
Online Registration

The online registration is now ready for student verifications for those current students or returning students whose parents have an existing ParentVUE account.

For parents with an existing ParentVUE account, you may go to the [RSD online registration portal](#) to complete your Annual Enrollment Verification as well as to make updates throughout the school year.



Current and Former RSD Students

WHO CAN REGISTER:

- Only custodial parents can enroll their student in a Reynolds school
- If you are a parent/guardian of a current or returning student who wants to complete the annual verification on a paper registration packet, paper verification forms will be sent home at the beginning of the new school year.

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](#)
- ParentVUE account – if you don't have a ParentVUE account, please contact the [school office](#) to request a ParentVUE Activation Key to verify your students registration.

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
 - Don't have ParentVUE? See "What You Need to Get Started" for more information.
 - Paper verification forms will be sent home at the beginning of the new school year if you wish to complete the annual verification on paper instead of online.
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ParentVUE Account

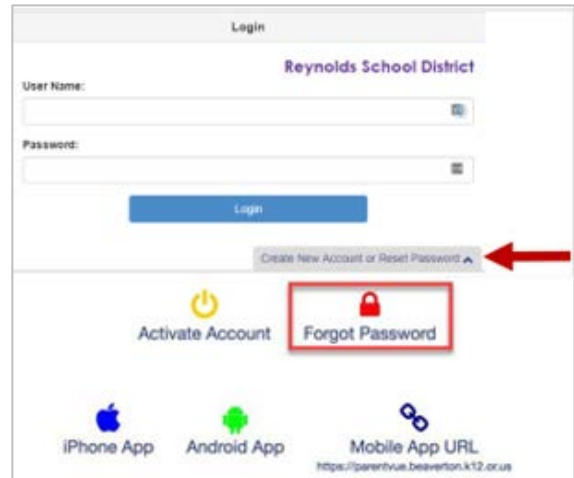
HAVE A PARENTVUE ACCOUNT?

If you have a ParentVUE account, you may log into <https://parentvue.rsd7.net/>

For Current or Returning RSD Parents:

If you have, or have ever had, a ParentVUE account, please login with your previously created User ID and Password. Click on **More Options > Forgot Password** and enter your email address on file. You will then receive an email with a link to reset your password.

If, during your time with RSD, you have never created a ParentVUE account, please contact your child's school to obtain a ParentVUE activation code.

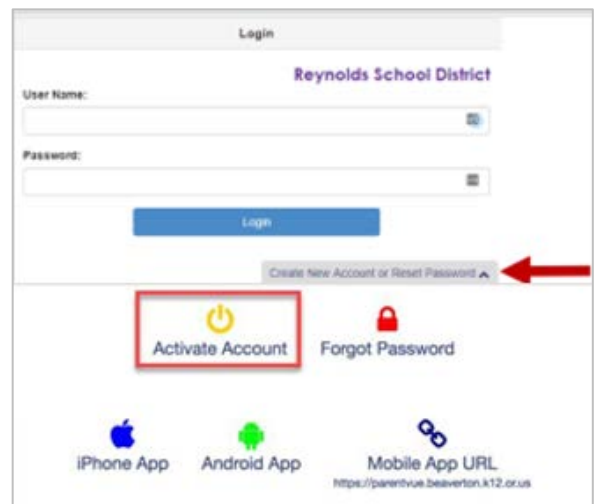


NEED A PARENTVUE ACCOUNT?

If you are a parent/guardian of a current or returning student you have the option to verify your student's info via the online registration portal or obtain the student verification forms at the [school offices](#) where your child will attend.

For those who would prefer to do the online student verification and don't have an existing ParentVUE account, you will need to contact the school to obtain a ParentVUE Activation Key. Once you have the ParentVUE Activation Key, you may do the following:

1. Go to <https://parentvue.rsd7.net/>
2. Click on **More Options**
3. Select **Activate Account** and complete the three steps.
4. Type in your first name, last name, and activation key as they appear in the Activation Key letter.
5. Choose a user ID, password, and enter your primary email address.



