

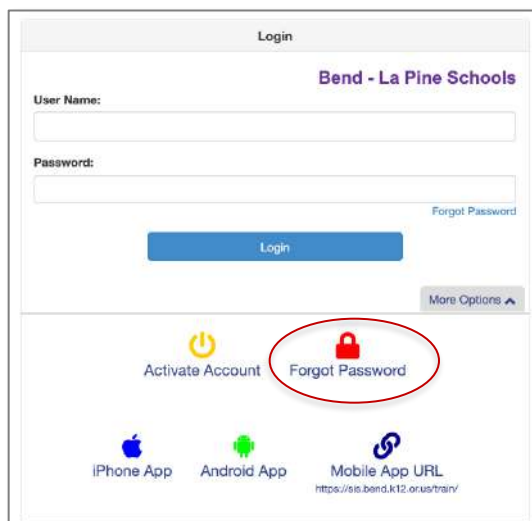


Current School Year Attendance Area Change Request (ACR)

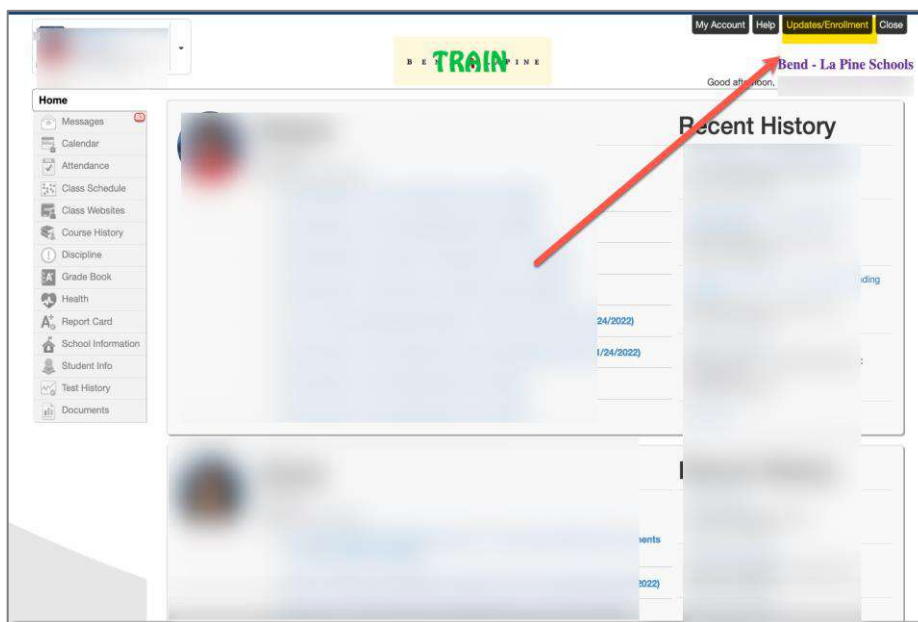
If you are moving to another school's attendance area boundary and would like to remain at your current school, submit an ACR.

If your reason is not due to moving, please contact your student's Principal.

1. Go to ParentVUE, and log in with your ParentVUE username and password.
 - a. If you forgot your password, click on "Forgot Password".
 - b. If you forgot your Username, email student.request@bend.k12.or.us



2. Click on "Updates/Enrollment" in the upper right corner.





Current Year ACR Request

3. Select "2021-2022 Current Year Attendance Change Request" from the drop down.

SELECT REGISTRATION TO BEGIN

Welcome to Bend - La Pine Schools' Online Student Information System

There are up to four options available to select from in the drop-down below. The selections available to you will depend on if your student has a current enrollment to 2021-2022, enrollment into the 2022-2023 school year, or if you do not have a student enrolled in either year.

All students who are currently enrolled in 2021-2022 are automatically enrolled into 2022-2023. Your options will be:

- 2021-2022 Enrollments and Updating Information** - Enroll or update information for this current school year.
- 2021-2022 Current Year Attendance Change Request** - If you moved during this school year, you may request an Attendance Area Change Request (ACR) to remain at your current school.
- 2022-2023 Next Year Attendance Area Change Request** - Submit an ACR for the next school year.
- 2022-2023 New Enrollments & Update Information** - Enroll a NEW student and update information for your students enrolled in the 2022-2023 school year.

NEW students and students who were inactivated this year, or previous years, your option will be:

- 2022-2023 New Enrollments & Update Information**

If you would like to request an ACR for next year, your first step is to finalize your student's enrollment to the boundary school. Once that is complete, you will log back into ParentVUE and the Next Year Attendance Change Request will be an option to select from.

*
2021-2022 Current Year Attendance Change Request
2021-2022 Enrollments for 2021-22 and updating info
2022-2023 Next Year Attendance Area Change Request
2022-2023 New Enrollments & Update Information

Begin >

4. Read through the Introduction screen.

A few things to know before you start.

