📖 New Families to Reynolds

WHAT YOU NEED TO GET STARTED:

- Access to a desktop/ laptop computer
- Email account
  - Don't have one? Get a free one through **Gmail**, or **Outlook**

WHO CAN REGISTER:

- Only custodial parents can enroll their student in a Reynolds school
- New students who have never attended a Reynolds School District school and whose parents/guardians have never had a child attend a Reynolds School District school. If you are a parent/guardian of a new student who needs a paper registration packet, please contact your **school office.**

WHAT YOU WILL NEED TO REGISTER:

- Proof of student's birthdate (birth certificate, hospital record, passport, or baptismal record)
- Proof of address (rental agreement, utility bill, etc.)
- Immunization records as required by law

RECOMMENDED:

- At least one emergency contact - including address and phone number
- Physician and dentist phone numbers

🛑 New Students in Families of Current or Former RSD Students

If you are a parent/guardian of a new student, but have a current or former RSD student in your family and an existing ParentVUE account, you may use the **RSD online registration portal** to enroll your new student, complete your online Annual Enrollment Verification for any current or returning students, and make updates throughout the school year.

PLEASE SEE THE ONLINE REGISTRATION PARENT GUIDE FOR NEW STUDENTS IN EXISTING RSD FAMILIES LOCATED AT HTTPS://WWW.REYNOLDS.K12.OR.US/ FOR MORE INFORMATION.

🛑 Current and Former RSD Students

If you are a parent/guardian of a current RSD student or a former student who is returning to RSD who has an existing ParentVUE account you may use the **RSD online registration portal** to complete your online Annual Enrollment Verification and make updates throughout the school year.

PLEASE SEE THE ONLINE REGISTRATION PARENT GUIDE FOR ANNUAL VERIFICATIONS LOCATED AT HTTPS://WWW.REYNOLDS.K12.OR.US/ FOR MORE INFORMATION.
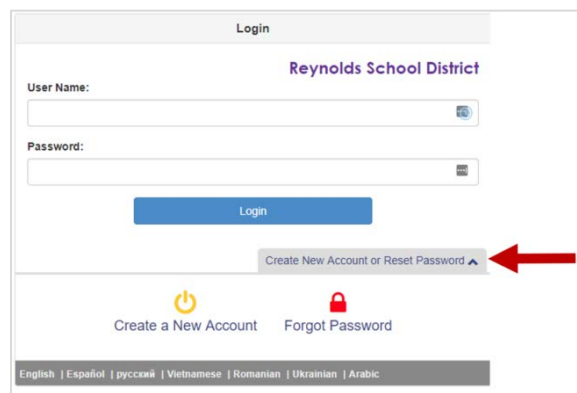
Create a New Account

GETTING STARTED

If you haven't already created a ParentVUE account, you'll need to do so by going to https://parent-reynolds.cascadetech.org/reynolds/Login_Parent_OEN.aspx
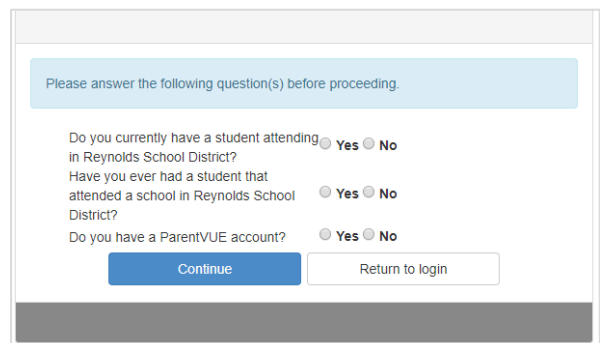
CREATE A NEW PARENT ACCOUNT

1. Click on **Create New Account or Reset Password**
2. Click the link under **Create a New Account**.

▭▷ **STEP 1 | QUALIFYING FOR ONLINE REGISTRATION**

Before completing your new account creation, you will need to answer questions to see if you qualify to create a new account.

If you don't qualify to create a new account, use your existing ParentVUE account to enroll your child. See the Online Registration guide for "New Students in Existing RSD Families" located at https://www.reynolds.k12.or.us/ for more information.

STEP 2 | PRIVACY STATEMENT

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.
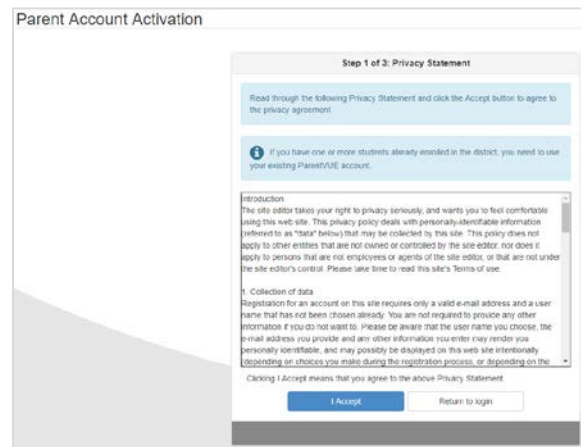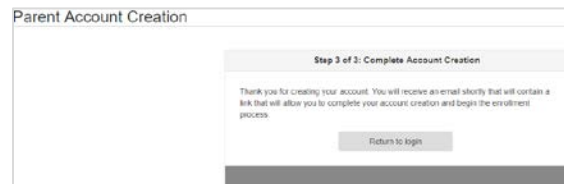
STEP 3 | PARENT ACCOUNT

Enter your first name, last name and your email address in the appropriate fields. Please avoid special characters except for hyphens and apostrophes (e.g. ñ, ö, etc.).

