ParentVUE: Online Registration for the 2020-2021 School Year

You’ll Need a ParentVUE Account

- Whether you have children continuing at TUSD for the 2020-2021 school year or you have a child new to the district, you can complete registration online.

- All you need is a ParentVUE account. If you already have a ParentVUE account, you’re ready to go!
  - ParentVUE: parent.tusd1.org

- If you are new to Tucson or unsure if you have a ParentVUE account, please contact the school where you want to register for assistance.

- If you have children in multiple schools, all their registrations can be completed through Online Registration.

- You do not have to complete the registration in one session. You can log out and resume where you left off when you log back in. You also have the option to start over. See Resume Registration/Start Over on p. 14.

- If you have questions, please call or visit your school office. There’s also additional ParentVUE information online.

- These instructions do not walk you through every screen. Online Registration is designed to be intuitive. However, a few select screens are included to provide helpful information.

- The screen images included in these instructions are taken from the desktop version of ParentVUE. Mobile app screens may look different but should function similarly.
Begin Registration

1. Once you are logged in to ParentVUE, you can go to your Messages area and click the link for Online Registration that says Begin Registration. Or, you can click Online Pre-Registration in the upper right.

2. In the screen that appears, click Begin Pre-Registration.

Complete Online Registration

Online Registration screens are designed to walk you through the process. Following are a few of the unique screens that benefit from additional explanation. In general:

- **New-to-district parents:** Enter the information you are prompted for to complete registration.

- **Parents with students at TUSD:** Review and accept or change the information displayed to complete registration.

Getting Help: If you need help completing Online Registration, please contact the school office where you are registering.
Welcome Page

The Welcome page displays a list of schools that require district placement in order to enroll for the first time unless you live in the school neighborhood. If you are interested in enrolling your child at one of these schools for the first time and live outside the neighborhood, please see this Placement Application. If you are interested in applying to any of TUSD's other neighborhood schools please call School Community Services at 520-225-6400 or email at scs@tusd1.org before continuing.

To see your neighborhood schools, enter your address at https://gismaps.pagnet.org/SchoolSearch/Map

You may complete your online registration at this time if:
- Your child is listed on the following page as already enrolled at one of these schools or
- You live within one of these school's neighborhood boundary or
- You are interested in any of TUSD's other neighborhood schools
ParentVUE: Online Registration

Student Summary

Parents with continuing TUSD Students: This screen displays a list of those students. If you don’t see a child who should be listed, contact the child’s preferred school for the coming year before completing OLR.

New-to-TUSD Parents: If you have no children attending a TUSD school, this screen displays no students.

Electronic Signature

Type your Electronic Signature. This must match the name on the account that appears in the greeting in the upper right.

Click Save and Continue.
Review, Accept, or Change Information

Starting with the Family section, for continuing students you will review, accept, add or change information and click Save and Continue to proceed through the various screens and sections. For students new to the district, you will be entering new information.

If a screen indicates the status of a record is In Progress, you will need to edit it so that the Status changes to Complete. Just click the Edit button or the In Progress button. You may also have the option to Exclude or Delete the record.

Screen Elements

As you proceed, please take note of the common screen elements that help you navigate Online Registration.

- **Progress Bar:** The progress bar at the top of each screen indicates how much you have completed in each section as you proceed.

- **Navigation Menu:** In the Navigation menu on the left, completed sections display a green check mark ☑️. Incomplete sections display a yellow exclamation mark ¡. All sections have to be completed before you can submit.

- **Required Fields:** A red asterisk (*) indicates a required field.

- **In Progress Indicator:** Click to complete information.

- **Complete Indicator:** Information complete.

- **Previous/Save and Continue:** These navigation buttons appear at the bottom of screens.

- **Add/Edit/Exclude/Delete Buttons:** Some screens include function buttons that allow you to modify the information.

Resume Registration/Start Over

Not able to complete the process in a single session? If you stop the enrollment process and log out, Online Registration saves the entered information. Then, when you log in again, you can click Resume Registration to pick up where you left off or Start Over. See Resume Registration on p. 14.
Home Address

Parents with continuing students at TUSD: We have an address in our system. This screen displays that address for you to review.

Parents new to TUSD: No address displays yet. You will enter it in this screen.

If your address has changed, click the checkbox and the address fields appear for you to enter a new address as explained above.