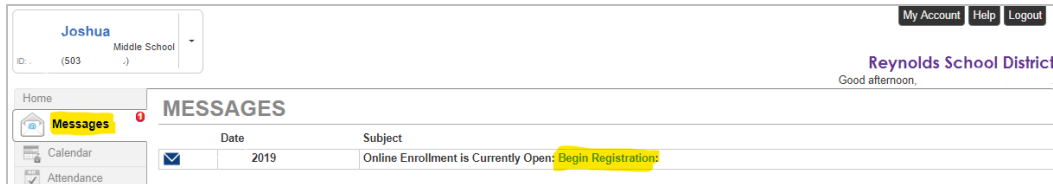
Beginning Student Verification

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

PARENT ACKNOWLEDGEMENTS

You will be prompted to review and acknowledge the school district polices and enrollment information. Click **Yes** or **Skip** to proceed.

Click on Messages to access student verification by clicking on **Begin Registration**.



Click on the **Begin New Registration >>** button

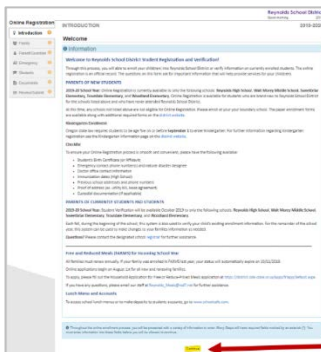


If you need assistance, please click **Contact** on the bottom left of the screen to display a list of contacts.

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

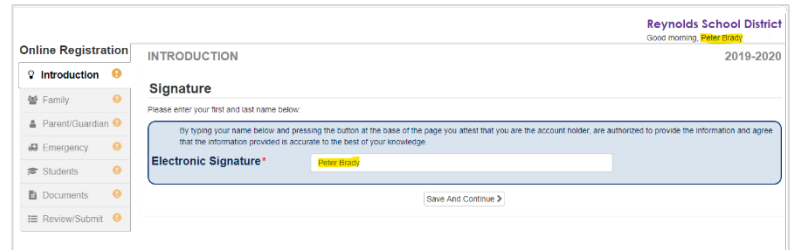


Click **Continue** after reading the welcome message on the screen.

Review the Student Summary, which will list all the students associated with your Parent record. Click on **Save And Continue**.

ELECTRONIC SIGNATURE

Type in your name exactly as it 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 on how you enter your name.



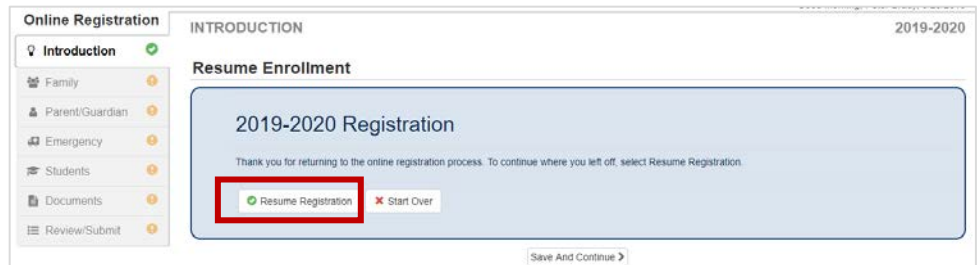

RESUMING STUDENT VERIFICATION

To complete the annual Verification of Enrollment, click on **Resume/Start** (or **Family** in the left-hand navigation) after entering your electronic signature. You'll need to click through and review each screen. 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

Select the **Check here if your address has changed checkbox** if applicable.

When updating an address that is outside the current school’s boundary, please contact the school for helpful transfer information.

Home Address

Instructions

Please enter your home address below.

🔍 Type to find an address...

