



ANNUAL ONLINE VERIFICATION PROCESS

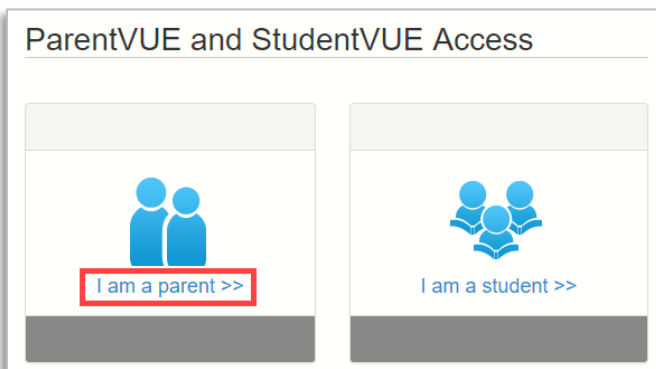
PARENTVUE WEB VERSION

This document provides instructions for completing the annual Online Verification process for your students. This Online Verification process (OLV), using ParentVUE, provides a way to update and maintain accurate student information.

- ➔ Only one parent/guardian should complete the process.
- ➔ The Annual Online Verification process is not supported in ParentVUE mobile app. However, you can open a web browser on your mobile device to access the link and complete this process.

LOGIN TO PARENTVUE

1. In your web browser go to <https://portal.lcps.org>.
2. Click on **I am a parent>>**.



3. Enter your user name and password and click on **Login**.

- ➔ If you need to reset your password for ParentVUE, please refer to the [Frequently Asked Questions](#) section of the ParentVUE support site.



ANNUAL ONLINE VERIFICATION PROCESS

STARTING THE ONLINE VERIFICATION PROCESS

1. A notification appears which lists the students who must be verified. Click the [Begin Registration or Verification](#) button.

Online Verification and Enrollment

Please step through a series of screens to complete the **Existing Student Verification and / or a New Student Enrollment Process**.

* If you have an existing student(s) in LCPS, you will be asked to verify the information for them and make updates if needed.

* If you are enrolling a new student to LCPS, you will be able to enter and submit their enrollment information.

• Verification must be completed for 2021-2022 Online Verification. (Mary J.)

[Begin Registration or Verification](#) [Logout](#)

2. To start the process, select **2021-22 Online Verification** from the dropdown menu and click the [Begin New Registration and Verification >](#) button.

Please select the online process you would like to begin *

2021-2022 Online Verification

[Begin New Registration and Verification >](#)

3. If you would like more information on this process or to review Frequently Asked Questions, click the [District ParentVUE Online Verification Site](#) hyperlink. When you are ready to start the process, click the [Continue](#) button.

INTRODUCTION 2021-2022

Welcome

Information

Existing Student Online Verification:

Information for existing students returning to LCPS for the 2021-22 school year, must be reviewed and verified by one parent/guardian. During this verification process, you will be able to update some information for your student(s). Contact the school registrar for updates not editable during this process. Quick Reference Guide, Process Videos and Frequently Asked Questions regarding the online verification process can be found on the [District ParentVUE Online Verification site](#).

To view the verification screens in other languages, we suggest using the Google Chrome browser to translate the pages.

[Cambiar el idioma de Chrome y traducir páginas web](#)

[Thay đổi ngôn ngữ của Chrome và dịch trang web](#)

[تغيير لغات Chrome وترجمة صفحات الويب](#)

[تغيير زبانهای Chrome و ترجمه صفحه‌های وب](#)

Throughout the existing student verification and/or new student pre-registration process, you will be presented with a variety of information to enter. Many steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

To finalize the verification and/or pre-registration information, you must click on the Submit button after all the information is entered.

[Continue](#)



ANNUAL ONLINE VERIFICATION PROCESS

4. Complete the **Signature** page by entering your first and last name exactly as it appears in the top right corner of the page. Click the **Save and Continue >** button. This electronic signature states all information you will be verifying and/or updating is accurate.