Start typing your address in the Search field. The system prompts you with matching addresses.

Select your address from the matching results and the screen completes the information.

Confirm the address and click Save and Continue.
Parent/Guardian

Review and accept **Parent/Guardian** information or make changes.

**Emergency**

Add, Edit existing, or Decline to Specify **Emergency Contacts**.
Add/Review Students

Parents with continuing students at TUSD: A list of your TUSD students appears. Click Edit or In Progress to review and edit information. Each student has to display the Complete status before you can continue. You can also Delete or Exclude a record.

Before adding a new student, confirm with the enrolling school that the student does not have an existing TUSD record.

New-to-TUSD Parents: Click Add New Student and add your child’s information.

School Selection

Important Information

Please read this page before continuing to the School Selection page:
If this student has 2020-21 enrollment, that school will be your default selection. **Before you change this selection to a different school, please be advised of the following:**

1. If your student already has a class schedule for the coming school year at the school where he/she is presently enrolled, **these classes will be removed by the system** if you transfer him/her to a different school. These classes may no longer be available if you change your mind after the transfer is processed.

2. Your student may lose transportation options already defined for the coming school year - **TUSD cannot guarantee transportation for non-neighborhood open enrollment students.**

3. If your student is presently enrolled via placement at a non-neighborhood school, **you may lose your school placement.** It may no longer be available if you change your mind after the transfer is processed.

4. Specific program placements (Exceptional Ed., GATE, etc.) at your student’s current school will not be available at other schools. **If your student was placed at a school by Exceptional Ed., Language Acquisition or GATE, please speak with the relevant program office before changing your child’s school selection.**

**School Selection Page**

School Selection displayed is the school where a continuing student is enrolled or where a student has received a placement. If you are new to the district, the default school displayed is based on your address.
The drop-down offers other appropriate schools that you can select. If the desired school does not appear in the list, do not complete online registration for the child. Contact the desired school.

In a subsequent screen, you’ll be prompted to provide Transportation Election.

**20-21 Enrollment at Placement School**

If your child has a 2020-2021 enrollment at a placement school and you select a different school be aware of the following:

- If you save and continue and then return to the School Selection page, the placement school is no longer an option.
- If you return to the Introduction page you can select Start Over and then the placement school is available as an option.
- If the registration has been submitted, contact the submission school.

**Release Information**

Review the options concerning release of student information and modify if necessary, keeping in mind the following:

- “non-TUSD Directory Lists” includes colleges and military
- “TUSD Photos and Interviews” includes school pictures and yearbooks
Documents

Parents with continuing students at TUSD: You will be prompted to upload Proof of Residency or bring a hard copy to the school. Immunization records are not required for returning students unless new immunizations have been administered since the previous school year.

New-to-TUSD Parents: You will be prompted to upload Proof of Residency, Birth Verification, and Immunization Record. You will also be asked for a photo ID.

Either scan and upload the requested document files or click the checkbox to opt to deliver physical copies to the school instead.

Creating a Document File: Don’t have a scanner? Use your phone or tablet to take a readable photo of the document. Email the photo to yourself and then download it to your computer.
In the Review/Submit section, the status should be Ready to Submit for all students being registered.

1. To review and edit, just click Review.

2. Review all your submission information in single screen.

3. To make a change, click Edit for that section. You’ll be taken back to the data entry screen for that section. Make your edits and click Save and Continue.

4. You can also click Print from the Review screen to print a copy.
5. When you are done, select the acknowledgement checkbox at the very bottom of the screen (you will need to scroll quite a bit) and click Submit.

6. If you’re ready to submit, click Submit. If you are not ready to submit, you can log out and return when you’re ready to complete the process.

When you click Submit, a confirmation appears allowing you to click OK or Cancel.

Finally, you’ll see a Successful Completion message. You should receive a confirmation email within 1 hour. If you don’t, check to see if it went into your spam/junk folder. If you still don’t find it, please contact your student’s school.

If you click Status, you can see the status of the registration. After you submit, you may expect a processing time of approximately 2-3 weeks.
Resume Registration/Start Over

1. If you log out before completing the registration, your information is saved from the last point you saved.

2. When you log in again, you’ll have the option to Resume Registration where you left off.

3. Or, you can Start Over.