Enter the system generated code and click **Continue to Step 3**.
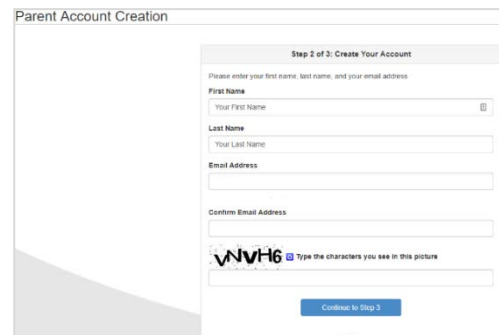
STEP 4 | ACCOUNT CREATION

Click **Return to Login** to complete the account creation process.

STEP 5 |RETRIEVE EMAIL

Login to your email to retrieve the ParentVUE Registration email. If you do not see the email in your inbox, please check your junk folder and search for 'Do_Not_Reply@rsd7.net'.

Click on the hyperlinked '**here**' to begin the online registration process. The Complete Account Creation window displays.

    a. (Optional) Change your **User ID**, if desired. The default is your email address.
    b. Enter a **Password**.
    c. Enter the password again in **Confirm Password**.
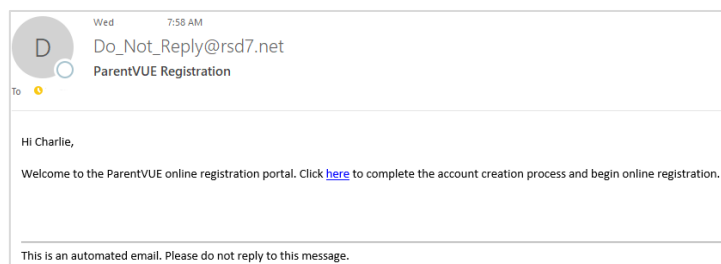
⬛▷ STEP 6 |CREATE PASSWORD

Your email address will be used a default for the User Name. You may change this to anything you'd like.

Enter and confirm your password (minimum of 6 characters).

Click **Save and Continue**.

Create Password

Charlie Browne

Please choose a login and enter your password to complete account creation and begin the online enrollment process.

User ID

charliebr@gmail.com

Password

Confirm Password

If you forget your user ID or password, the login information can be emailed to you from the 'Forgot my password' link on the login page.

Save and Continue

Beginning Registration

Depending on the time of year, you have the option to register for current school year or the next school year. Start of enrollment for the next school year can vary.

REGISTRATION SCHOOL YEAR

Click on the [Begin New Registration >>] button

If you need assistance, please click **Contact** on the bottom left of the screen to display a list of contacts.

Translations for the following languages can be displayed by clicking on the desired language link at the bottom of the screen.

Spanish | Russian | Vietnamese | Romanian | Ukrainian| Arabic

INTRODUCTION
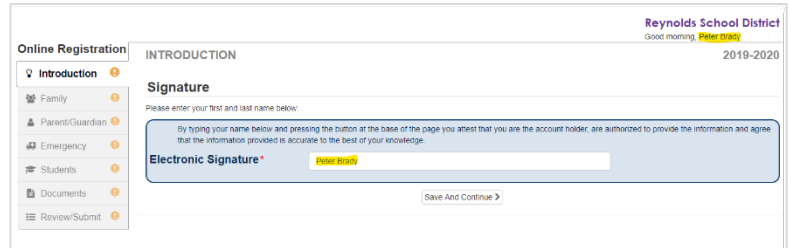
Click **Continue** after reading the welcome message on the screen.
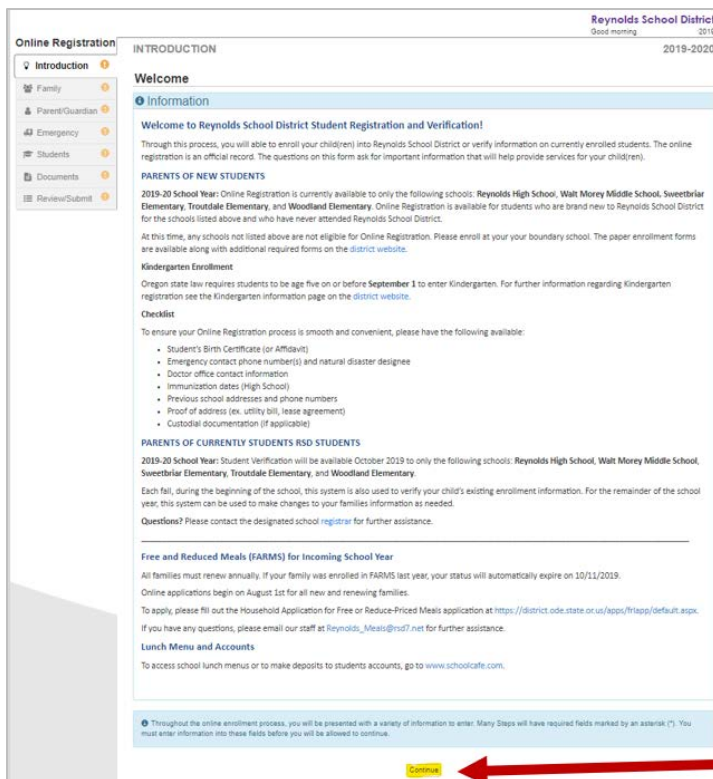
ELECTRONIC SIGNATURE

Type in your name as it exactly appears when you created the account in the **Electronic Signature** field.

For reference, your name will also appear in the top-right of the screen.

