

May 12, 2020

Parents & Guardians,

For the upcoming 2020-21 school year, we are moving to online registration through ParentVue. This will help our offices streamline the registration process and eliminates the need to fill out multiple forms for each student.

Our current families are already in the system and have a ParentVue account. In order to complete the online registration process, please use a browser such as Google Chrome, Safari or Firefox at the following link: https://palominas.apscc.org/PXP2_Login_Parent.aspx Unfortunately, the ParentVue app cannot be used to complete the online registration. If you need to set up your ParentVue account, please call your school office and the secretaries can help you.

Attached are directions on how to complete the online registration. You will need to go through every section and confirm that all the information is correct even if your information has not changed. One very important thing, the only time you "add" a new student is if you have a new addition to your family that is of school age and they have never attended Palominas or Coronado in the past.

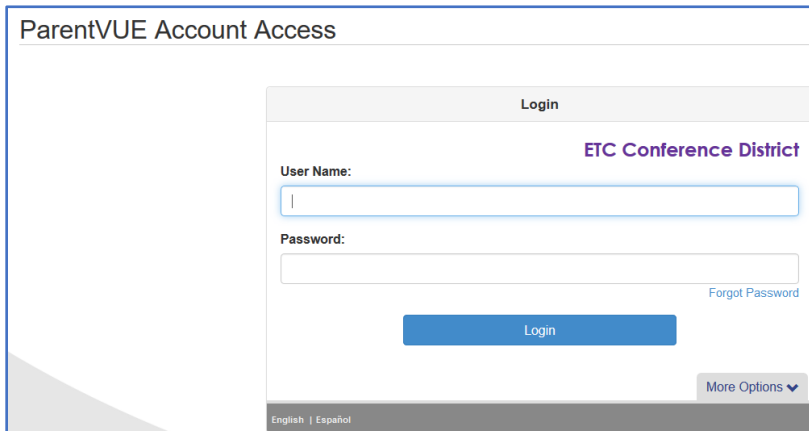
You will have 10 business days from the date you complete the online registration to bring in your proof of residency to ensure your registration is complete. If there are any issues with your registration, the school office will contact you. Please allow some time for our secretaries to complete this process as they are wrapping up the current school year and preparing for the upcoming school year. If you know you are not returning next year, please call the school office and let them know so they can process the withdrawal.

Thank you for your help in registering for the 2020-21 school year.

Palominas School District

Online Registration for Parents of Current or Previously Enrolled Students

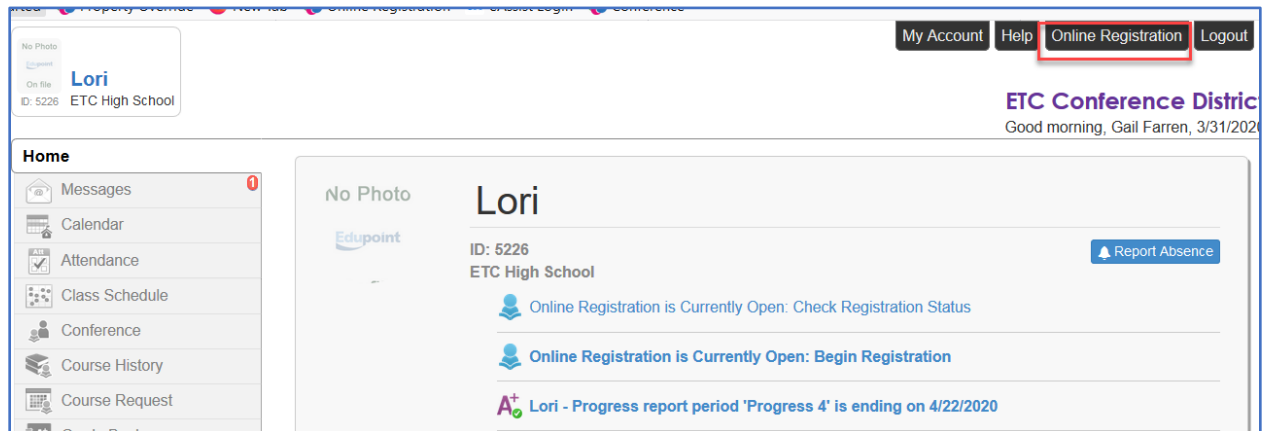
Parent of current or previous students will use their existing ParentVUE account login to access their ParentVUE account. Link for ParentVUE login: https://palominas.apsc.org/PXP2_Login_Parent.aspx ParentVUE Account Access using your ParentVUE User Name and Password.



The screenshot shows the 'ParentVUE Account Access' login page. It features a 'Login' form with the following elements:

- Header: 'Login' and 'ETC Conference District'.
- Fields: 'User Name:' and 'Password:'.
- Buttons: 'Login' and 'Forgot Password'.
- Footer: 'More Options' dropdown and 'English | Español' language selector.

If you have any student currently enrolled, you will see the ParentVUE screen. In ParentVUE click on the Online Registration tab to access online registration to verify information or enroll a new student.



The screenshot shows the 'ParentVUE Home' dashboard for a user named 'Lori' (ID: 5226, ETC High School). The dashboard includes:

- Navigation menu: Messages, Calendar, Attendance, Class Schedule, Conference, Course History, Course Request.
- User profile: 'Lori', ID: 5226, ETC High School, and a 'Report Absence' button.
- Notifications: 'Online Registration is Currently Open: Check Registration Status' and 'Online Registration is Currently Open: Begin Registration'.
- Progress report: 'Lori - Progress report period 'Progress 4' is ending on 4/22/2020'.
- Top navigation: 'My Account', 'Help', 'Online Registration' (highlighted), and 'Logout'.

