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## Online Registration

If you are a parent or guardian of a current or former Reynolds School District student, you can enroll new children using your existing ParentVUE account.

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



## New Students in Families of Current or 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 new student who needs a paper registration packet, please contact.

### 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 for your current or former RSD student.

### 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.
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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.

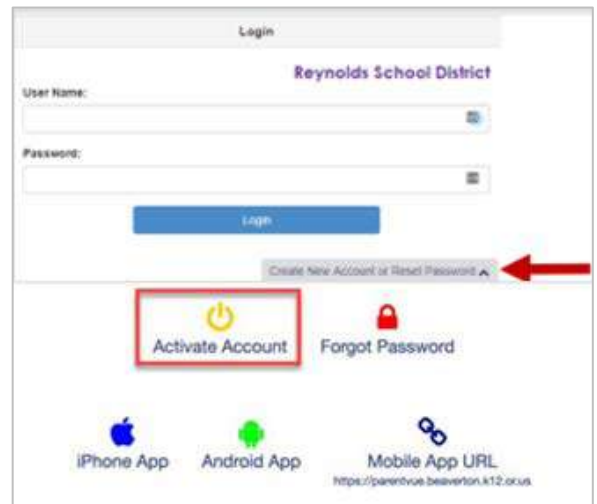


## NEED A PARENTVUE ACCOUNT?

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

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 policies and enrollment information. Click **Yes** or **Skip** to proceed.

Click on **Online 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

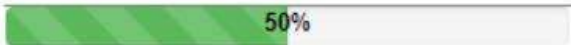
Type in your name, exactly as it appeared when you created the account, in the **Electronic Signature** field. For reference, your name will also appear in the top-right of the screen.




## RESUMING STUDENT ENROLLMENT

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

Review the address on record for your family.

If you need to update your address, select the **Check here if your address has changed** checkbox and type in your current home address.

If the address you enter is outside the district or school boundary, please contact the school for transfer information.



**Home Address**

**Instructions**

Please enter your home address below:

Search: Type to find an address...

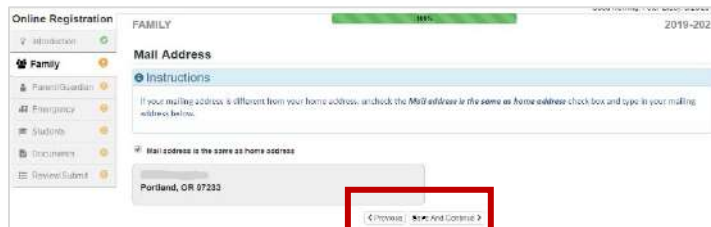
Street Number\* Fraction Direction Street\*

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**.



**Online Registration**

**FAMILY**

**Mail Address**

**Instructions**

If your mailing address is different from your home address, uncheck the **Mail address is the same as home address** checkbox and type in your mailing address below.

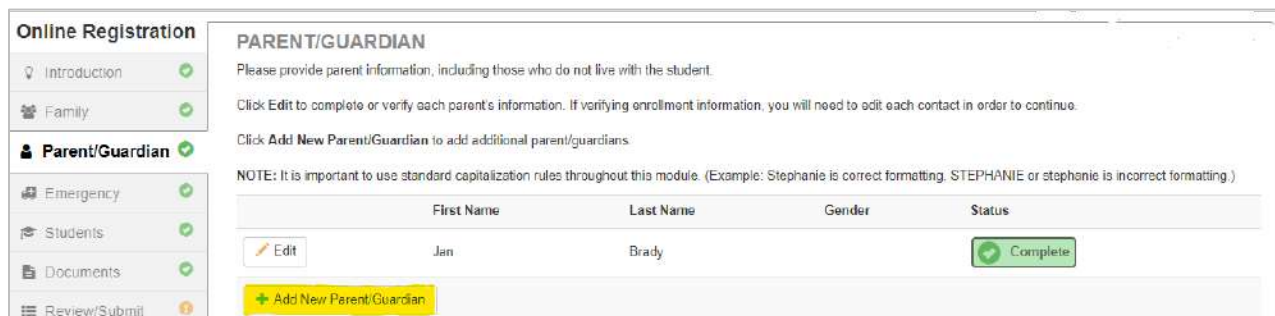
☒ Mail address is the same as home address

Portland, OR 97233

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

## PARENT/GUARDIAN

**Important:** Click the **Edit** button beside each parent/guardian name to provide necessary information for the enrolling parent/guardian(s).



**Online Registration**

**PARENT/GUARDIAN**

Please provide parent information, including those who do not live with the student.

Click **Edit** to complete or verify each parent's information. If verifying enrollment information, you will need to edit each contact in order to continue.