RESUMING REGISTRATION
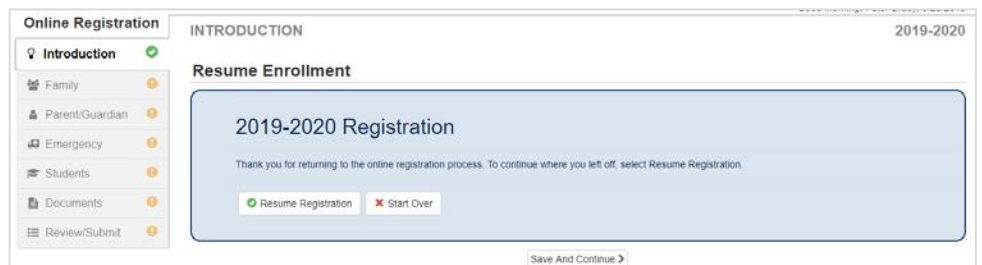
The process of registering your child online is a comprehensive one. Once you have gathered pertinent information such as previous school contact information, and verification documents (e.g. birth certificate, utility bill, etc.) completing the various screens may take up to 20 to 30 minutes.

There is a helpful percent of completion bar on the top of the screen for your reference.
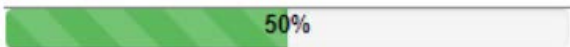
If you need to interrupt your data entry process, you can resume the registration by logging back in at a future time and clicking **Resume Registration**.

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**.

If you selected the incorrect school year, click on **Start Over** to begin the process again.

FAMILY
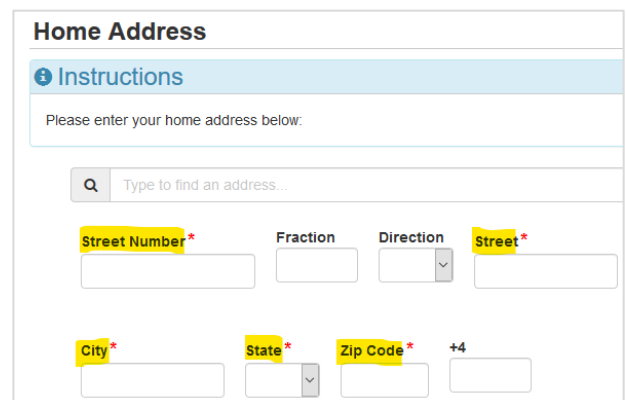
▷ HOME ADDRESS

Enter your street address in the first field to find your home address.

Select the correct address from the search results.

The individual fields will auto populate based upon your selection.

A red asterisk * indicates the information is required before proceeding.

▶ **MAIL ADDRESS**

If your mailing address is the same as your home address, click **Save and Continue**.

If your mailing address is different from your home address, uncheck the box and enter your mailing address. Click **Save and Continue**.

PARENT/GUARDIAN

For new enrollments, once the enrolling parent info is complete, please click **Add New Parent/Guardian** to add additional parents/guardians.

▶ **DEMOGRAPHICS**

- Enter required information for Enrolling Parent.
- Click **Save and Continue**.
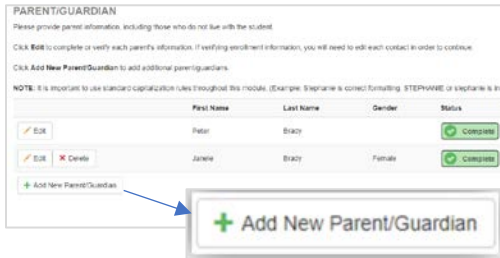
▶ **CONTACT INFORMATION**

Enter at least one phone number. Under **Type**, please select one number as the **Primary**.

The email address you used to create the parent account will automatically display in the **Email Address** field if adding yourself.
Click **Save and Continue**.

ADD NEW PARENT/GUARDIAN

Add additional parent/guardian as needed by clicking **Add New Parent/Guardian**.
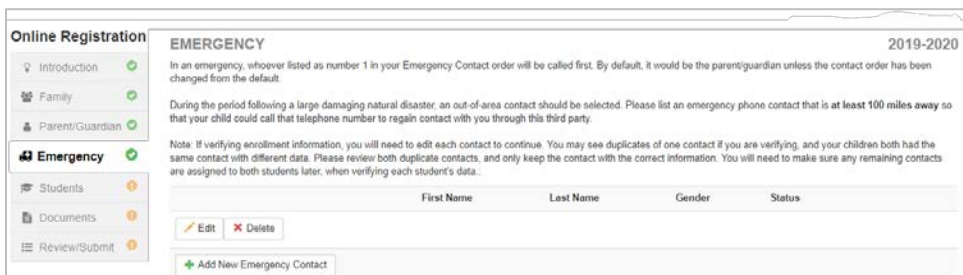
When adding other parent or guardian, you will need to enter their email address manually.

Uncheck the **Parent/ lives at this address** box if incorrect, a Home Address screen will display. Enter the street address for validation.

Click **Save and Continue.**

EMERGENCY

Please add at least two emergency contacts: one local emergency contact in case of emergency and one non-local (residing at least 100 miles away) emergency contact in case a natural disaster (such as an earthquake) occurs during the school day.

Click on **+Add New Emergency Contact** to continue.

DEMOGRAPHICS

Enter the First and Last Name of your emergency contact. Gender and Language are helpful when the school is contacting the emergency contact but not required.

Click **Save and Continue**.

CONTACT INFORMATION

Enter home, mobile and work phone numbers for the added Emergency Contact.

Click **Save and Continue**.

