

# Acknowledging the SR&R Handbook (web)

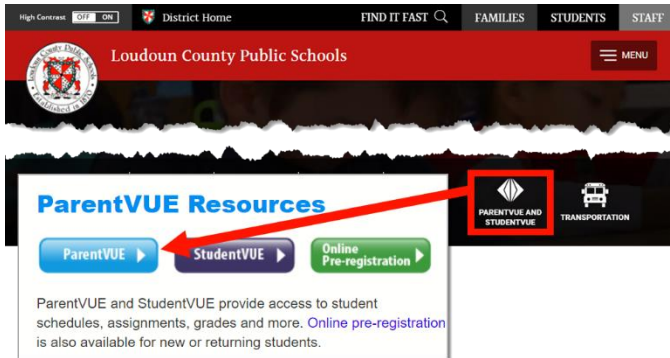
The receipt of the Student's Rights & Responsibilities Handbook is acknowledged through ParentVUE. The first time you log into ParentVUE after in the 2019-20 SY (after August 12, 2019), you will need to download and e-sign that you have received the document **within 5 days of your child's first day of school**.

➔ **You must have an active ParentVUE account to complete this process. If you are unable to log in or need to create a ParentVUE account, contact your child's school.**

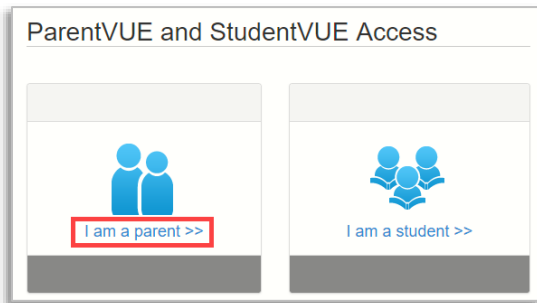
## NAVIGATE TO PARENTVUE & LOG IN

These instructions are for the *web version* of ParentVUE. See the next page for acknowledging documents using the ParentVUE app.

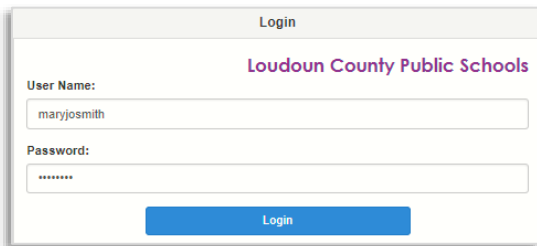
1. From the [LCPS home page](#), click **ParentVUE**.
2. Then click on the blue **ParentVUE** button.



*Option:* navigate directly to <https://portal.lcps.org> in any web browser and then click on **I am a parent>>**.

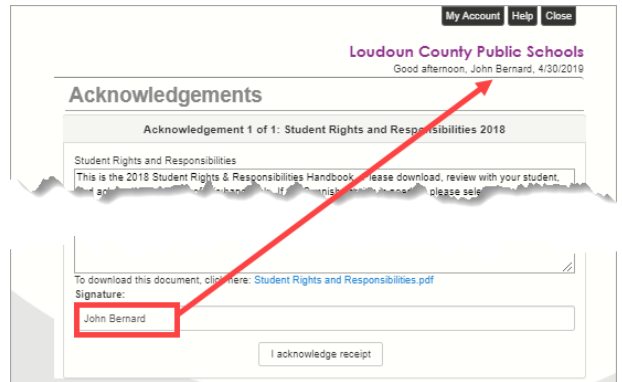


3. Enter your user name and password and click on **Login**.

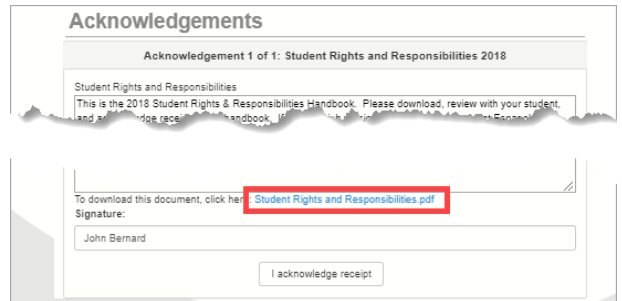


## DOWNLOAD AND ACKNOWLEDGE

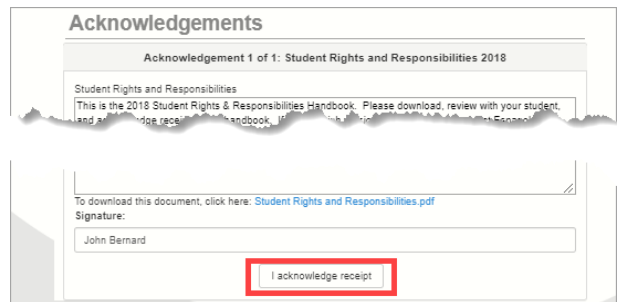
1. Enter your e-signature by typing your name in the **Signature** field. Enter your name *exactly* as it appears in the top right corner of the screen.