Click **Add New Parent/Guardian** to add additional parent/guardians.

**NOTE:** It is important to use standard capitalization rules throughout this module. (Example: Stephanie is correct formatting. STEPHANIE or stephanie is incorrect formatting.)

First Name	Last Name	Gender	Status
Jan	Brady		<a href="#">Complete</a>

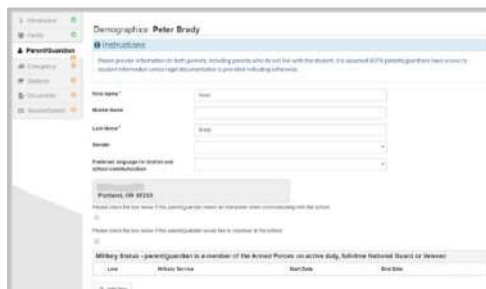
[Add New Parent/Guardian](#)

Each parent/guardian marked as "In Progress" 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/enrollment has been accepted by the school, after which, the other parent can review and make edits to the student information.

## ➡ DEMOGRAPHICS

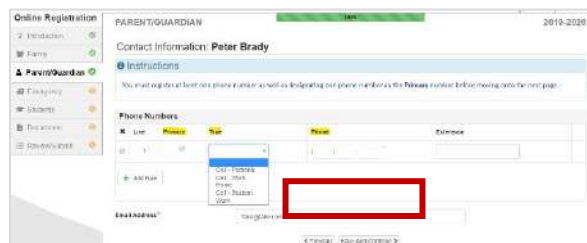


Enter required information for the enrolling parent.

Click **Save and Continue**.

## ➡ CONTACT INFORMATION

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

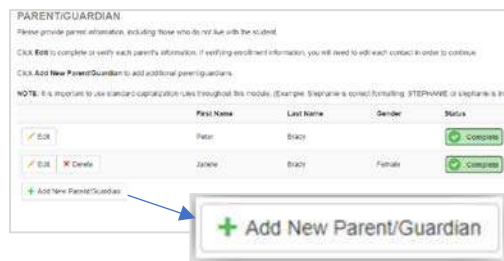


The email address you used to create the ParentVUE account will automatically display in the **Email Address** field if you're updating your own information.

Click **Save and Continue**.

## ➡ ADD NEW PARENT/GUARDIAN

Add any additional parents or guardians as needed by clicking **Add New Parent/Guardian**.

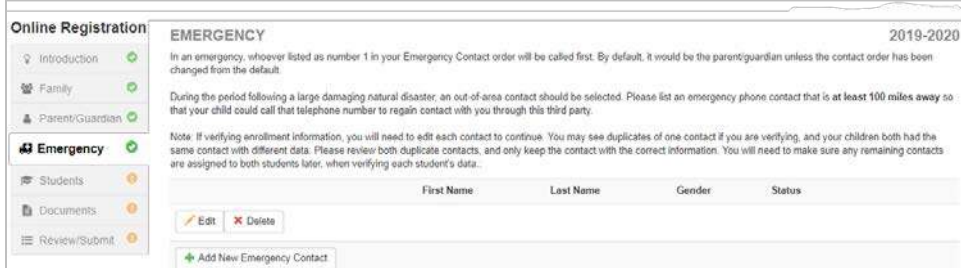


When adding another parent or guardian, you will need to enter their email address manually.

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** button to verify each emergency contact on file. Click on the **Delete** button to delete an emergency contact. 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 CONTACTS

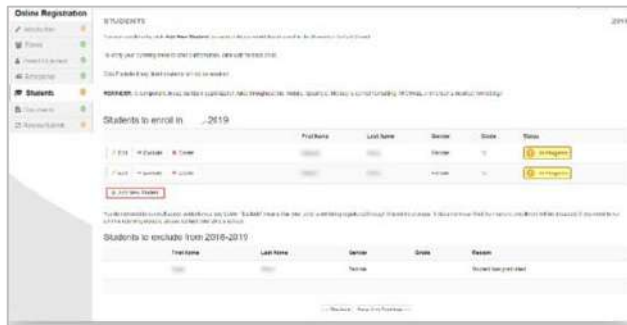
You will need to review each emergency contact before continuing onto the Student section.

Click **Add New Emergency Contact** to add any additional contacts.

Click **Save and Continue** when done.