ADD MORE EMERGENCY CONTACTS

Click **Add New Emergency Contact** to add an additional contact who you will designate later as the Natural Disaster contact.
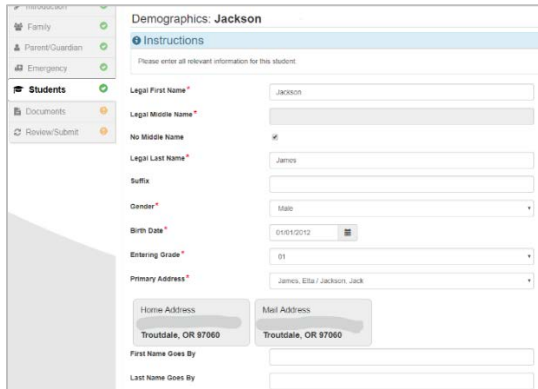
Click **Save and Continue** when done.

STUDENTS

Click **+Add New Student** to enter your child's information, if applicable.

If you have children who are currently or were previously enrolled at an RSD school, they will display in the **Students to enroll** section if they're eligible for online verification or enrollment.

Children who aren't eligible for online verification or enrollment will display in the **Students to exclude** section.

DEMOGRAPHICS

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.
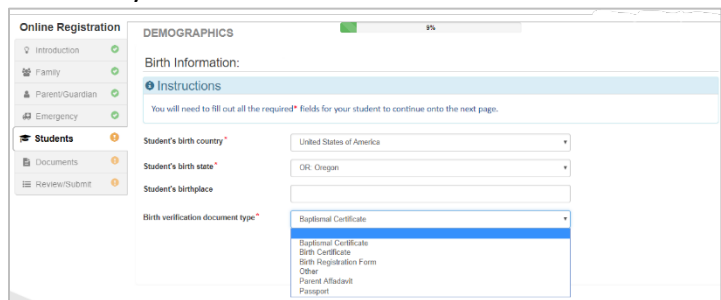
Primary address selection may have more than one option if there is more than one parental address is associated with the student.

The **First Name Goes By** and/or **Last Name Goes By** fields are optional.
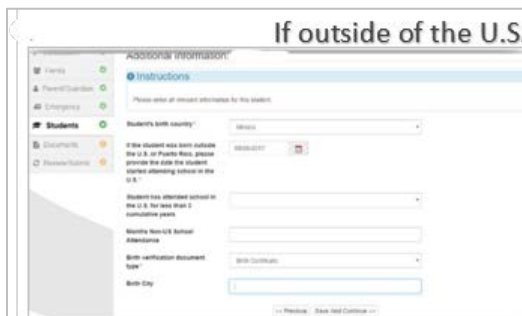
BIRTH INFORMATION

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. You can choose to bring in documents during your visit to the enrolling school before the first day of school.

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.
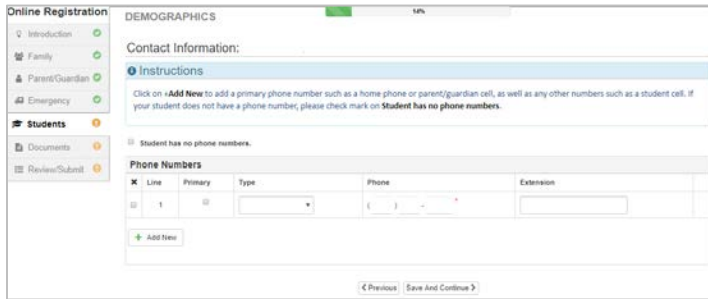
For enrollment verification, this screen is not displayed.

Click **Save and Continue**.

CONTACT INFORMATION

If your child has no phone number, check mark that selection; otherwise, click **Add New** to enter home, mobile and work phone numbers for your child.
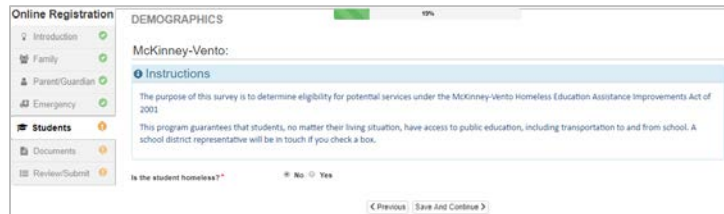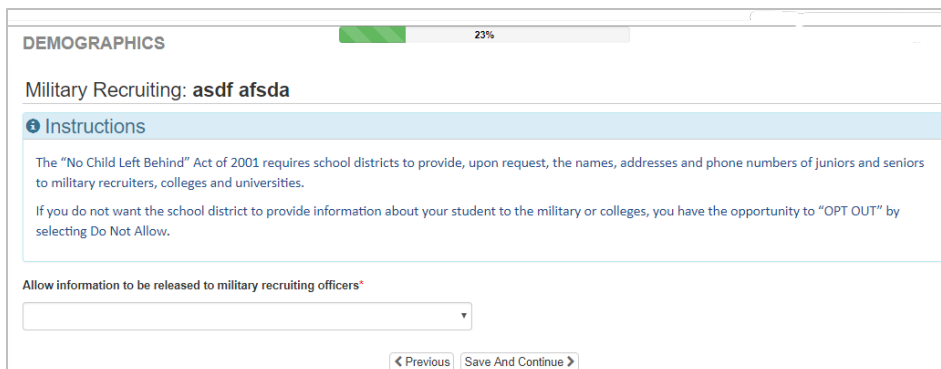
Click **Save and Continue**.

MCKINNEY-VENTO

The purpose of this survey is to determine eligibility for potential services under the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. Please checkmark No or Yes.
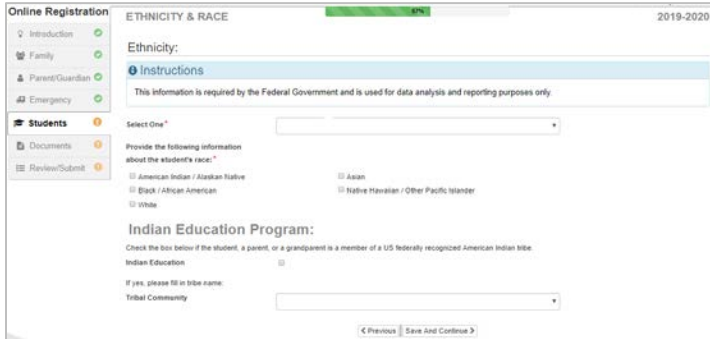
Click **Save and Continue**.