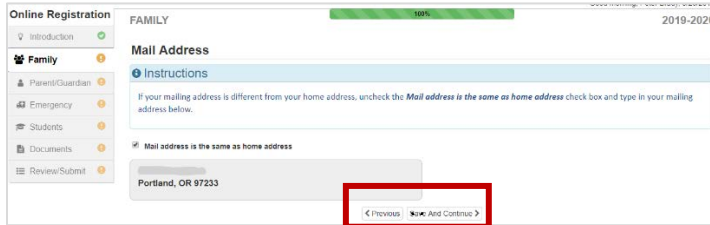
Street Number*
Fraction
Direction
Street*

City*
State*
Zip Code*
+4

MAIL ADDRESS

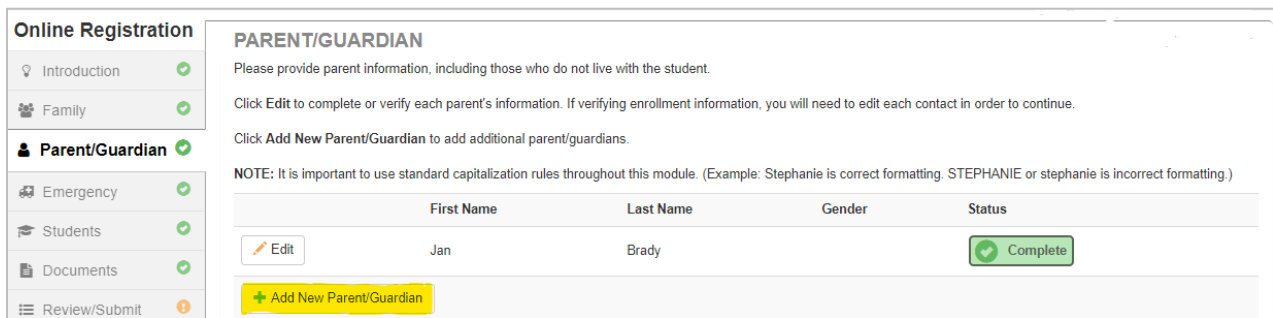
If your mailing address is the same as your home address, click **Save and Continue**.

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



PARENT/GUARDIAN

Important: Please click the **Edit** button to provide necessary information for the enrolling parent.

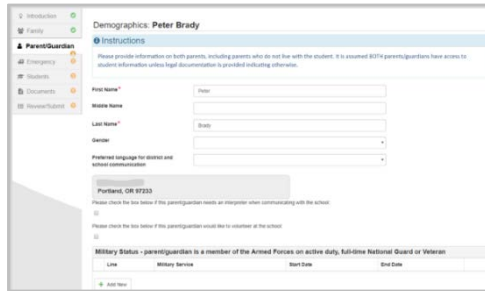


First Name	Last Name	Gender	Status
Jan	Brady		Complete

For **student verifications**, information for each parent/guardian will need to be reviewed to continue.

Please Note: If one parent is 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.

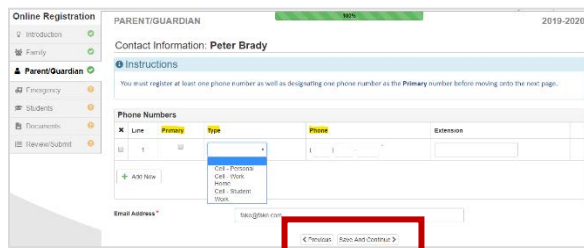
DEMOGRAPHICS



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

CONTACT INFORMATION

Enter your home (required), mobile (can be same as home) and/or work phone number.

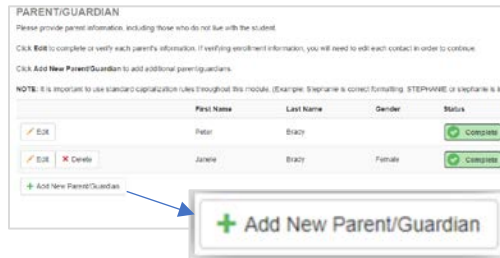


Under **Type**, please select one number as the **Primary**.

The email address you used to create the ParentVUE 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**.

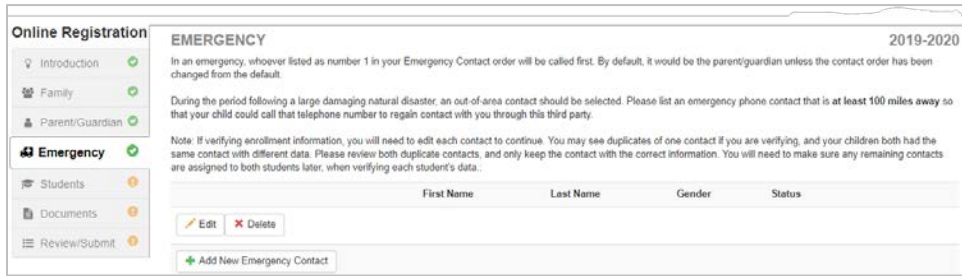


When adding another parent or guardian, you will need to enter their email address manually.