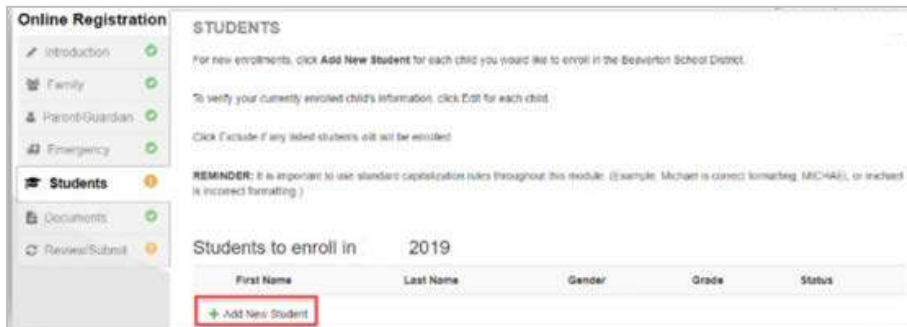
## STUDENTS



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.

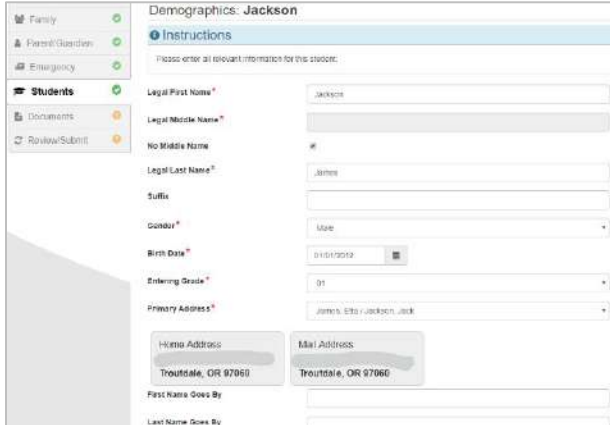
Click on "Edit" beside the name of the child you want to verify.



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 associated with the student.

The **First Name Goes By** and/or **Last Name**

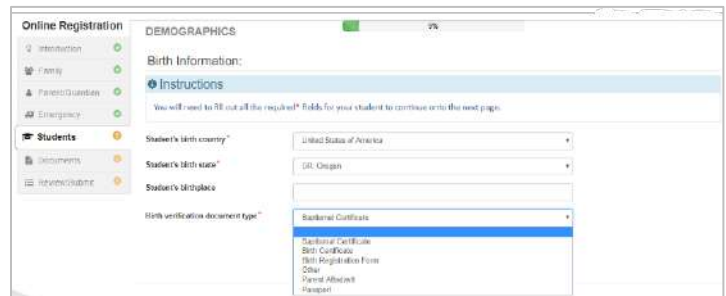
**Goes By** fields are optional.

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.

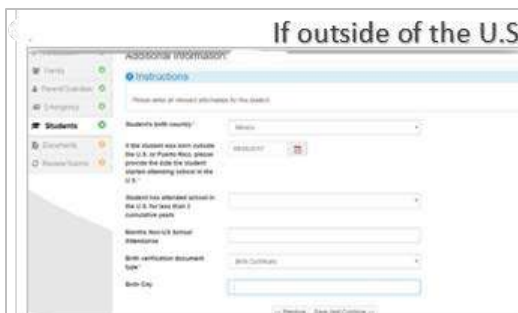
## ➡ BIRTH INFORMATION

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.

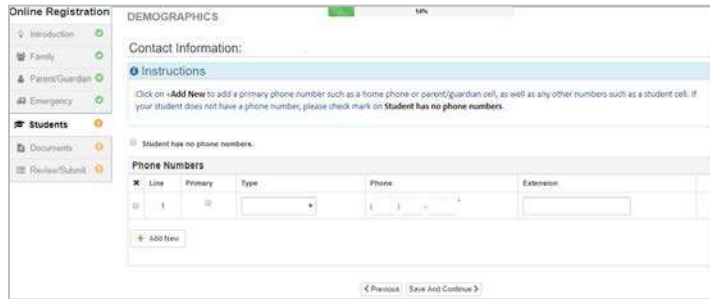
For enrollment verification, this screen is not displayed.

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**.



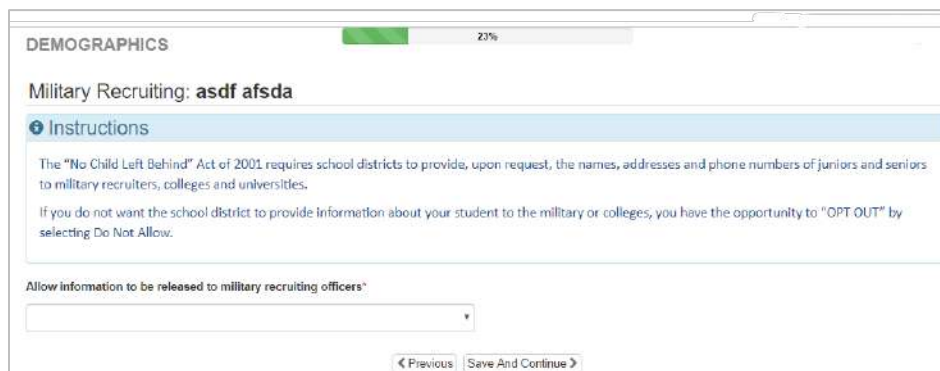
## MCKINNEY-VENTO

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**.