MILITARY RECRUITING (*FOR HIGH SCHOOL JUNIOR AND SENIOR STUDENTS ONLY*)

If your student is a junior or senior in high school, select whether to allow information to be provided to military recruiters, colleges, and universities.

▶ **ETHNICITY & RACE**

Select the applicable ethnicity (Non-Hispanic or Hispanic) and race for your child.

If applicable, please select the appropriate Tribal Community by clicking on the drop-down arrow.
For enrollment verification, this screen is not displayed.

Click **Save and Continue**.
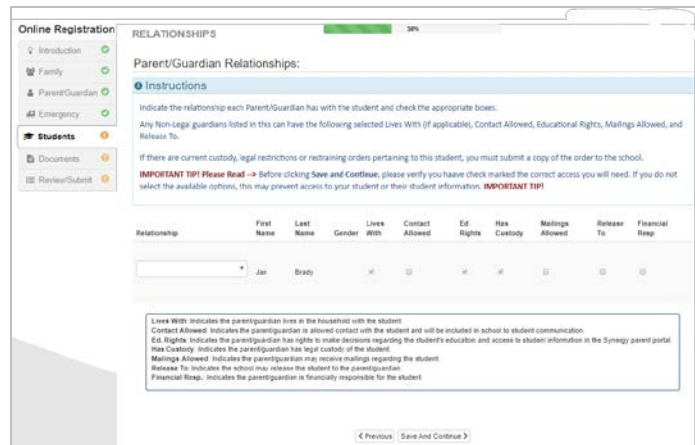
▶ **PARENT/GUARDIAN RELATIONSHIPS**

Indicate the relationship of the parent(s)/guardian(s) that you added in the Parent/Guardian section.
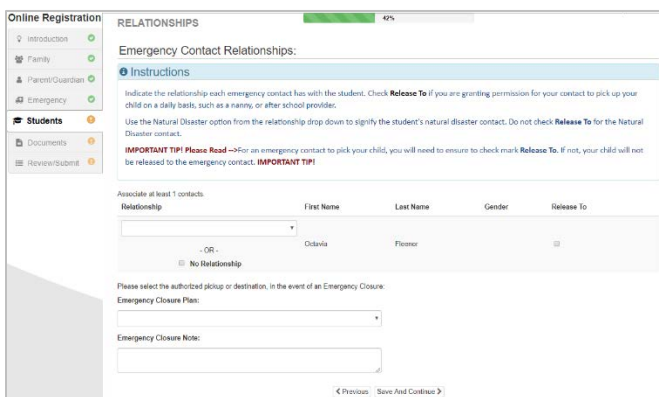
For each parent/guardian, check the applicable rights to your child. Refer to the brief descriptions at the bottom of the screen for further clarification.

Note: Special custody and legal restrictions require a copy of the legal documentation to be provided to the school.

Click **Save and Continue**.

▶ **EMERGENCY CONTACT RELATIONSHIPS**

For each Emergency Contact, indicate the relationship to your child. You may need to uncheck the No Relationship box and select the applicable relationship if duplicate emergency contact info has been edited.

Check the **Release To** box if you allow the school to release your child to the specified Emergency Contact on a re-occurring basis for non-emergency situations. This is often used for listed day care providers.

Click **Save and Continue**.

▭ **EMERGENCY CONTACT ORDER**

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.

Assign the call order by clicking on the contact, holding down the mouse and dragging to the desired call sequence. It's recommended that your Emergency Contact for Natural Disasters be ordered last.

Click **Save and Continue**.

▭ **IMMUNIZATION**

Enter the date your student received any immunizations. You will have an opportunity to upload documentation of immunization later.
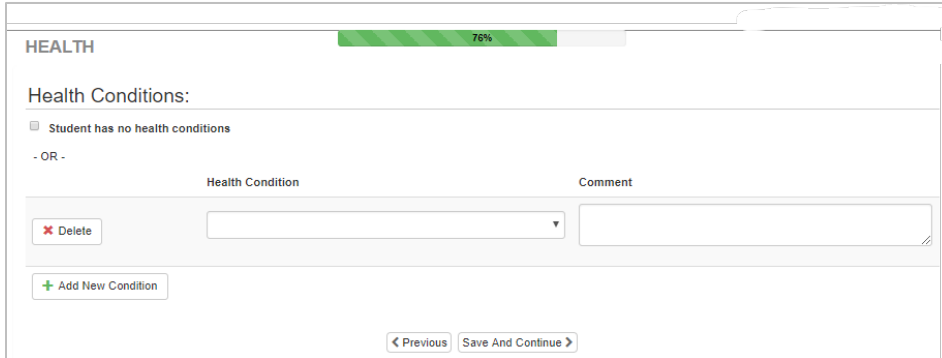
Click **Save and Continue** when you have entered all the immunization information.

▭ **HEALTH INFORMATION**

Enter your child's physician and dentist information along with medical/dental insurance policy numbers. Click **Save and Continue**.