Loudoun County Public Schools
Good afternoon, MARCO ADAMS, 8/4/2021

INTRODUCTION 2021-2022

Signature

Please enter your first and last name below as it appears in the upper right hand corner.

By typing your name below and clicking **Save and Continue** you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature*

MARCO ADAMS

Save And Continue >



ANNUAL ONLINE VERIFICATION PROCESS

FAMILY, PARENT AND EMERGENCY CONTACT PAGES

On these pages you will verify/update information related to the family addresses, parent/guardian information and emergency contact information.

Family Pages

1. Verify that the family's home address is correct, then click [Save and Continue >](#).

FAMILY 33% 2021-2022

Home Address

Instructions

Existing Student Verification:

If your home address (shown below) **has not changed**, please click on the Save and Continue Button.

If your home address (shown below) **has changed**, please stop this verification process and provide proof of new address at your child's school. Once the address change has been verified and completed by the school, you can return to this site to complete the student verification process.

☐ For Online Pre-Registration Only: Check here if your address has changed.

Address as entered from above:

Middle Ridge Pl
Ashburn, VA 20148

[Save And Continue >](#)

2. Verify that the family's mailing address is correct, then click [Save and Continue >](#).
3. If either the home or mailing address is incorrect, click on the [Logout](#) button and contact your student's school. Once address changes have been completed by the school, you will be able to log back into ParentVUE to complete the Online Verification process. If you need to log back in after the school has updated the address, you will need to delete the registration and begin again.

Home Status My Account Logout

Loudoun County Public Schools
Good afternoon, MARCO ADAMS, 8/4/2021

FAMILY 33% 2021-2022

Home Address

Parent/Guardian Information Pages

On the Parent/Guardian pages you will review parent/guardian details for yourself and any other parent/guardian living at the same address.

1. First verify your information on a page, then click [Save and Continue >](#).
 - Preferred language for written materials and oral communication
 - Phone numbers: please select only one primary number
 - Email address



ANNUAL ONLINE VERIFICATION PROCESS

- When you have finished your information, click the **Edit** or **In Progress** button to verify information for all other parent(s)/legal guardian(s) residing at the same address. You will not be able to view or update information for a parent or legal guardian residing at a different address.

PARENT/GUARDIAN 2021-2022

Add or update Parent/Guardian details.

Existing Student Verification:
Please click on the Edit button beside each parent/guardian name. Verify the information for each parent/guardian and make updates if needed.

New Student Pre-Registration:
You (the enrolling parent/guardian) should be listed first. When entering data, please do not use all CAPS or all lower case letters. All Parents and Legal Guardians must be listed before clicking Save And Continue.

	Legal First Name	Last Name	Gender	Status
	MARY	BERNSTEIN		In Progress
	JEANNIE	RANSON	Female	Complete
	MARCO	ADAMS	Male	Complete

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

- Once the Parent/Guardian section is complete, click **Save and Continue >**.

	Legal First Name	Last Name	Gender	Status
	MARY	BERNSTEIN		Complete
	JEANNIE	RANSON	Female	Complete
	MARCO	ADAMS	Male	Complete

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

Emergency Contact Pages

On the Emergency page you will verify demographics and contact information for each emergency contact listed.

- Click the **Edit** or **In Progress** button for an emergency contact.

EMERGENCY 2021-2022

Add or update emergency contact information.

Existing Student Verification:
Please verify the emergency contact information and make updates if needed. Parents/Guardians will always be contacted first, do not list parents/guardians here.

New Student Pre-Registration:
Please add at least 1 emergency contact(s). Parents/Guardians will always be contacted first; do not list parents/guardians here.

:

	First Name	Last Name	Gender	Status
	Maria	Adams	Female	In Progress
	Sharon	Adams	Female	In Progress

[+ Add New Emergency Contact](#)

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

- Verify the information on each page, then click **Save and Continue >**.