If they don't live at the address listed, uncheck the **Parent/ lives at this address** box and enter their street address on the Home Address screen that displays.

Click **Save and Continue**.

EMERGENCY



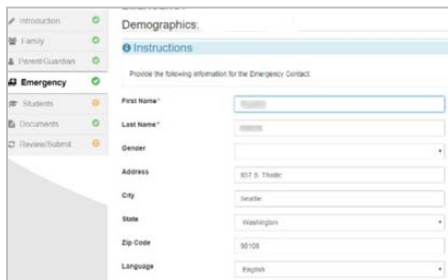
Please add at least two emergency contacts: one local emergency contact in case of emergency, and one non-local (residing at least 100 miles away) emergency contact in case a natural disaster (such as an earthquake) occurs during the school day.



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

Click on the **Edit** (or **Delete**) button to verify each emergency contact on file. If there are duplicate emergency contacts, please update information on one and delete the other duplicate contact.

DEMOGRAPHICS



Enter the First and Last Name of your Emergency Contact. Gender is 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.

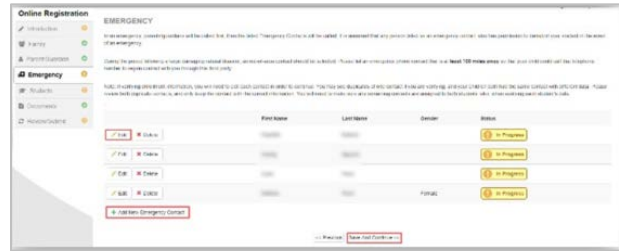
Click **Save and Continue**.

REVIEW OR ADD MORE EMERGENCY CONTACT

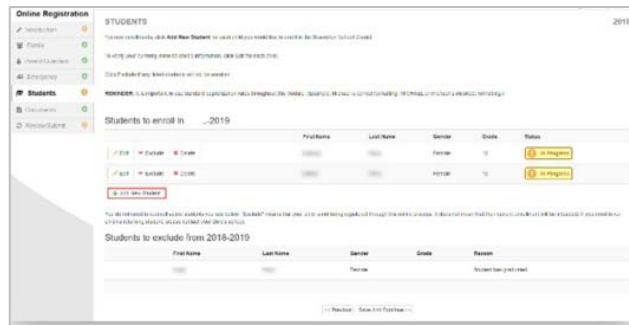
You will need to review each emergency contact before continuing onto the Student section.

Click **Add New Emergency Contact** to add an additional contact – your Natural Disaster contact.

Click **Save and Continue** when done.



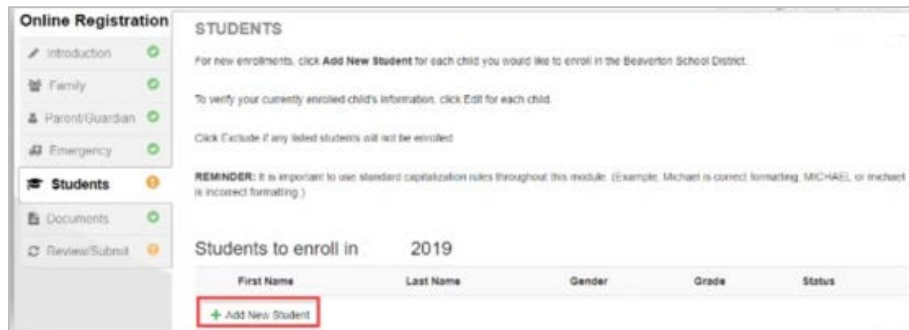
STUDENTS



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.