HEALTH CONDITIONS

The Reynold's School District has nurses who oversee the schools.
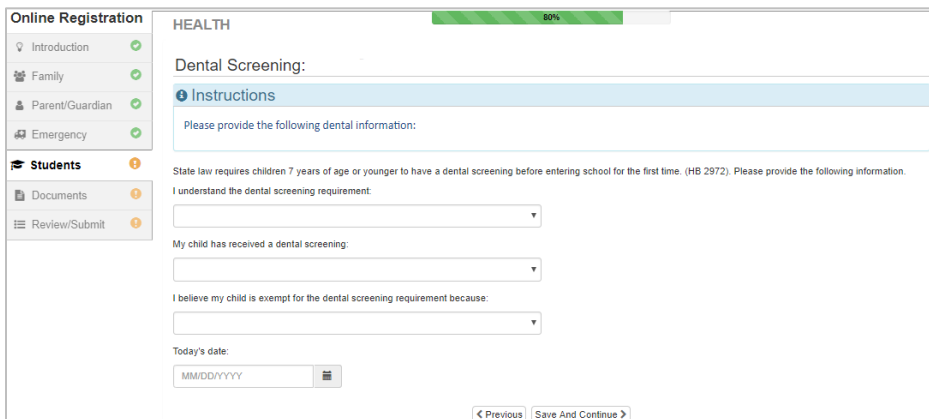
Click **Add New Condition** to inform the school and school nurse of your child's health conditions and indicate whether it's a life-threatening condition.

If your student has no health conditions, check **Student has no health conditions.**

When you have entered any health conditions, click **Save and Continue.**
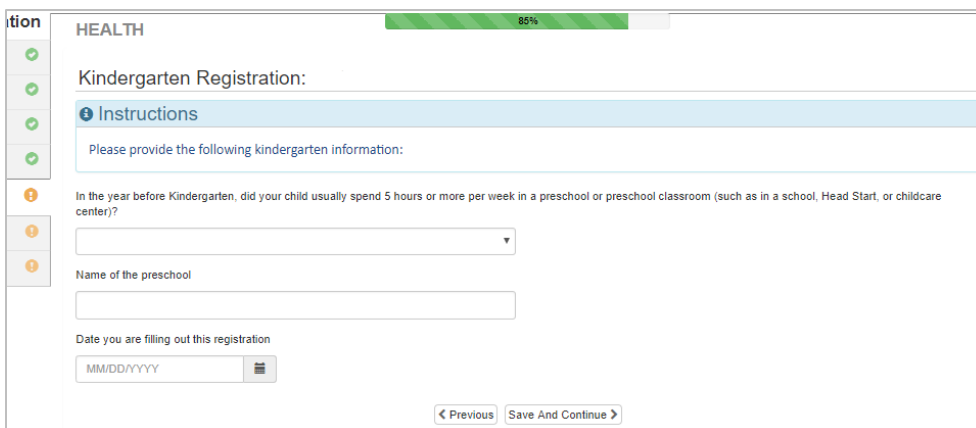
DENTAL SCREENING (*For children under 7 years old*)

This screen will display if the student is under 7 years old.

Fill out the dental screening survey and click **Save and Continue**.

KINDERGARTEN REGISTRATION (*Kindergarteners only*)

To better assist us with your kindergarten students' needs, please indicate if your child spent 5 hours or more per week in a preschool.

Click **Save and Continue**.

SPECIAL SERVICES

To help provide your child with beneficial special services, please answer the required questions regarding previous testing and program participations.

This screen is not displayed for enrollment verification.

If you answer "Yes" to certain questions, you'll see additional required questions about Talented and Gifted program, Speech/Hearing/ Language services, and 504 plans.

Once you've answered every question, click **Save and Continue**.
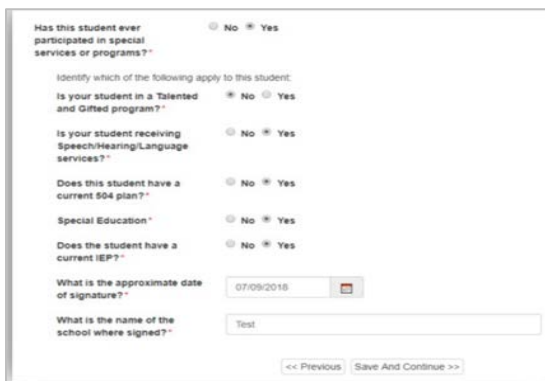
SCHOOL SELECTION

Select the school to enroll the child. You will only be able to select schools that match your address and the child's selected grade.

For enrollment verification, this screen will display the student's enrolled school.

Click **Save and Continue**.
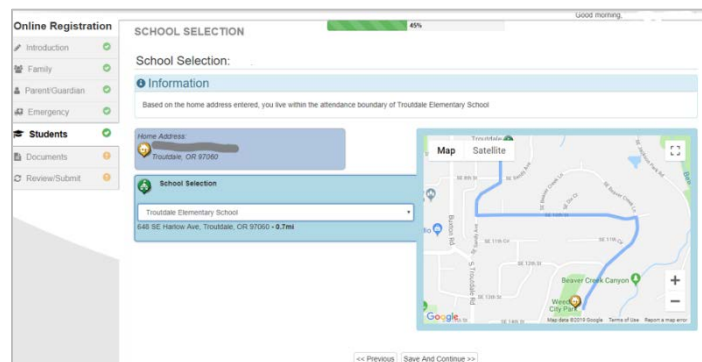
SIFE/MIGRANT ED & LANGUAGE SURVEY

Indicate whether your child has had their education interrupted. Things that could interrupt a student's formal education include being interned in a refugee camp, family migration, an extended teacher strike, or safety issues.

Indicate whether you or any family member moved in the last three years to work any of the types of job listed.

Click **Save and Continue**.

Review and complete the Language Use Survey information. This survey helps the school determine if your child qualifies for additional Title III supports in language instruction for English learners.

Click **Save and Continue**.

For enrollment verification, these screens are not displayed.