ANNUAL ONLINE VERIFICATION PROCESS

3. Repeat steps 1 and 2 for all other emergency contacts.
4. If needed, remove an emergency contact using the **Delete** button. Create a new emergency contact using **Add New Emergency Contacts** button.

	First Name	Last Name	Gender	Status
✎ Edit ✖ Delete	Maria	Adams	Female	! In Progress
✎ Edit ✖ Delete	Sharon	Adams	Female	! In Progress
+ Add New Emergency Contact				

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

5. Once all Emergency Contacts are complete, click **Save and Continue >**.



ANNUAL ONLINE VERIFICATION PROCESS

STUDENT DETAIL PAGES

On the next several pages you will verify/update information for all your active students listed in the **Existing Student Verification** section at the top.

Log out and contact your child's school if any of the following scenarios exist:



- A student listed in the **Students to Exclude** section at the bottom will be attending LCPS in the 2021-22 school year.
- A student listed in the **Existing Student Verification** section has an incorrect grade level.

Once your child's school has verified that the scenarios above have been resolved, return to ParentVUE to complete the verification for those student(s).

STUDENTS2021-2022

Existing Student Verification:
This grid includes all students who are currently enrolled in LCPS. You must provide verification information for each student using the grid below. If you need to update a student's information, please contact the registrar at your school. **Update** **date** **school year,**


Students to verify/pr



	Legal First Name	Legal Last Name	Gender	Grade	Status
 Edit	Raina	ADAMS	Female	12	 In Progress

Students to Exclude:
These students are either former LCPS students or you have completed the verification for them. Their records will remain unchanged.

Students to exclude from Ver
2021-2022

	Legal First Name	Legal Last Name	Gender	Grade	Reason
	COLLIN	ADAMS	Male		Student has graduated

 **Previous**

 **Save And Continue** 

You must complete the verification process for these students

These students have graduated or are not enrolled in the 2021-22 SY.



ANNUAL ONLINE VERIFICATION PROCESS

Overview of Student Process

Follow these steps for each student in the [Existing Student Verification](#) list.

1. Click on the [Edit](#) button for a student in the list. If any information is incorrect for the student, logout and contact your student's school. Once the school has updated the information, you will need to log back in and delete the existing verification to begin again.

STUDENTS **2021-2022**

Existing Student Verification:

This grid includes all students who will attend LCPS this school year. Please review and update information for each student using the Edit button. If a student will not attend LCPS this school year, please contact the registrar at your student's school.

Students to verify/pre-register in 2021-2022

Legal First Name	Legal Last Name	Gender	Grade	Status	
Edit	Raina	ADAMS	Female	12	In Progress

2. Verify and update (where available) information about this student.
3. Click the [Save and Continue >](#) button to move from one page to the next. Details about each page are displayed below.
4. Once you complete the information for the first student, repeat for all other students.

Demographics Page

If anything is incorrect on this page, please log out and contact your child's school.

Demographics: Raina ADAMS

Instructions

Existing Student Verification:

Review and confirm the student's full legal name as listed on the Birth Certificate or Affidavit. Contact the registrar at your student's school for updates to this information.

Perm ID

Legal First Name

Legal Middle Name

No Middle Name ☐

Legal Last Name

Suffix

Gender

Birth Date

Entering Grade

Primary Address

Home Address

Ashburn, VA 20148

Mailing Address

Ashburn, VA 20148

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



ANNUAL ONLINE VERIFICATION PROCESS

Additional Information Page

Your child's Chosen Name, insurance information and military connection may be updated.

Additional Information: Raina ADAMS

Instructions

Existing Student Verification:

Verify the information below and if there are any changes in the non-editable fields, please contact your student's school.

OPTIONAL: Please enter your student's chosen first name if different from their given/legal first name. This is not required.

The student's chosen first name will appear as the student's display name in classroom resources, Google Meets, yearbook and school photos. If no chosen name is entered, the student's given/legal first name will be displayed.

Chosen Name

Birth Place or City

Birth Certificate Number
if available

Does the student have
insurance?