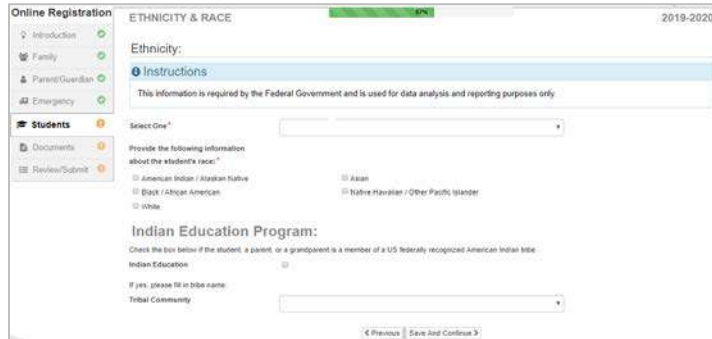
## MILITARY RECRUITING (FOR HIGH SCHOOL JUNIOR AND SENIOR STUDENTS ONLY)



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**.

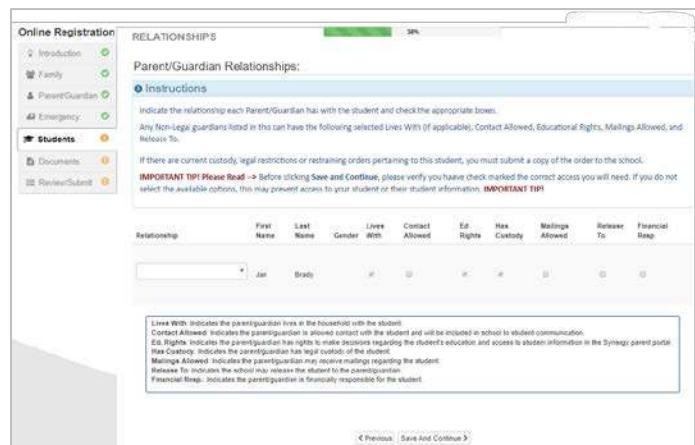
## ➡ PARENT/GUARDIAN RELATIONSHIPS

Indicate the relationship of the parent(s)/guardian(s) that you added in the Parent/Guardian section.

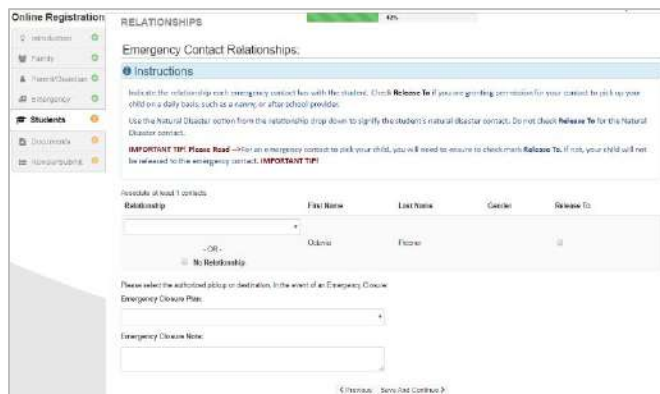
For each parent/guardian, check the applicable rights to your child. Refer to the brief descriptions at the bottom of the screen for further clarification.

**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

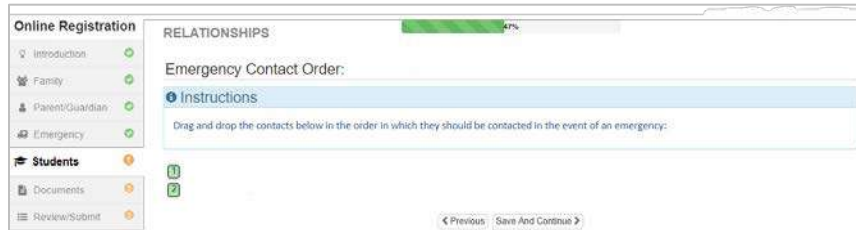
situations. This is often used for listed day care providers.

Last Updated: 04/04/2022

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.

