

ParentVUESM powered by SynergySM Student Information Update

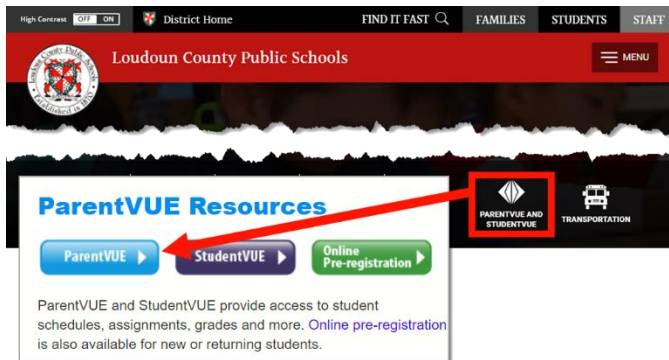
Parents may update information in the **web version** of ParentVUE, eliminating the need to submit paper forms to the school. Your child's Nickname, Physician Name and Phone, Opt-Out Status, Emergency Contacts and Phone, Health Conditions, and After School Dismissal Information may be updated. The *Student Info* menu item in the **web version** of ParentVUE is used to update this information for your child.

➔ **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

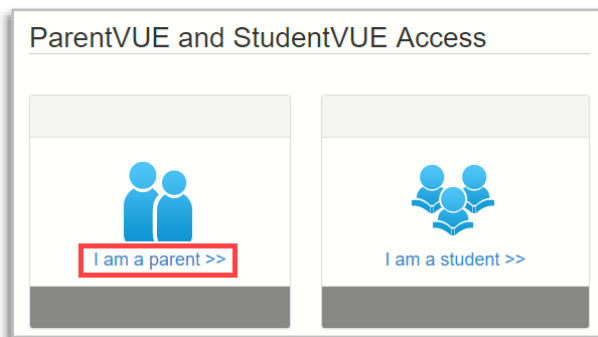
You must use the **web version** of ParentVUE to update student information.

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

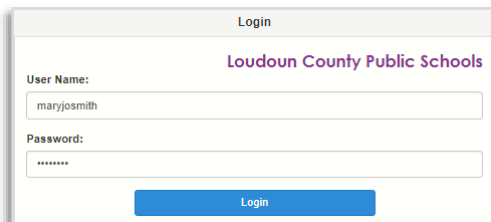


Important!! *Student Info* update is only available in the **web version** of ParentVUE.

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

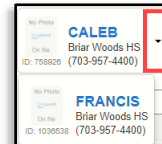


3. Enter your user name and password and click on **Login**.

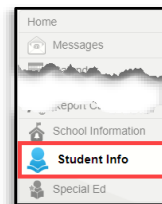


SELECT A STUDENT

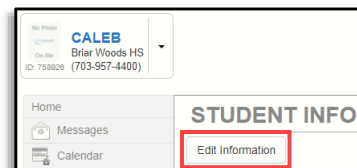
1. If you have more than one student in LCPS schools, select the name of the student for whom you need to update information.



2. Click on the **Student Info** menu item.



3. Click on the **Edit Information** button.



UPDATE INFORMATION AND SAVE

The screen shows the current data with an option to update.

1. Scroll through and enter the new information in the *Changed Value* column as needed.

Student and Physician Information

Student Info		
Description	Current Value	Changed Value
Nickname		<input type="text"/>
Physician Information		
Description	Current Value	Changed Value
Physician Name	Dr. Smith	<input type="text" value="Dr. Spock"/>
Phone	703-555-1234	<input type="text" value="703-555-9876"/>

UPDATE INFORMATION AND SAVE (cont.)

Emergency Contacts Information

Record	Description	Current Value	Changed Value
1	Name	Connor Bernstein	<input type="text" value="Connor Bernstein"/>
	Release To	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	RelationshipDD	Brother	<input type="text" value="Brother"/>
	Home Phone	703-555-4567	<input type="text" value="703-555-4567"/>
	Work Phone		<input type="text"/>
	Other Phone Type		<input type="text"/>

Health Conditions

Record	Description	Current Value	Changed Value
1	Start Date	03/18/2019	<input type="text" value="03/18/2019"/>
	Condition Code	Allergy	<input type="text" value="Allergy"/>
	Comment	Ragweed	<input type="text" value="Ragweed"/>

Opt-Outs and Military Connection

Description	Current Value	Changed Value
Military Recruiting (select Yes to opt out)	No	<input type="text" value="No"/>
Photo Release Opt Out (select one)	All Photos Allowed	<input type="text" value="All Photos Allowed"/>
Weather Opt Out (select Yes to opt out)		<input type="text"/>
Family Life Ed Opt Out (select Yes to opt out)		<input type="text"/>
Non-school Official Student Contact Info Release (select Yes to OPT IN)		<input type="text"/>
Other Data		
Description	Current Value	Changed Value
Military Connection		<input type="text"/>

Emergency Dismissal/Early Release

Description	Current Value	Changed Value
Please provide information on how your child should be dismissed in the case of inclement weather or other emergency. Please be sure your child knows where to go if he/she is dismissed early from school.		
Emergency Dismissal/Early Release Selection:		<input type="text"/>
Emergency Dismissal/Early Release Location:		<input type="text"/>
Emergency Dismissal/Early Release Phone:		<input type="text"/>
Emergency Dismissal/Early Release Notes (provide details as needed):		<input type="text"/>

UPDATE INFORMATION AND SAVE (cont.)

Standard After School Dismissal Plan

Complete this section only if your child's school requests it.

Complete the **Weekday Dismissal** section if your child is dismissed the same way every day. Provide the Daycare Name if applicable.

Description	Current Value	Changed Value
Use this form to provide your child's standard after school dismissal plan only if requested by your child's school. Do not use this form for daily changes. Contact your child's school for occasional daily dismissal change.		
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		<input type="text"/>
Weekly Aftercare Site/Name		<input type="text"/>

Complete the **Daily Plan** section if your child's dismissal plan differs for one or more days during the week. Complete the information for every day of the week.

Description	Current Value	Changed Value
Use this form to provide your child's standard after school dismissal plan only if requested by your child's school. Do not use this form for daily changes. Contact your child's school for occasional daily dismissal change.		
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):		
Daily Plan (dismissal differs for one or more days during the week):		
Monday Site/Name		<input type="text"/>
Monday Dismissal Type		<input type="text"/>
Tuesday Site/Name		<input type="text"/>
Tuesday Dismissal Type		<input type="text"/>
Wednesday Site/Name		<input type="text"/>
Wednesday Dismissal Type		<input type="text"/>
Thursday Site/Name		<input type="text"/>
Thursday Dismissal Type		<input type="text"/>
Friday Site/Name		<input type="text"/>
Friday Dismissal Type		<input type="text"/>

- Click on the **Save Changes** button.
- The requested changes must be accepted and processed at your child's school. Until the requested changes are processed, you may not update any other information for the child.
- If needed, return to the **SELECT A STUDENT** section above to complete the process for another child.

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.