Information

Welcome to Bend-La Pine School's
Current Year Attendance Area Request Submission

Current Year Attendance Area Request submission is for students who are moving into another school attendance area boundary and would like to remain at the current school. For all other reasons, please contact your school principal.

Proof of address is required. If your student is accepted, you will be required to submit proof of new address before your student is transferred.

Online Steps:

1. Update parent demographic information.
2. Review and Accept JC-AR: Attendance Area & In-District Transfer Policy.
3. Submit a request for each student.



- The next few screens are confirming or updating your address and information.

FAMILY 33% 2022-2023

Residential Address

Instructions

Please enter your home address below:

☐ Check here if your address has changed.

Address as entered from above:

[Save And Continue >](#)

- Confirm your information.

PARENT/GUARDIAN 20% 2022-2023

Demographics:

Instructions

Provide the following information for the parent/guardian you want to enter:

First Name *

Middle Name

Last Name *

Gender *

Primary language *

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

- EDIT, ADD a parent/guardian if needed.

PARENT/GUARDIAN 2022-2023

Verify Parent/Guardian Information

Legal custody documents are required if applicable. At the end of this session, you will be prompt to upload your documents.

In Progress - Parent information is incomplete. Click on the Edit button. Update the missing information.

Add Parent/Guardian - Please include all biological parents. Step-Parents are considered parents if they live with the student and a biological parent *and* the biological parent has custody.

Complete - Parent information is complete. Click on "Save and Continue" to proceed to the next section.

IMPORTANT: Use standard capitalization rules throughout this system. Example: John is correct in standard capitalization. JOHN or john is not correct.

| | First Name | Last Name | Gender | Status |
|---------------------------------------|------------|-----------|--------|--------------------------|
| Edit | | | Male | Complete |
| Edit | | | | Complete |
| + Add Parent/Guardian | | | | |

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



8. Update phone numbers and email.

PARENT/GUARDIAN

100%

2022-2023

Contact Information:

Instructions

Please add the contact information for this parent/guardian. Set one (1) phone as the Primary Contact Phone.

Phone Numbers

| X | Line | Primary Contact Phone | Type | Phone | Extension | Voice Notifications | N |
|--------------------------|------|-------------------------------------|------|----------------------|-----------|-------------------------------------|---|
| <input type="checkbox"/> | 1 | <input checked="" type="checkbox"/> | Cell | (541) 555 - 1234 * | | <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> | 2 | <input type="checkbox"/> | Cell | (541) 555 - 1234 * | | <input type="checkbox"/> | |

+ Add New

Email Address *

no-reply@bend.k12.or.us

< Previous

Save And Continue >

9. Students to EDIT are those who currently have an enrollment to the next year.
- The students NOT available are either not enrolled, or they graduated.
 - To EDIT, click on "EDIT".

STUDENTS2022-2023

Attendance Area Change Request Process:

Click on the EDIT button next to the student you are requesting an Attendance Area Change Request. Follow the prompts.

EDIT each student before you click on "Save and Continue".

Students you may EDIT to request an ACR

| | First Name | Last Name | Gender | Grade | Status |
|----------------------------------------------|------------|-----------|--------|-------|---------------------|
| <div><div>Edit</div><div>Exclude</div></div> | | | | 12 | <div>Complete</div> |

To finalize your request for all of your students, scroll to the end of the screen and click on "Save and Continue".

Students not available to request an ACR

| | First Name | Last Name | Gender | Grade | Reason |
|--|------------|-----------|--------|-------|----------------------------------------------------------|
| | | | | | Student does not have an active enrollment for this year |
| | | | | | Student has graduated |

< Previous

Save And Continue >



10. Confirm or update your student's information.

DEMOGRAPHICS
12%
2022-2023

Demographics:

Instructions

Please add or verify the information for this student.
During verification some fields are non-editable. If any information provided in those fields is incorrect please contact your student's school to update.

Perm ID

Legal First Name *

Middle Name *

No Middle Name

Legal Last Name *

Suffix

Gender *

Birth Date mm/dd/yyyy *

Entering Grade

Residential address *

< Previous

Save And Continue >

11. School Selection is the school your student is currently enrolled in.

SCHOOL SELECTION
50%
2022-2023

School Selection:

Instructions

Listed below is the school your student is enrolled in for the 2022-2023 school year.

Information

Based on the residential address entered, you live within the attendance boundary of Bend Senior High School, which is your home school.

Residential Address:

1.