Military Connection: Section 22.1-287.04 of the Code of Virginia requires school divisions to annually survey parents of students to determine if they are "uniformed services-connected." The data collected is reported to the Virginia Department of Education and the U.S. Department of Education various times each year, in non-identifiable, aggregate format for the purposes of becoming eligible for fund sources and receiving services to meet the needs of uniformed services-connected students residing in the Commonwealth.

1. Student is not military connected
2. Active duty; student is a dependent of a member of Active Duty Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, the Administration, or the Commissioned Corps of the U.S. Public Health Services).
3. Reserve; student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard)
4. National Guard; active or reserve

I have the following
military connection:

[< Previous](#)

[Save And Continue >](#)



ANNUAL ONLINE VERIFICATION PROCESS

Parent/Guardian Relationships Page

If anything is incorrect on this page, please log out and contact your child's school.

Parent/Guardian Relationships: **Raina ADAMS**

Instructions

Existing Student Verification:
Please review the information below. If updates are needed, please contact the registrar at your student's school.

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To
Step-Mother	MARY	BERNSTEIN		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mother	JEANNIE	RANSON	Female						
Father	MARCO	ADAMS	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lives With: Indicates the parent/guardian lives the majority of the time in the household with the student and whose address reflects the zone for school attendance.
Contact Allowed: Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
Ed. Rights: Indicates the parent/guardian has rights to educational information and access to student information in ParentVUE.
Has Custody: Indicates the parent/guardian has legal custody of the student and has rights to make decisions regarding the student's education.
Mailings Allowed: Indicates the parent/guardian may receive mailings regarding the student.
Release To: Indicates the school may release the student to the parent/guardian.

Emergency Contact Relationships Page

Each student must have at least one Emergency Contact listed. If one of the emergency contacts should not be called for this student, select the **No Relationship** checkbox.

Emergency Contact Relationships (select most appropriate option): **Raina ADAMS**

Instructions

Existing Student Verification:
Please verify the relationship for each emergency contact listed for your student. Only check "No Relationship" if you do not want this person contacted in case of emergency. If the emergency contact is allowed to pick up the student, please check the "Release To" checkbox.

Associate at least 1 contact and at most 4. The maximum number of contacts is 4.

Relationship	First Name	Last Name	Gender	Release To
Stepmother	Maria	Adams	Female	<input checked="" type="checkbox"/>
- OR -				
<input type="checkbox"/> No Relationship				
Neighbor	Sharon	Adams	Female	<input checked="" type="checkbox"/>
- OR -				
<input type="checkbox"/> No Relationship				

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



ANNUAL ONLINE VERIFICATION PROCESS

Emergency Contact Order Page

Drag and drop to specify the contact order of parents and emergency contacts. Regardless of order LCPS will always attempt to contact parents first.

Emergency Contact Order: **Raina ADAMS**

Instructions

Existing Student Verification:
Review and verify the order in which these individuals should be contacted in the event of an emergency. Please click and move the individuals in the preferred order.

1

MARCO ADAMS (Father)

2

JEANNIE RANSON (Mother)

3

Maria Adams (Stepmother)

4

Sharon Adams (Neighbor)

5

MARY BERNSTEIN (Step-Mother)

< Previous

Save And Continue >

Health Conditions Page

Review and update as needed.

Health Conditions: **Raina ADAMS**

Instructions

Existing Student Verification:
Please verify the health conditions listed for the student. If you need to add a health condition, please uncheck "Student has no health conditions" and then click on "Add New Condition". If a health condition needs to be removed, please contact the health clinic at your child's school.

☐ Student has no health conditions

- OR -

Health Condition	Comment
<div>+ Add New Condition</div>	



ANNUAL ONLINE VERIFICATION PROCESS

Medications Page

Review and update as needed.

Medications: **Raina ADAMS**

Instructions

Existing Student Verification:

Please verify medication information for the student. If you need to add new medication, please uncheck "Student has no medication" and then click on "Add New School Medication" details. If a medication needs to be removed, please contact the health clinic at your child's school.