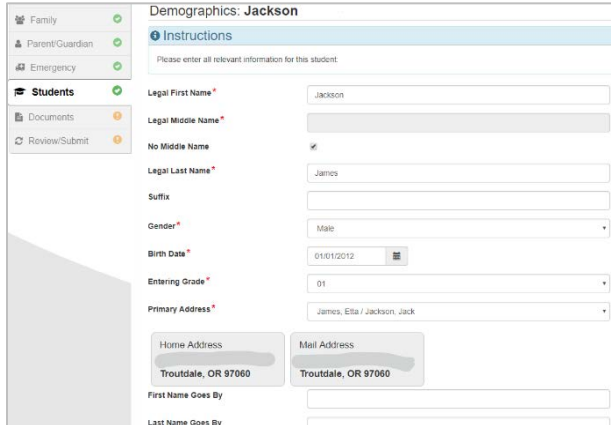
Children who aren't eligible for online verification or enrollment will display in the **Students to exclude** section.

Click on "Edit" beside the name of the child you want to verify.



Or to enroll a new student, Click **+Add New Student**.

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.

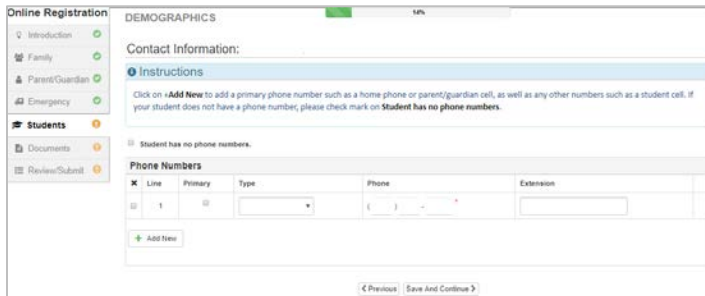
Goes By fields are optional.

If you or another parent/guardian have changed your address on the **Family** screen, you will need to enter the **Address Change Date** for the student on this screen to continue.

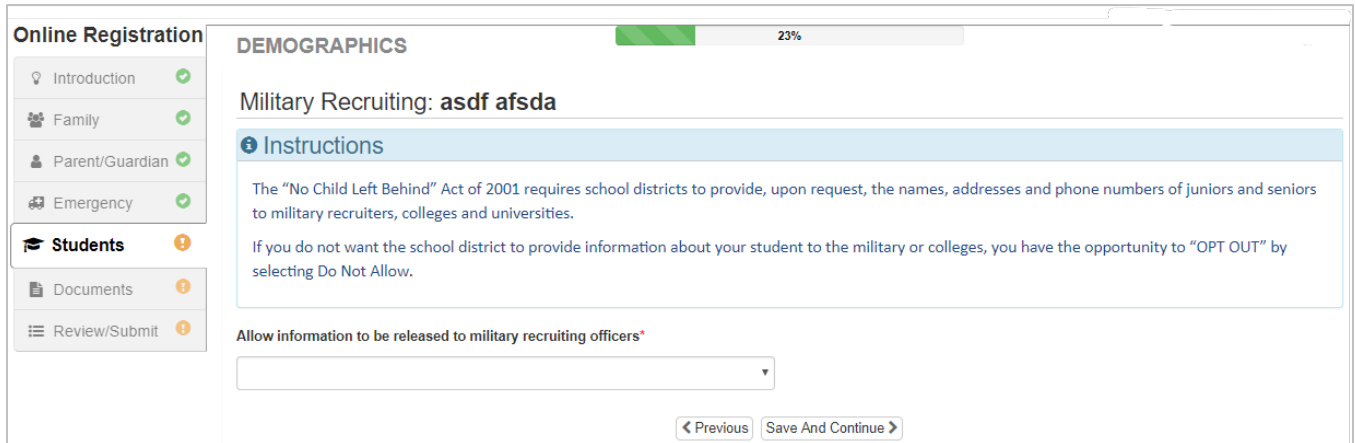
CONTACT INFORMATION

If your child has no phone number, check “Student has no phone numbers.” Otherwise, click **Add New** to enter home, mobile and/or work phone numbers for your child.

Click **Save and Continue**.