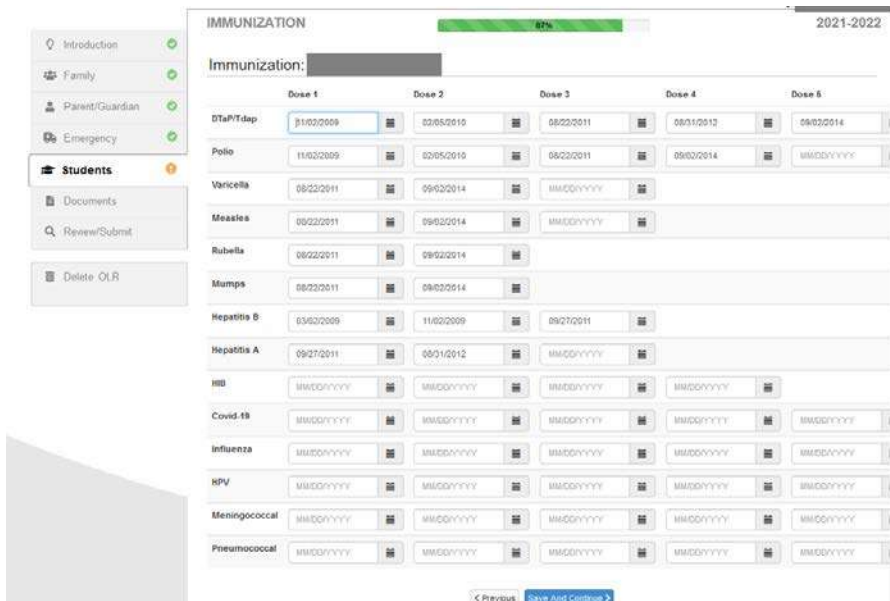


Assign the call order by clicking on the contact, holding down the mouse and dragging to the desired call sequence. It's recommended that your Emergency Contact for

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.

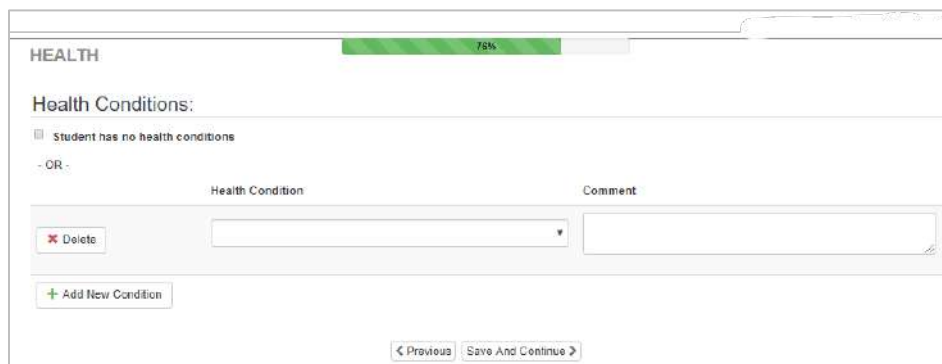
## HEALTH INFORMATION

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.

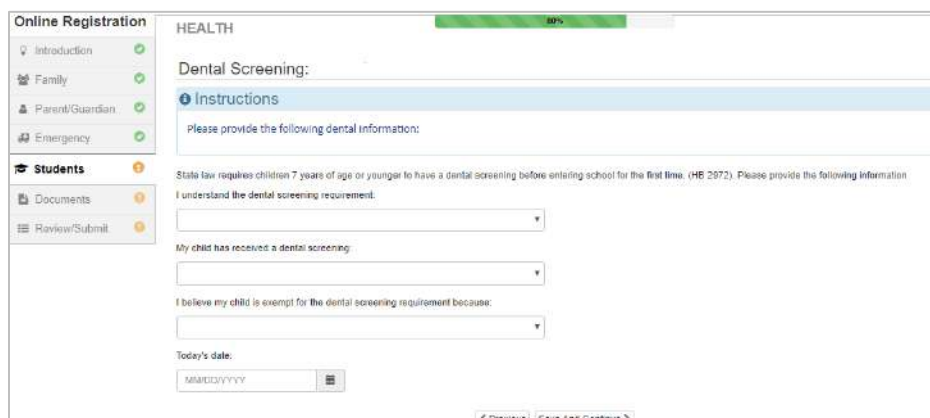


Click **Add New Condition** to inform the school and school nurse of your child's health conditions and indicate whether it's a life-threatening condition.

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

When you have entered any health conditions, click **Save and Continue**.