PREVIOUS SCHOOLS ATTENDED

To provide a background on your child's academic history, enter the name of the last school your child attended along with city/state, last grade attended and school contact number.

For enrollment verification, this screen is not displayed.

Click **Save and Continue**.

▶ TRANSPORTATION

To relay your transportation preference, click on the dropdown arrow next to "**Pick Up Transport Type**" and "**Drop Off Transport Type**."

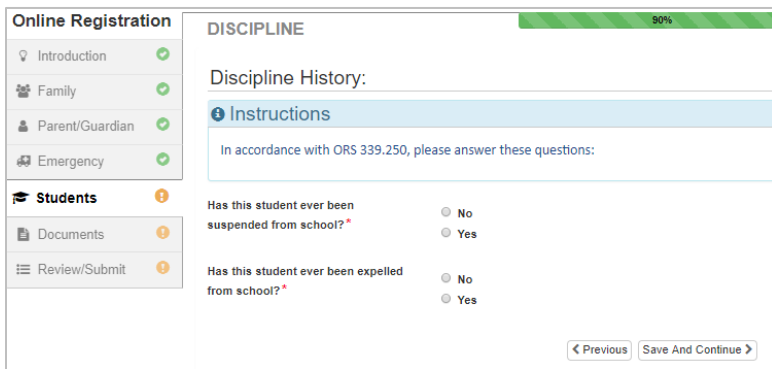To review bus route information, see the Bus Routes page on the district website, here:
https://www.reynolds.k12.or.us/district/bus-routes

Or use the VersaTrans e-Link tool to look up bus route information for a specific address, here:
https://www.reynolds.k12.or.us/district/bus-route-lookup-guest

Click **Save and Continue**.

▶ DISCIPLINE HISTORY
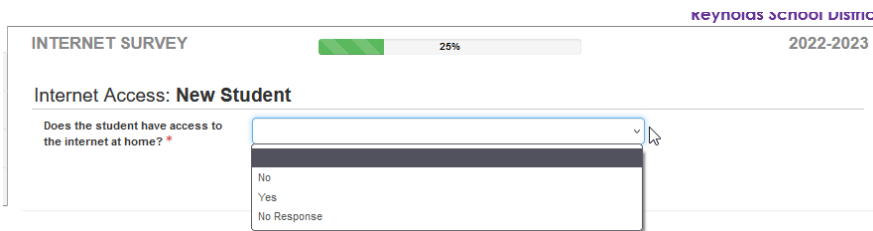
Indicate whether your student has had any disciplinary action.

Click **Save and Continue**.

▶ INTERNET ACCESS

Select whether the student has access to the internet at home.

If the student doesn't have access to the internet at home, select the reason why not.

Click **Save and Continue**.

▷ ANNUAL REVIEW

Review the annual information/permissions and authorizations and click **Save and Continue**.

To enroll another new student, Click **+Add New Student** and repeat this process until you've completed it for each student in your family you wish to register.

▷ DOCUMENT UPLOADS

Upload required documents by selecting the document type, clicking on **Choose File** to browse for the file on your computer and click **Upload**.
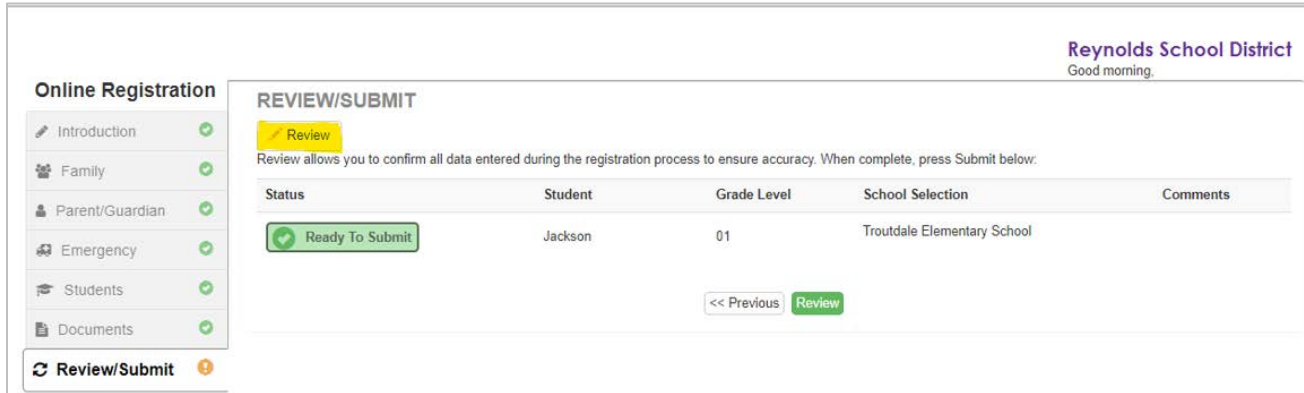
You can capture documents by taking a picture of the paperwork with your smartphone/tablet and email the image file to yourself. There are also several no-cost PDF Scanner apps available through the **Apple App Store** and **Google Play Store**.

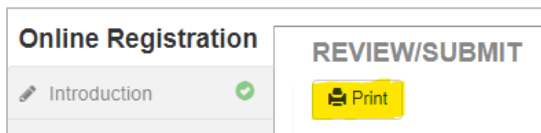You may also choose to bring the hard copy to the school instead.
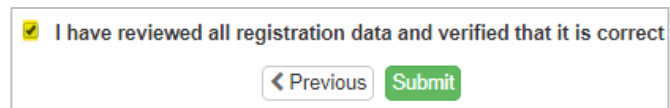
Click on **Save and Continue**.

REVIEW/SUBMIT

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.