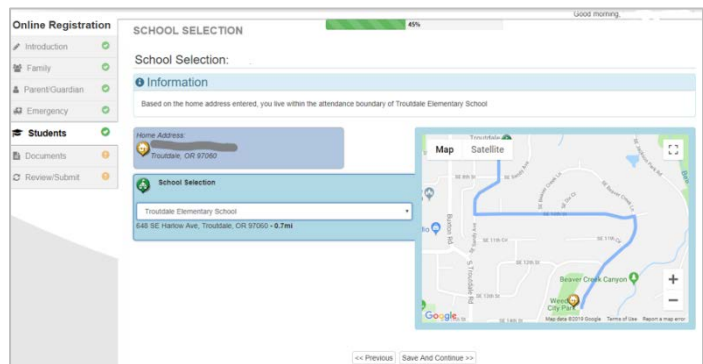
MILITARY RECRUITING (FOR HIGH SCHOOL JUNIOR AND SENIOR STUDENTS ONLY)



SCHOOL SELECTION

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

Click **Save and Continue**.



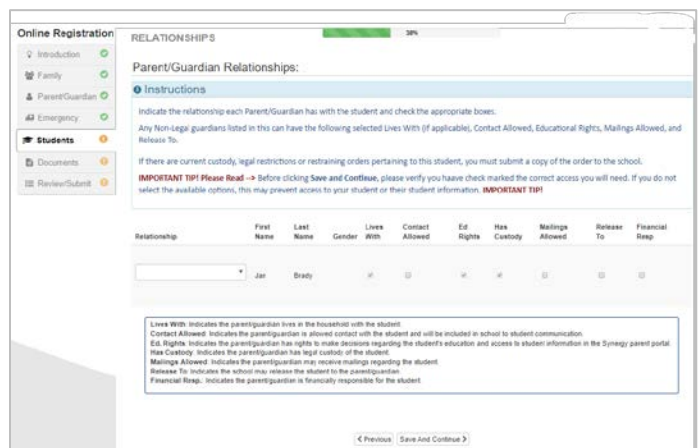
PARENT/GUARDIAN RELATIONSHIPS

Review your level of access to your student information. You may add or remove your level of access, if needed.

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.

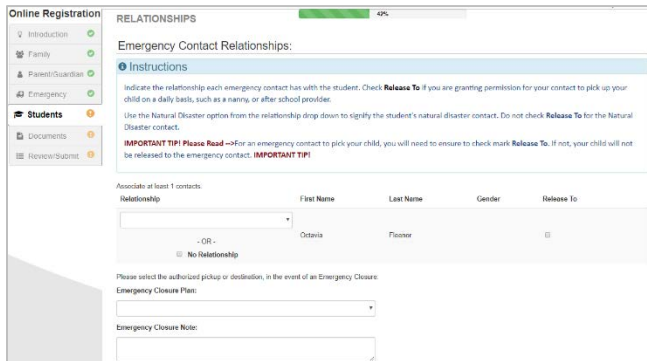
Click **Save and Continue**.



Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
	Jar	Brady		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 reoccurring 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.

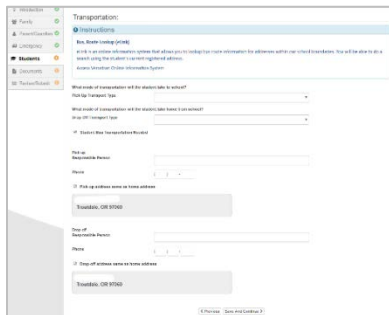
Assign the call order by clicking on the contact, holding down the mouse and dragging to the



desired call sequence. It's recommended that you list your Emergency Contact for Natural Disasters last.