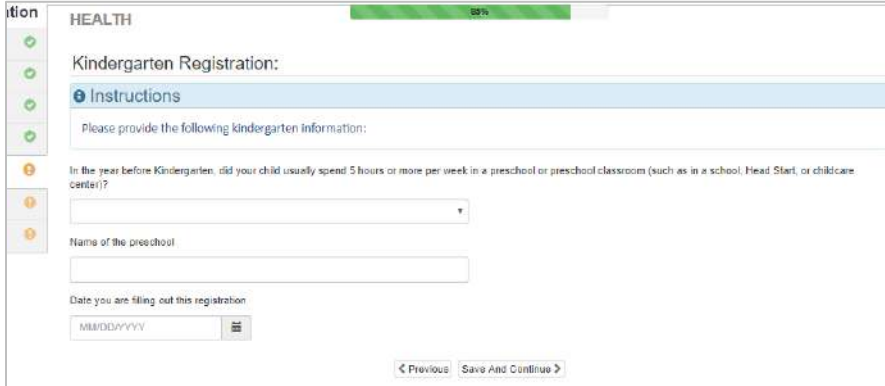
## DENTAL SCREENING (For children under 7 years old)



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)*



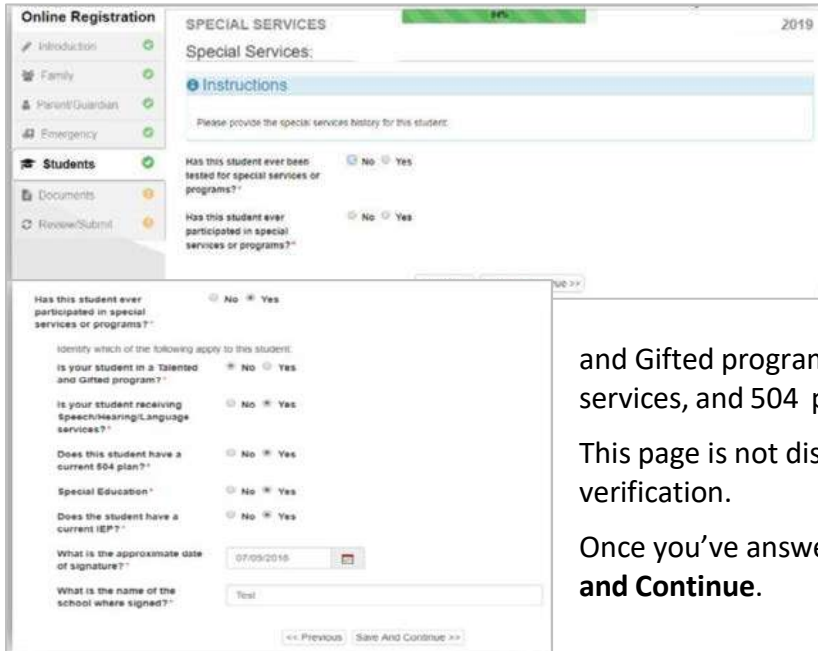
The screenshot shows the 'HEALTH' section of the online registration form. It includes a progress bar at the top indicating 33% completion. The form title is 'Kindergarten Registration:'. Below it is an 'Instructions' box stating: 'Please provide the following kindergarten information:'. The questions are: 'In the year before Kindergarten, did your child usually spend 5 hours or more per week in a preschool or preschool classroom (such as in a school, Head Start, or childcare center)?' with a dropdown menu, and 'Name of the preschool' with a text field. At the bottom, there is a date field for 'Date you are filling out this registration' and a 'Save And Continue' button.

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



The screenshot shows the 'SPECIAL SERVICES' section of the online registration form. It includes a progress bar at the top indicating 66% completion. The form title is 'Special Services:'. Below it is an 'Instructions' box stating: 'Please provide the special services history for this student:'. The questions are: 'Has this student ever been tested for special services or programs?' (Yes/No), 'Has this student ever participated in special services or programs?' (Yes/No), 'Has this student ever participated in special services or programs?' (Yes/No), 'Identify which of the following apply to this student: Is your student in a Talented and Gifted program?' (Yes/No), 'Is your student receiving Speech/Hearing/Language services?' (Yes/No), 'Does this student have a current 504 plan?' (Yes/No), 'Special Education' (Yes/No), 'Does the student have a current IEP?' (Yes/No), 'What is the approximate date of signature?' (Date field), and 'What is the name of the school where signed?' (Text field). At the bottom, there is a 'Save And Continue' button.

questions regarding previous testing and program participations.

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.

This page is not displayed for enrollment verification.