☐ Student has no medication

- OR -

List any medications that need to be taken by the student at school

Medication Name	Dose	Frequency	Reason
-----------------	------	-----------	--------

[+ Add New School Medication](#)

List any medications not listed above or provide additional comments about the medications to be taken at school

List any medications taken by the student at home

Medication Name	Dose	Frequency	Reason
-----------------	------	-----------	--------

[+ Add New Home Medication](#)

List any medications not listed above or provide additional comments about the medications to be taken at home



ANNUAL ONLINE VERIFICATION PROCESS

Information Release Page

Most information release details will need to be updated every year for your student(s). Review each field carefully and update your selection if needed.

- **Allow Photo/Video Media Participation:** Select **Yes** to allow student participation in digitally published information by LCPS in various publications
- **Allow Photo/Video School and Class Participation:** Select **Yes** to allow student participation in digitally published information by their School and/or Class
- **Allow Photo/Video Yearbook and Team Participation:** Select **Yes** to allow student participation in digitally published information for Yearbook and/or their sports team.
- **Artwork Media Participation:** Select **Yes** to allow student's work to be digitally published by their School or LCPS.

Information Release: Raina ADAMS

Photo/Video Media Participation: During the school year, there may be times when LCPS and/or organizations authorized by LCPS, such as media representatives, will seek to interview, photograph and/or videotape students both on school grounds and/or at student activities. This generally will lead to students being featured in publications, social media, websites, television programs, radio shows, and video productions. Please note that LCPS carefully screens all requests from outside groups to help ensure that student work and accomplishments are highlighted in a responsible and appropriate way, and outside media is not permitted on school grounds during regular school hours without prior approval through the LCPS Public Information Office. Parents will normally be notified prior to their child participating in an interview with commercial media, and parents may choose to opt-out of that specific event. Parents who do not wish for their child to participate in any media opportunities as listed above must indicate below. This opt-out opportunity will not prevent news or sports reporting, including images, undertaken by the media without going through LCPS.

I allow my child to be photographed, audio recorded, or videotaped for the purpose of publishing his or her likeness in LCPS video productions, LCPS publications, LCPS webpages, or commercial media (including television, radio, the newspaper, and the Internet) with or without identifying information. I understand that media news or sports reporting, including images, may occur without the prior approval of LCPS.

Allow Photo/Video Media Participation:

Yes

Photo/Video School and Classroom Participation: Your child may participate in and/or create original works as a result of a class assignment or a program/activity sponsored by LCPS. This participation may include, but is not limited to, stories, essays, charts, graphs, diagrams, poems, plays, cartoons, drawings, paintings, sculptures, musical compositions, video and audio recordings, and photographs. Parents who do not wish for their child's work to be recorded, published or displayed must indicate below.

I allow my child's class participation and/or original works to be recorded, published, displayed, and/or used for any medium, including print, electronic, announced (i.e., radio), or television.

Allow Photo/Video School and Class Participation:

Yes

Photo/Video Yearbook and Team Participation: The school division includes yearbooks as "directory information" as set forth in the Federal Educational Rights and Privacy Act (FERPA). Parents who do not wish for their child's photo/information to be included in the school's yearbook must indicate below.

I allow my child's photograph or name to be included in the school yearbook.

Allow Photo/Video Yearbook and Team Participation:

Yes

Artwork Media Participation: During the school year, there may be times when LCPS and/or organizations authorized by LCPS, such as media representatives, will seek to access the artwork produced by your student. This generally will lead to students' artwork being featured in publications, social media, websites, television programs, public art displays, competitions and /or video productions. Please note that LCPS carefully screens all requests from outside groups to help ensure that student work and accomplishments are highlighted in a responsible and appropriate way, and outside media is not permitted on school grounds during regular school hours without prior approval through the LCPS Public Information Office. Parents who do not wish for their child's artwork in any media opportunities as listed above must indicate below. This opt-out opportunity will not prevent news including images, undertaken by the media without going through LCPS.