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.”**

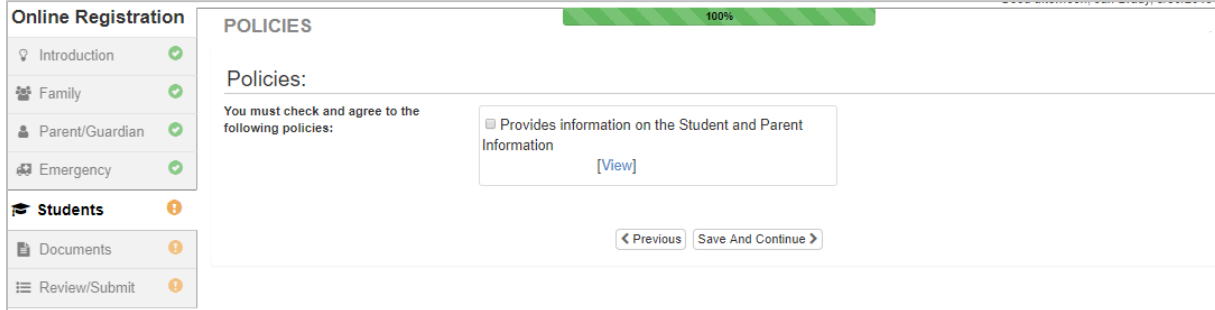
To see your student's bus route, please go to Versatrans [eLink](https://versatrans.reynolds.k12.or.us:8080/search.aspx) - <https://versatrans.reynolds.k12.or.us:8080/search.aspx>

(Versatran Online Information System).

Click **Save and Continue**.

➡ POLICIES

You will need to view school district policies and enrollment information before continuing.



➡ DOCUMENT UPLOADS

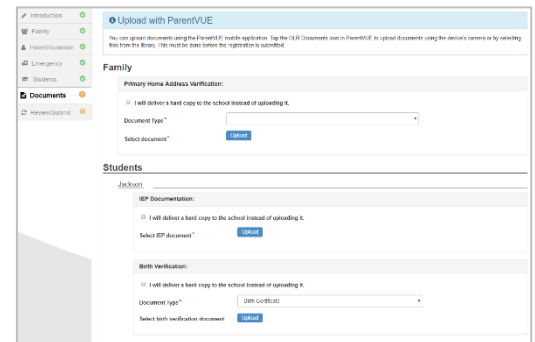
For enrollment verification, file upload is not required unless a change of address was entered.

Upload required documents by selecting 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.

Click on Save and Continue.

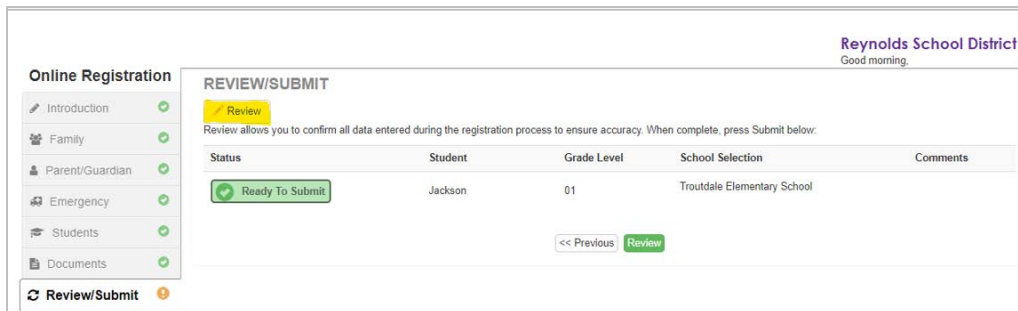


If you have other children you want to verify, click on “Edit” beside their name. Or to enroll a new student, Click **+Add New Student**.

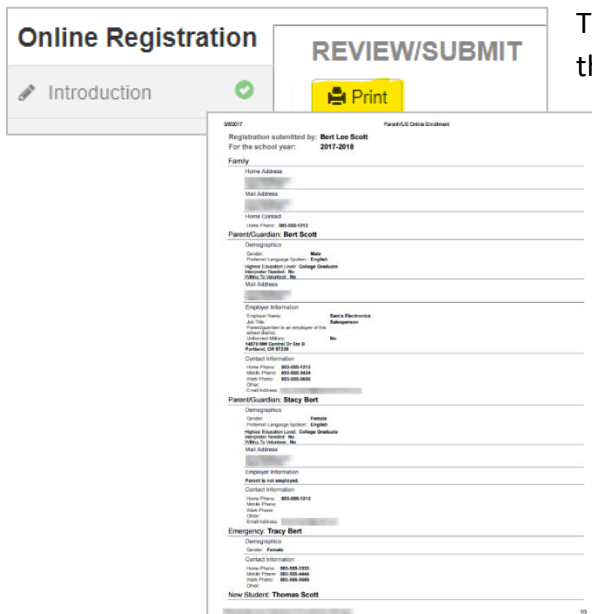
Repeat this process until you’ve completed it for each student in your family.