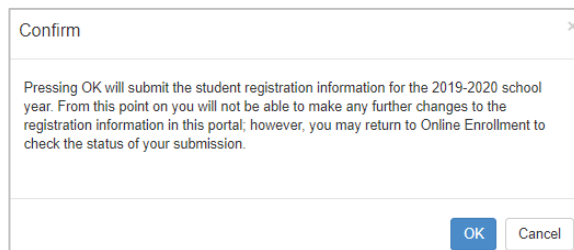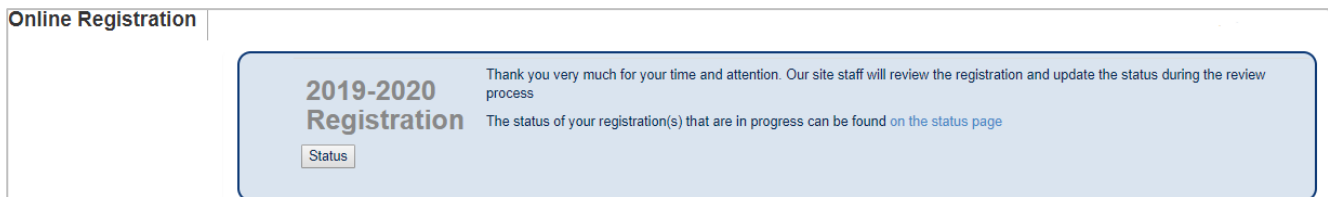You can print the information by clicking on the **Print** icon in the top left-hand corner.

To submit the online registration, scroll down to the bottom of the page. Checkmark **I have reviewed all registration data and verified that it is** correct. Click **Submit**.
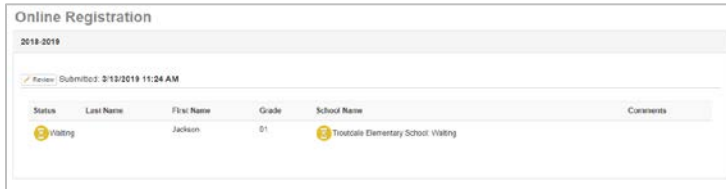

A confirmation screen will display. Click **OK**.

The last screen will display a message of the successful submission of your online registration.

▭ **STATUS OF ENROLLMENT**

You can click on **Status** to view the status of your submission.

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. In addition, your child will receive class assignments and other information to ensure a smooth start.

▭ **STATUS EMAIL**

You will receive an email confirming the submission of your application. Once the school has reviewed and accepted your application, you will receive a message of acceptance. If the school

needs some more information or is unable to process your registration, you will receive an email notification.
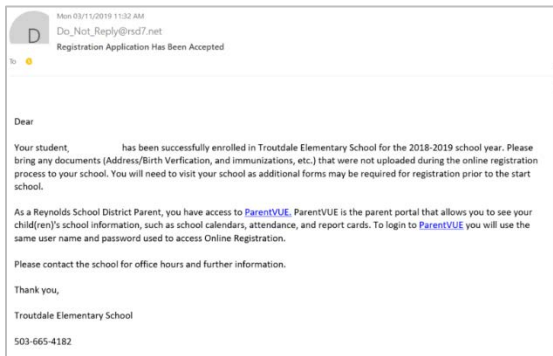
Please make sure your junk and spam folders do not have any emails from **no_reply@rsd7.net**

PARENTVUE

▭ **ParentVUE**

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. (Your child can view the same information through the student portal, StudentVUE.)

If your child is enrolled in the next school year, you can view this ParentVUE information upon the start of that school year.
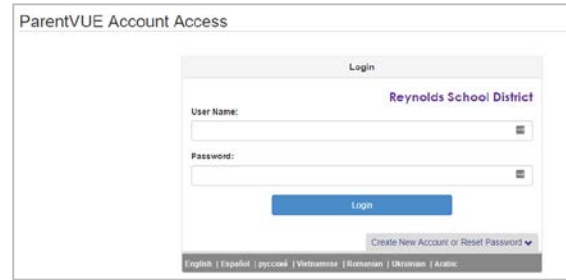
Click on **I am a parent >>**

⮕ **PARENTVUE LOGIN**

Use the same User ID and password you created for Online Registration to log in to ParentVUE.

If you forgot your login information, click on **Forgot your password? Click here** to reset your password.

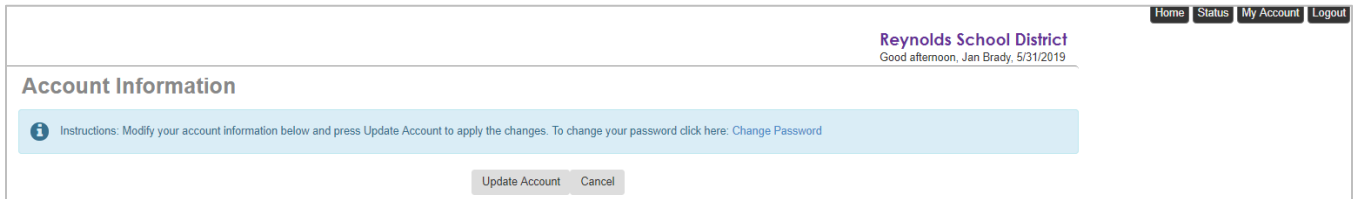Enter the email address on file receive the change password email.

⮕ **MY ACCOUNT TAB**

The **My Account** tab displays your Account Access History.

To change your ParentVUE password, click on the Change Password link.
Enter the **Current Password**. Then enter the **New Password**.

Enter the new password again to **Confirm New Password**.

CONTACT

Thank you for enrolling your child through Online Registration.

Please contact the enrolling **school** if you need any assistance with your child's online enrollment.