I allow my child's artwork to be photographed, or videotaped for the purpose of publishing his or her likeness in LCPS video productions, LCPS publications, LCPS webpages, or commercial media (including television, the newspaper, and the Internet) with or without identifying information. I understand that media news or sports reporting, including images, may occur without the prior approval of LCPS.

Allow Artwork Media Participation:

Yes



ANNUAL ONLINE VERIFICATION PROCESS

Permissions and Early Release Page

Review each field carefully and update your selection if needed.

- **Weather-related notifications:** Select **Yes** to allow you to receive weather related notifications from LCPS.

Weather-Related Notifications: Loudoun County Public Schools utilizes the Blackboard Mass Notifications messaging system to communicate with parents about weather-related cancellations and delays. Since Blackboard Mass Notifications also is used to notify parents of emergency situations involving their student, parents cannot completely opt out of this system. However, parents may opt out of receiving weather-related alerts. Indicate below if you wish to receive weather-related notifications.

I allow receipt of weather-related notifications.

Allow Weather-related
notifications:

Yes

- **Family Life Education Participation:** Select **Yes** to allow your student to receive Family Life Education.

Family Life Education: In response to the requirements of Section 22.1-207.1 of the Code of Virginia, Loudoun County Public Schools has implemented a comprehensive, sequential, abstinence-based, age-appropriate Family Life Education curriculum grades 4-10. Information regarding the FLE program can be found on the [LCPS website](#).

I allow my child to receive Family Life Education.

Allow Family Life Education
Participation:

Yes

- **Sharing Directory information with Outside entities:** Select **Yes** to allow LCPS to share directory information.

Directory Info - Outside Entities: From time to time, school divisions receive requests for student directory information from outside persons and entities. Examples include legislators who want to send congratulatory letters, external organizations with whom LCPS has contractual agreements (e.g., yearbook, class rings, senior photos), and scholarship opportunities. Indicate below if you wish for directory information to be released.

I allow the release of my child's directory information to outside entities.

Allow Directory - Outside Entities

No

- **Sharing Directory information with Military Recruiters:** Select **Yes** to allow LCPS to share directory information about your student with military recruiters.

Directory info - Military: In accordance with the *Every Student Succeeds Act* and the *National*

Defense Authorization Act, the schools shall, upon a request made by military recruiters or an institution of higher learning, provide access to secondary school student names, address, and telephone listings. However, a student or parent/guardian of a student may submit a request that the student's information not be released without prior written parental consent. Indicate below if you wish for directory information to be released.

I allow the release of my child's directory information to military recruiters.

Allow Directory - Military
Recruiters

Yes

- **Home Internet Access:** Select the option that best describes your student's internet access at home.

Please select a value from the drop-down to describe your student's most readily available for home internet access.

Home Internet Access

1: Internet access at home allows for live streaming, classroom instructi



ANNUAL ONLINE VERIFICATION PROCESS

- **Early Dismissal Information:** Select how your student should be dismissed in case of inclement weather or emergencies.

Please provide the following information on how your child should be dismissed in case of inclement weather or other emergencies at school. Make sure that your child knows where to go if dismissed early from school.

How student should be dismissed?

Where the student is going in case of early dismissal?

Phone number of the place where the student will be dismissed () -

Any other additional information

After School Dismissal Plan Page (elementary school only)

If your child will be dismissed the same way every day, complete the **Weekly Plan** fields. If your child's dismissal plan is **not the same** every day, complete the **Daily Plan** fields.

AFTER SCHOOL
DISMISSAL PLAN

87%

2021-2022

After School Dismissal Plan: **Mary Johns**

Use this page to provide your child's standard after school dismissal plan only if requested by your child's school. Do NOT use this form for the daily changes. Contact your child's school for occasional daily dismissal changes.

Fill out the Weekly Plan section if your child is dismissed the same way all week. Fill out the Daily Plan section if your child's dismissal plan differs on one or more days during the week. Do not fill out both sections.