REVIEW/SUBMIT

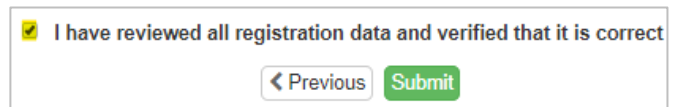
Before submitting verification/enrollment for your child(ren), click **Review** to review the entered information. You can make any changes by clicking on the applicable content area (e.g. **Parent/Guardian, Students**, etc.). After you submit verification/enrollment, you will need to contact the school to make any changes to your child’s enrollment information.



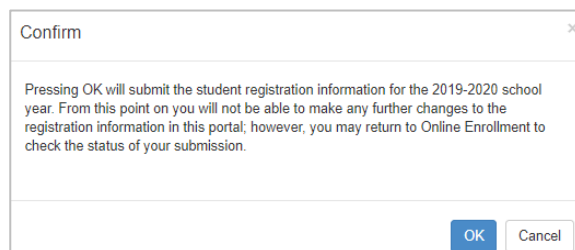
You can print the registration by clicking on the **Print** icon in the top left-hand corner.



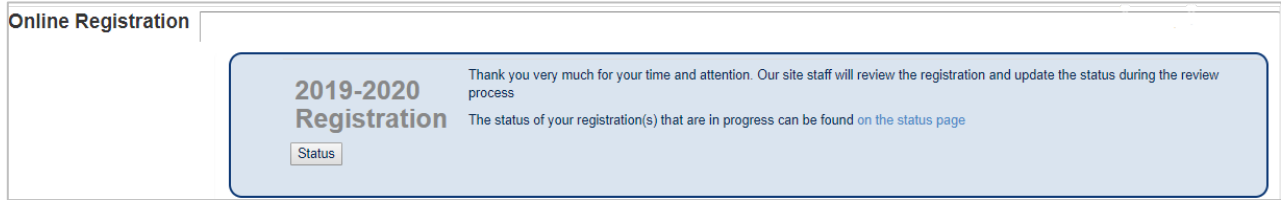
To submit the online registration, scroll down to the bottom of the page. Checkmark **I have reviewed all registration data and verified that it is correct**. Click **Submit**.



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



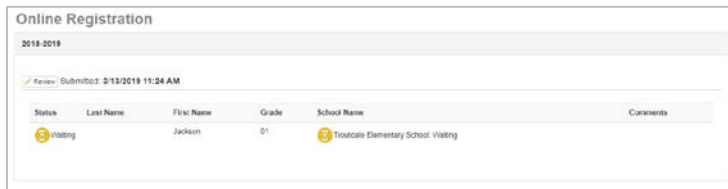
The last screen will display a message of the successful submission of your online registration.



➡ STATUS OF ENROLLMENT

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

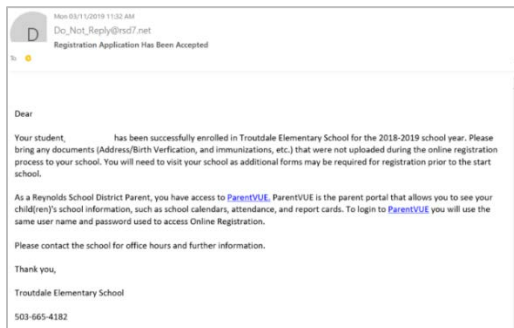
Once your child’s enrollment has been accepted, please schedule a time to visit the school before your child’s first day of school to bring in any documents which were not uploaded in



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 more information or is unable to process your verification, you will receive an email notification.



Please make sure your junk and spam folders do not have any emails from no_reply@rsd7.net





CONTACT

Thank you for verifying your child's enrollment information through Online Registration.

Please contact the enrolling [school](#) if you need any assistance with your student's enrollment.