2. Click the **Student Rights and Responsibilities** link to download the document.



3. Click the **I acknowledge receipt** button.



# Acknowledging the SR&R Handbook (app)

The receipt of the Student's Rights & Responsibilities Handbook is acknowledged through ParentVUE. The first time you log into ParentVUE in a new school year, you will need to download and e-sign that you have received the document **within 5 days of your child's first day of school**.

➔ **You must have an active ParentVUE account to complete this process. If you are unable to log in or need to create a ParentVUE account, contact your child's school.**

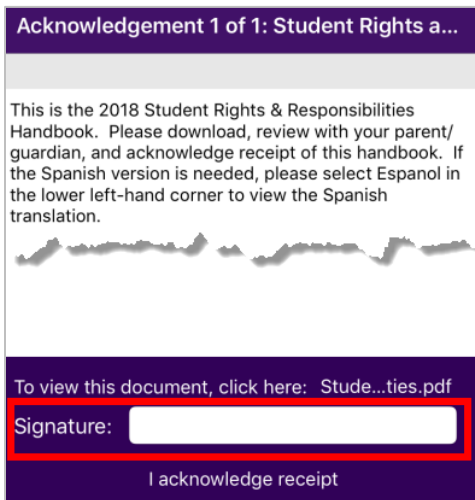
## OPEN THE PARENTVUE APP AND LOG IN

These instructions are for the *ParentVUE app*. See the previous page for acknowledging documents using the web version of ParentVUE.

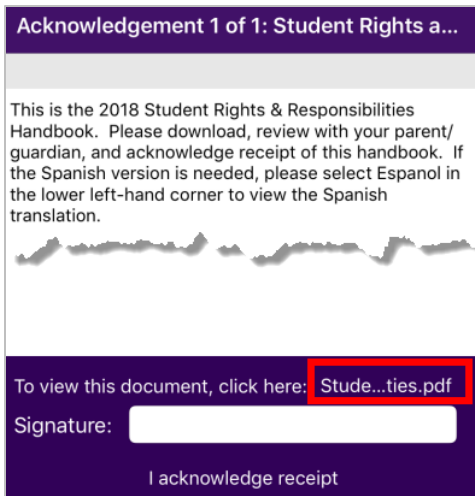
- If you have not yet configured the ParentVUE app on your mobile device, please download [Using the ParentVUE Mobile App](#) for instructions.

## DOWNLOAD AND ACKNOWLEDGE

- Tap the **Signature** field.
- Enter your e-signature by typing your name in the **Signature** field. Your name must *exactly* match your LCPS parent record (no nicknames).

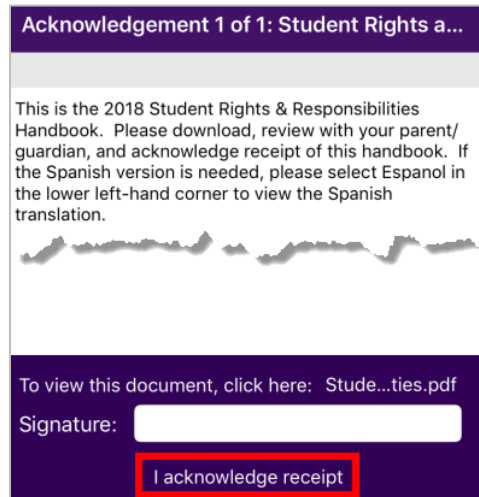


- Tap the **Student Rights and Responsibilities** link to download the document.



## DOWNLOAD AND ACKNOWLEDGE (cont.)

- Tap **< Back** to return to the acknowledgment page after reviewing the document.
- Tap **I acknowledge receipt**.



## PARENTVUE HELP

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

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