If you do not have any student currently enrolled, you will be directed to the Online Registration screen after logging in to ParentVUE.

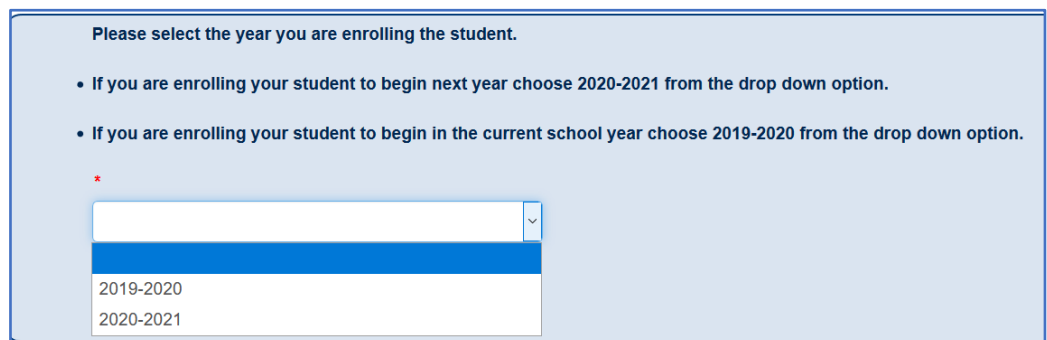
Online Registration

Select Year

- Select from the drop down the school year you are enrolling or verifying the information for your student.

Information page

- The Information page provides information regarding the online registration process.



The screenshot shows the 'Please select the year you are enrolling the student.' instruction. Below the instruction are two bullet points:

- If you are enrolling your student to begin next year choose 2020-2021 from the drop down option.
- If you are enrolling your student to begin in the current school year choose 2019-2020 from the drop down option.

A red asterisk (*) is placed above a dropdown menu that is open, showing the following options:

- 2019-2020
- 2020-2021

Student Summary

- All students connected to your ParentVUE account will be listed.

Electronic Signature

- The electronic signature is the parent's acknowledgement the information in online registration is accurate to the best of their knowledge.

Review/Submit

- If there an existing online registration or verification of information in process this may be the first page you see.
 - Click [Resume Registration](#) if the school year you are enrolling or updating is the correct year.
 - If the school year is not the correct school year click on [Start Over](#) to choose the correct school year from the drop down on the Select Year page.

2020-2021 Registration

Thank you for returning to the Online Registration process. To continue where you left off, select Resume Registration.

Resume Registration Start Over

Home Address, Mail Address, Parent/Guardian

- Review/update all information.

Emergency Contacts

- Emergency Contacts are for all the children associated with the parent and all are listed in the Emergency Contact screen to verify/update.
- All Emergency Contacts are visible in the student's Emergency Contact Relationship screen, but any Emergency Contact not listed in Synergy for the student will have the "No Relationship" checkbox checked.

Associate at least 1 contacts.

Relationship	First Name	Last Name	Gender	Release To
<input checked="" type="checkbox"/> No Relationship	Bertha	Begay		

- Students must have a relationship chosen from the drop down under Relationship for "Release To" checkbox to be visible to check. Checking the checkbox gives the emergency contact listed permission to pick up the student from school.

Relationship	First Name	Last Name	Gender	Release To
<input checked="" type="checkbox"/> No Relationship	Bertha	Begay		
Other				<input type="checkbox"/>
- OR -	Cheryl	Begay		
<input type="checkbox"/> No Relationship				

Student

- Students enrolled in the school year chosen from the School Year drop down and show under Students to enroll.
- Review/update the information.
- To add a student who is new to the district click "Add New Student".
- If your student is listed under "Students to exclude from" the school year and should be included in "Students to enroll in" for the chosen school year, click "Include" to add to the school year.

STUDENTS 2020-2021

The student(s) listed below are not currently enrolled at ETC District. Students must be five years of age before September 1st to be eligible for admission to Kindergarten.

Students to enroll in 2020-2021

	First Name	Last Name	Gender	Grade	Status
<input checked="" type="checkbox"/> Edit	Makaila	Six	Female	06	! In Progress
<input checked="" type="checkbox"/> Edit	Daniel	Secody	Female	02	! In Progress

Add New Student

- All information viewed/updated by the parent, show the student’s status as “Complete”.
- When status for all students listed is “Complete”
- Save and Continue
- Documents: scan and upload the document or indicate the document will be delivered to the school.
- Save and Continue.
- Click Review to review all information reviewed/updated. At the bottom of the Review page click “Previous”.
- Click Submit to submit the Online Registration.
- In the Confirm pop up window, click OK to complete the registration submission.

Students to exclude from 2020-2021

	First Name	Last Name	Gender	Grade	Reason
View <input type="button" value="Include"/>	Regina	Joe	Male		This student is not enrolled in the district for this year.

Students to enroll in 2020-2021

	First Name	Last Name	Gender	Grade	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/> <input type="button" value="Delete"/>	Makaila	Six	Female	06	<input type="button" value="In Progress"/>
<input type="button" value="Edit"/> <input type="button" value="Exclude"/> <input type="button" value="Delete"/>	Daniel	Secody	Female	02	<input type="button" value="Complete"/>

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
<input type="button" value="Ready To Submit"/>		test student	04	1. ETC Elementary School	New student added to registration	

N/A Daniel Secody 02 1. ETC Elementary School 41 changes made. Please click Review for mor

Confirm

Pressing OK will submit the student Registration information for the 2020-2021 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 Registration to check the status of your submission.