **Parent/Guardian Relationships** – Choose the checkboxes that apply to the relationship you have with the student you are registering.
- **Language Survey** – if the answer to any of these questions is a language other than English, arrangements will be made to screen the student for the need for English Language Learner support.
- **Previous School** – please complete fully so that school records may be collected for your student.
- **Special Services** – these screens will capture information on any special education or gifted services in which your student has participated so that eligibility in SCPS services can be determined.

REVIEW/SUBMIT SCREENS

1. Click on **Review** to view all data entered for the student. Scroll to view information for each section.
2. Click on **Edit** to change information in a section.

REVIEW/SUBMIT

Print Done

Family

Home Address

6701 Smith Station Rd
Spotsylvania, VA 22553-1803

Mail Address

6701 Smith Station Rd
Spotsylvania, VA 22553-1803

3. Click on **Done** to return to the screen to submit the registration.

REVIEW/SUBMIT

Print Done

Family

Home Address

6701 Smith Station Rd
Spotsylvania, VA 22553-1803

4. Click on **Submit** and then on **OK** to complete the pre-registration process for your student(s).

Confirm

Pressing OK will submit the student registration information. From this point on you will not be able to make any further changes to the registration information in this portal; however, you may return to Online Enrollment to check the status of your submission.

5. Click on **Logout**.

NEXT STEPS

1. Follow up with the school for each child registered to schedule a face to face meeting. Be sure to bring all required documentation to this meeting. Your child cannot be enrolled until all paperwork is complete.
2. Review the status of your child's enrollment in your ParentVUE account.
 - Navigate to https://synergy.spotsylvania.k12.va.us/login_parent_oen.aspx
 - Enter your User Name and Password.
 - Click on the Status tab.

Home **Status** My Account

Online Registration

2015-2016

Submitted: 4/4/2016 1:30 PM

Status	Last Name	First Name	Grade	Schools	Comments
Waiting	Doe	Don	K	Battlefield Elementary: Waiting	

PRE-REGISTRATION TIPS

- **Address entry:** enter only the street name in the **Street** field; use the **Type** field to specify Ct, Pl, Ave.
- If you log out and return later to complete, click an item in the menu item to jump to that section.

Introduction

Family

Parent/Guardian

Emergency

Students

Review/Submit

Green corner = completed section
Yellow corner = incomplete section
Empty corner = not visited
Note: you cannot jump past an incomplete section.

- Click on **In Progress** in a list of students, parents/guardians, or emergency contacts to jump to the first section of missing information.

	First Name	Last Name	Gender	Grade	Status
	Don	Doe	Male	K	In Progress

Add New Student

ADDITIONAL INFORMATION

More information and videos concerning the registration process can be found on the district registration page at <http://spotsylvania.k12.va.us/domain/1138>.