Weekly Plan (same dismissal every day of the week):

Weekly Dismissal Type

Weekly Aftercare Site/Name

Daily Plan (dismissal differs for one or more days during the week):

Monday Site/Name

Monday Dismissal Type

Tuesday Site/Name

Tuesday Dismissal Type

Wednesday Site/Name

Wednesday Dismissal Type

Thursday Site/Name

Thursday Dismissal Type

Friday Site/Name

Friday Dismissal Type



ANNUAL ONLINE VERIFICATION PROCESS

ACL Transportation Page (high school only)

If your high school student attends the Academies of Loudoun, please request/decline bus transportation to the Academies of Loudoun. Requests submitted during the Online Verification process may not be routed in time for the first day of school.

ACL Transportation: **Raina ADAMS**

Please fill out the information in this section only if your child is enrolled in the Academies of Loudoun for the 2021-2022 school year and you are requesting transportation to/from the Academies of Loudoun.

Bus Transportation to the Academies of Loudoun

Please note: Any updates made after 5pm on July 20, 2021 will not be guaranteed by the first day of school.

By requesting bus transportation, my student will be routed and assigned bus transportation to the Academies of Loudoun based on home residence and in accordance with my student's academic schedule.

By declining to request bus transportation, I confirm that my student will not use scheduled buses to the Academies of Loudoun to attend in accordance with their academic schedule and will be transported by means other than Loudoun County Public Schools bus.

I further understand that if I later decide that my student ride a Loudoun County Public Schools bus, it may take seven to ten (7 - 10) business days for them to be routed and assigned to a bus.

Students attending the Academies of Loudoun will only be routed and given a bus assignment by submitting a request for bus transportation.

Important Information:

This request applies only to the **2021-2022** school year to and from the Academies of Loudoun.

If this is a request for bus transportation then a seat on the bus will be available for the student in accordance with their academic schedule.

Student discipline procedures apply to Loudoun County Public Schools bus transportation to and from the Academies of Loudoun.

Each student for whom bus transportation has been requested will receive an individualized notification email that contains bus pick-up location and time prior to the start of school.

Select Request or Decline LCPS
transportation to/from the
Academies from the dropdown:



ANNUAL ONLINE VERIFICATION PROCESS

REVIEW AND SUBMIT

1. Once all students are marked complete, click [Save and Continue >](#) to review and submit the information.

STUDENTS 2021-2022

Existing Student Verification:

This grid includes all students who will attend LCPS this school year. Please review and update information for each student using the Edit button. If a student will not attend LCPS this school year, please contact the registrar at your student's school.

Students to verify/pre-register in 2021-2022

	Legal First Name	Legal Last Name	Gender	Grade	Status
Edit	Raina	ADAMS	Female	12	Complete

Students to Exclude:

These students are either former LCPS students or you have completed the verification for them. Their records will remain unchanged.

Students to exclude from Verification/Pre-Registration for 2021-2022

	Legal First Name	Legal Last Name	Gender	Grade	Reason
	COLLIN	ADAMS	Male		Student has graduated

2. Click the [Review](#) button.

REVIEW/SUBMIT 2021-2022

Review

Review allows you to confirm all data verified/entered during the verification and / or pre-registration process to ensure accuracy.

Existing Student Verification:

After clicking the Review button above and reviewing the information, scroll to the bottom of the screen, click Done and then click Submit to finalize the verification.

New Student Pre-Registration:

After clicking the Review button above and reviewing the information, scroll to the bottom of the screen, check the box to indicate you have completed your review and click the Submit button to finalize the pre-registration.

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Raina ADAMS	12	1. Briar Woods HS	

Click Review to review this verification and/or pre-registration. Once submitted, check the status of your verification.



ANNUAL ONLINE VERIFICATION PROCESS

3. Scroll down and double-check each area. Changes are highlighted in yellow.
4. Click on the **Done** button.
5. Click on the **Submit** button.