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

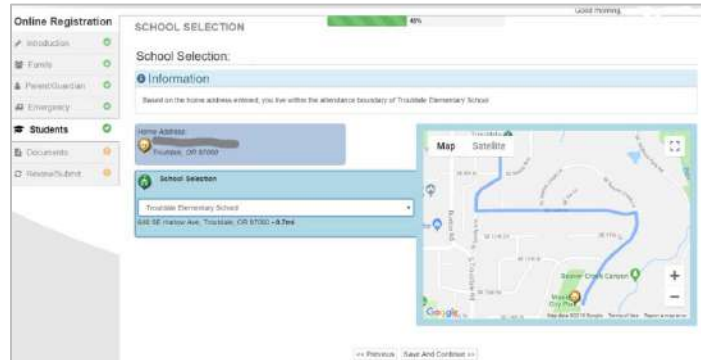


## SCHOOL SELECTION

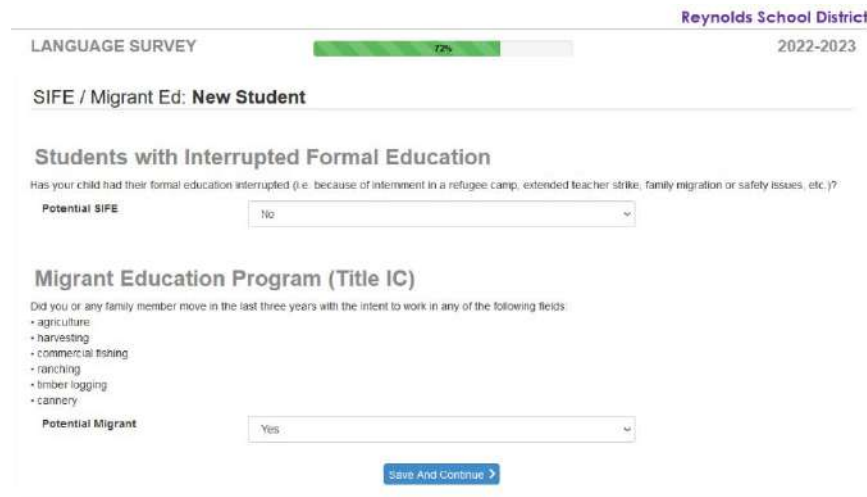
Select the school to enroll the child. You will only be able to select schools that match your address and the child's selected grade.

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

Click **Save and Continue**.



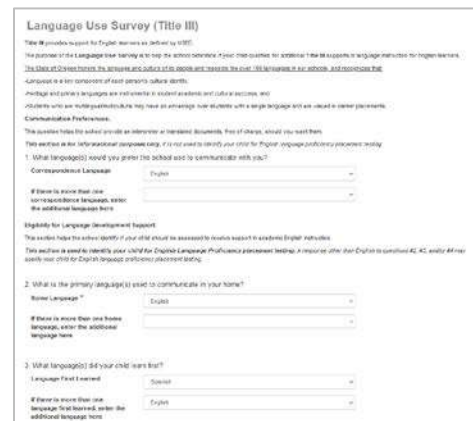
## SIFE/MIGRANT ED & LANGUAGE SURVEY



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.

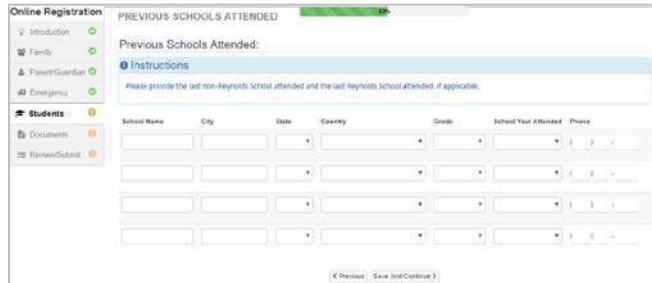
Click **Save and Continue**.

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.

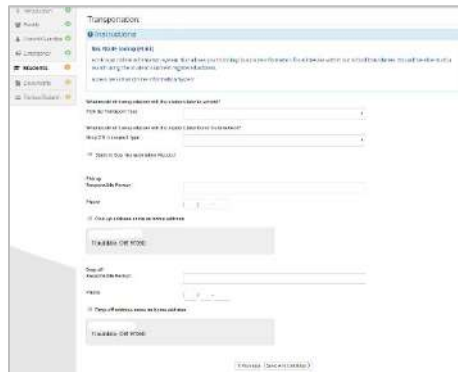


For enrollment verification, this screen is not displayed.