School Selection *

Bend Senior High School

230 NE 6th St, Bend, OR 97701



Current Year ACR Request

12. Review the policy and check the box.

Policy: **New Student**

Please Read and Acknowledge the Following Information Regarding Bend-La Pine School's Attendance Area Request Policy:

- Parent/Guardian is responsible for transportation for approved ACR Students.
- Any student who is currently attending a school on an approved ACR and is *not* moving to the next educational level (i.e., elementary to middle school or middle to high school) does not need to reapply.
- Any student who would like to attend a school different from the school they are pointed to attend (based on the attendance area boundaries) must complete an ACR.
- Students who are attending on an approved ACR and are moving to the next educational level (i.e. elementary to middle school or middle school to high school) must complete a new ACR if they do not want to attend their neighborhood school at the next level.
- Students who move to another attendance area during the school year will generally be allowed to remain at the original school for the remainder of the school year. Parents must provide transportation.
- An ACR will not be granted for activity or athletic purposes. Any student wanting to participate in an OSAA sport or activity should not begin practice until the change request has been approved.
- If a student will be moving into the requested school's attendance area, proof of future residence is required (i.e., rent, receipt/agreement, copy of the earnest money deposit, utility bill/agreement.) for priority consideration.
- Sibling attendance does not automatically guarantee acceptance but is a priority consideration in the request process.
- Firm enrollment numbers are often not known until late August. In some cases, approval or non-approval notification cannot occur prior to the first day of school.
- Once an ACR is approved, the expectation is that the student will remain at the approved school for the duration of the time at each educational level (elementary, middle, and/or high school), unless there are extenuating circumstances. These requests will be escalated by district level staff.

Download PDF [HERE](#)

For more information on BLS Policy JC-AR click [HERE](#)

Select Yes to proceed with the request. *

WARNING

If you do not acknowledge and agree to the policy, your submission will be void.

Save And Continue >



13. If your student is in elementary school, you will see a list of elementary schools. If your student is in middle school, you will see a list of middle schools. Below is a screen shot of high schools.
 - Select the *School Year*, *School*, *Request Reason*.
 - If your request reason is not an option, enter a brief reason in the memo box below.

CURRENT YEAR REQUEST

100%

2021-2022

Current Year Request: New Student

Below are the high schools (grades 9-12) open to submit an Attendance Area Change Request (ACR). If your request is denied, you will have the option to be placed on a Waitlist.

If you are *not* moving to the requested school boundary, please log out and schedule a meeting with your student's school principal.

To request an ACR for the following year, 2022-2023, please log out. You will need to select the 2022-2023 Attendance Area Change request option.

If you do not see the school you are interested in, it is likely a Choice Option School. Please visit the [Choice Options](#) webpage for more information.

| | |
|------------------|--------------------|
| Bend Senior High | Mountain View High |
| Caldera High | Summit High |
| La Pine High | |

Mid-Year ACR HS

| Line | School Year | High Schools | Reason |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|--------|
| <div style="background-color: #e0e0e0; padding: 5px; display: flex; align-items: center;"> + Add New </div> | | | |

Save And Continue >



- Back to this screen! You may EDIT more students, or click on "Save and Continue" below to finalize your requests.

STUDENTS

2022-2023

Attendance Area Change Request Process:

Click on the EDIT button next to the student you are requesting an Attendance Area Change Request. Follow the prompts.

EDIT each student before you click on "Save and Continue".

Students you may EDIT to request an ACR

| | First Name | Last Name | Gender | Grade | Status |
|------------------------------------|------------|-----------|--------|-------|---------------------|
| <div>Edit</div> <div>Exclude</div> | Drew | Fairham | Male | 12 | <div>Complete</div> |

To finalize your request for all of your students, scroll to the end of the screen and click on "Save and Continue".

Students not available to request an ACR

| First Name | Last Name | Gender | Grade | Reason |
|------------|-----------|--------|-------|----------------------------------------------------------|
| Amelia | Fairham | Female | | Student does not have an active enrollment for this year |
| Kailea | Fairham | Female | | Student has graduated |

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Save And Continue >

- Review. When ready, click on "Submit".

REVIEW/SUBMIT

2022-2023

Review

Last Step...

In Progress - The student's information is not complete. Click on "Resume". Use the "Save and Continue" button on each screen

Ready to Submit - The student's information is complete. Click on the "Submit" button below.

Your Attendance Area Request will be placed in the queue once you click on the "Save and Continue" button below.

| Status | Student | Grade Level | School Selection | Comments |
|----------------------------|--------------|-------------|----------------------------|----------|
| <div>Ready To Submit</div> | Drew Fairham | 12 | 1. Bend Senior High School | |

< Previous

Submit



16. Your request will go into a queue.

- You will be notified by email.
 - If your request is "Accepted":
 - The school registrars will be notified, and will process the transfer.
 - The new requested school will contact you with information regarding scheduling and other school information.
 - If your request is "Denied":
 - You will have the option to be placed on a waitlist. You will need to email ACR@bend.k12.or.us to make the request. Otherwise, your request will be removed from the queue
 - If you change your mind, email ACR@bend.k12.or.us

2021-2022

2021-2022 ACR

Status

Thank you for completing your Attendance Area Change Request online!

Your request will go into a queue. You will receive a confirmation email stating we have received your request.

If you change your mind, please email acr@bend.k12.or.us

For all other Attendance Area Change Request questions, please go to our [Webpage](#).

The status of your enrollments(s) that are in progress can be found on the [status page](#).