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Raina ADAMS	12	1. Briar Woods HS	

Click Review to review this verification and/or pre-registration. Once submitted, check the status of your verification.

[< Previous](#) **Submit**

6. After the verification is submitted, a confirmation message appears. Click **OK**.

Confirm

Thank you for submitting your verification/pre-registration with Loudoun County Public Schools!

Clicking OK will submit the student information for verification and/or pre-registration for the 2021-2022 school year.

If you are completing the Existing Student Verification, this step completes the process for the student(s).

For New Student Pre-Registration, 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 Verification to check the status of your submission.

OK Cancel

7. A message with the link to the **Status** page displays. You will receive an email confirmation about completing the student verification.

2021-2022

2021-2022 Registration

Status

Thank you for completing the verification process for your student(s). You will receive an email confirmation.

To access your student's information, please log into [ParentVUE](#).

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

8. You can now log into [ParentVUE](#) to view your child's information. If you are unable to view this information, please allow up to 30 minutes for your Online Verification to be processed by the system, then log back into ParentVUE.



ANNUAL ONLINE VERIFICATION PROCESS

TROUBLESHOOTING TIPS

Below are some important tips about questions you might have as you go through the Online Verification process.

Changes During Verification

When you are reviewing the information, you may only edit the following values.

- Parent contact information and preferred language for oral/written materials
- Emergency Contact name and phone numbers
- Student Military Connected Status
- Student Health conditions
- Student Medication details
- Information Release fields
- Early Dismissal Plan
- After School Dismissal Plan (Elementary Students Only)

If you find information that is not accurate, click on the [Log out](#) link and contact your student's school. School staff will ask you to provide supporting documentation for the change, will update and contact you to log back in to ParentVUE to complete the process. If the school does update information for your student, you will need to click on [Delete Registration](#) upon logging back into ParentVUE to start the process again.

Application Started Message

Only one parent/guardian needs to complete the verification. If you see a message stating **"An application has already been started by..."**, the message lists the name of the other parent/guardian who started the Online Verification process for the student listed in the message.

The screenshot shows a message box with a light blue header and a yellow warning bar. The header contains an information icon and text: "Throughout the existing online student verification and / or new student pre-registration process, you will be presented with a variety of information to enter. Many steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue." Below this, it says: "To finalize the verification and / or pre-registration information, you must click on the Submit button after all the information is entered." The yellow warning bar contains a warning icon and the text: "An application has already been started by **NANCY ADAMS** for the following students: **KAREN ADAMS**". At the bottom of the message box is a blue "Continue" button.

Options for resolution:

1. Ask the other parent/guardian to complete the Online Verification for the student(s).
2. If that parent/guardian is unable to complete the Online Verification, contact the student's school.



ANNUAL ONLINE VERIFICATION PROCESS

Resume Registration

Verification does not need to be completed in one session. You may log back into ParentVUE to complete a verification that has been started. After you log back into ParentVUE, you will see a page indicating that you have started a process which is not complete.

Click on [Resume Registration](#) to complete the verification process.

INTRODUCTION

2021-2022

Resume Registration

2021-2022 Registration

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

Resume Registration

Delete Registration

Save And Continue >

Delete Registration

If updates to incorrect information have been made by the school, you must click the [Delete Registration](#) button to re-start the verification process with the updated information.

INTRODUCTION

2021-2022

Resume Registration

2021-2022 Registration

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

Resume Registration

Delete Registration

Save And Continue >



ANNUAL ONLINE VERIFICATION PROCESS

PARENTVUE HELP

The [District ParentVUE](#) pages have resources to help you activate your ParentVUE account. [Frequently Asked Questions](#) and downloadable [Quick Reference Guides](#) are available to guide you through the process to help navigate the system.

Videos and FAQs can be found in the [Online Verification](#) section on the District ParentVUE pages.

Each school has dedicated staff to help parents with their accounts. Go to your school's website and click on the ParentVUE Global icon to find names and phone numbers of staff who can help you.