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>

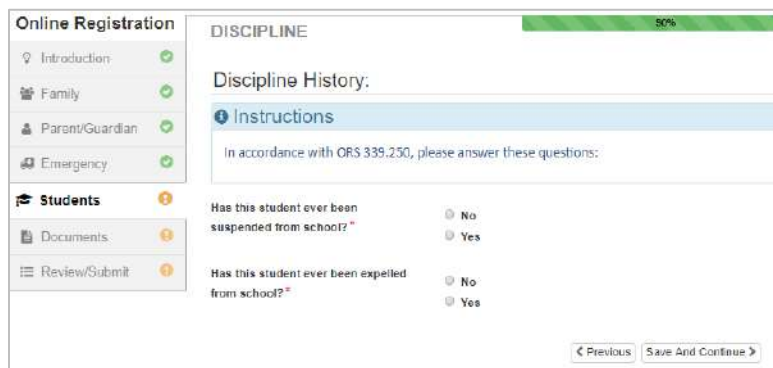
Or use the VersaTrans e-Link tool to look up bus route information for a specific address, here:

<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.



For enrollment verification, this screen is not displayed.

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

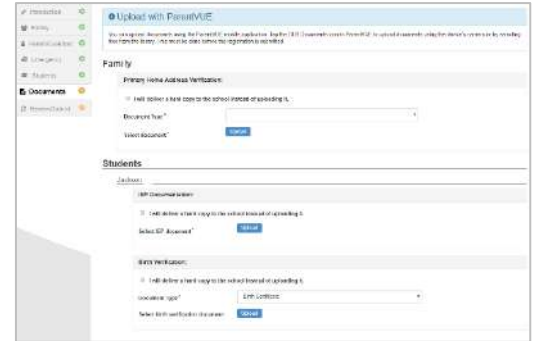
For enrollment verification, file upload is not required unless a change of address was entered.

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**.

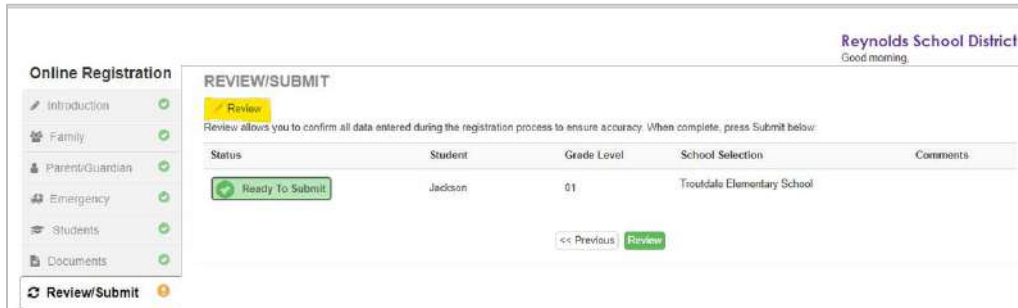


If you have other children you want to verify, click on “Edit” beside their name. Or to enroll a new student, Click **+Add New Student**.

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.



Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Jackson	01	Trousdale Elementary School	

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

Online Registration

Introduction

REVIEW/SUBMIT

Print

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**.

Parent/Guardian: Bert Scott

Registration submitted by: Bert Scott

For the school year: 2019-2020

Family

Parent/Guardian: Bert Scott

Emergency: Tracy Bert

New Student: Thomas Scott

OK.

☒ I have reviewed all registration data and verified that it is correct

Previous Submit

A confirmation screen will display. Click

Confirm

Pressing OK will submit the student registration information for the 2019-2020 school year. 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.

OK Cancel

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

Online Registration

2019-2020 Registration

Thank you very much for your time and attention. Our site staff will review the registration and update the status during the review process.

The status of your registration(s) that are in progress can be found on the status page

## 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

Online Registration

2019-2020

✓ Review Submitted: 2/13/2019 11:24 AM

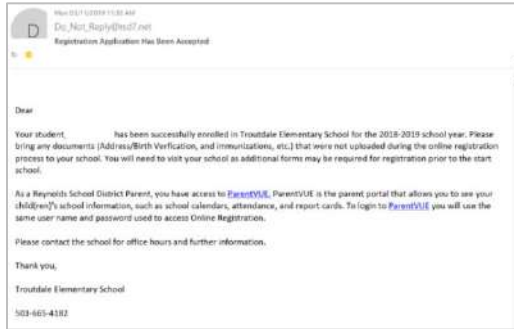
Status	Last Name	First Name	Grade	School Name	Comments
3 Pending	Jackson		01	3 Tooscale Elementary School	Pending

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](mailto:do_not_reply@rsd7.net)

A screenshot of a "Change Password" web form. The form has a title bar and instructions: "To change your password, enter your current password, new password, type the new password again to confirm, then press the Change Password button." It contains three input fields labeled "Current Password:", "New Password:", and "Confirm New Password:". At the bottom are two buttons: "Change Password" and "Cancel".

## 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.