

This document provides a brief overview of the Online Pre-Registration process. Pre-Registration is available for parents new to Loudoun County Public Schools (who will create a new ParentVUE account) and LCPS parents with an active ParentVUE account.

➔ **This process pre-registers your student. Schedule a meeting at your child's school to finalize the registration.**

COLLECT INFORMATION

Please collect the following paperwork prior to starting the Online Pre-Registration process:

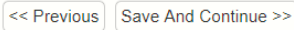
1. Student's Birth Certificate.
2. Emergency contact phone number(s); not a parent!
3. Doctor's office contact information.
4. Immunization records.
5. Previous school address and contact information.

While an electronic copy of the birth certificate may be uploaded, an original or certified copy (or affidavit) must be presented at the registration appointment.

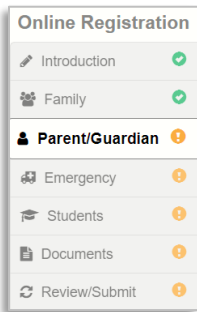
Detailed information on the LCPS registration process can be found on the [Student Registration page](#).

PRE-REGISTRATION PROCESS

The pre-registration process is driven by a menu of seven content areas. The <<Previous and Save and Continue>> buttons are used to move from one content area to the next.



The menu at the left can be used for navigation as well and includes green checks for content areas you have completed.



The system saves your data automatically as you move from screen to screen. You may log out of the system at any time and return to complete.

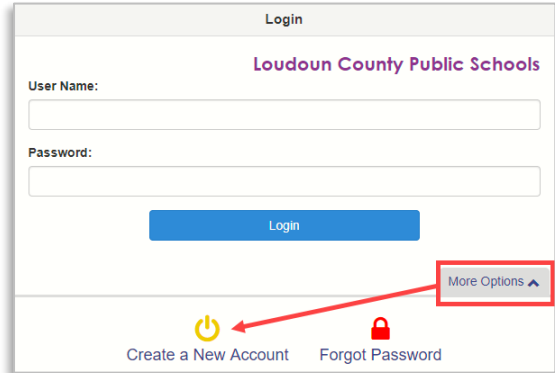
Required fields are marked by an asterisk (*). You cannot advance through the process unless you enter data in these fields.

Upon completing the data entry, you may review the information on the Review screen and make any necessary changes. You must complete pre-registration information for all your students prior to clicking on **Submit**.

Once you submit the pre-registration, **contact the school to schedule an appointment** to complete the registration process.

CREATE MY PARENTVUE ACCOUNT

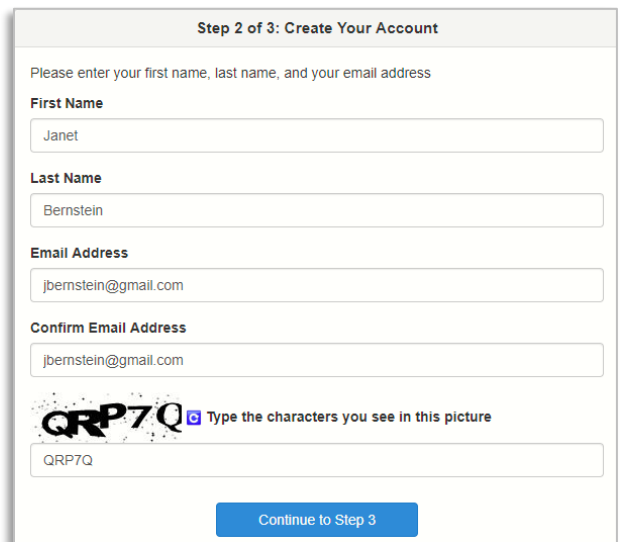
1. In your web browser go to <https://register.lcps.org>.
2. If you have an existing LCPS ParentVUE account, enter your User Name and Password and skip to the next section (Introduction Screens).
3. Click on **More Options** then **Create a New Account**.



4. Read the Privacy Statement and click on **I Accept**.



5. Enter your First and Last name, an email address (with confirmation) and the verification code. Then click on **Continue to Step 3**.



6. Open the email sent by the system and click on the link to complete the account creation process.

CREATE MY PARENTVUE ACCOUNT (cont.)

- By default, your User ID is your email address. Enter a password of at least six characters and confirm it. Then click on **Save and Continue**.

Create Password

FName LName (Email)
Please choose a login and enter your password to complete account creation and begin the online enrollment process

User ID:
jbernstein@gmail.com

Password:
.....

Confirm Password:
.....

If you forget your user ID or password, the login information can be emailed to you from the 'Forgot my password' link on the login page.

Save and Continue

Important!! You may choose to change the default User ID, but it must be unique across the district and may include numbers/symbols. If you receive an error during this step, try adding numbers/symbols to your User ID.

INTRODUCTION SCREENS

The <<**Previous** and **Save and Continue**>> buttons are used to move from one content area to the next.

- After you log in and choose a school year, click on **Begin New Registration**>>.
- Please read this first screen very carefully and make sure you have copies of all documentation specified. Then click on **Continue**.
- Enter your Electronic Signature and click on **Save and Continue**>>.

Loudoun County Public Schools
Good afternoon, Janet Bernstein, 5/9/2019

INTRODUCTION 2019-2020

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

By typing your name below and pressing the button at the base of the page 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 Janet Bernstein

Save And Continue >>

FAMILY SCREENS

- Enter the student's home address which must be an address within the LCPS attendance zone. If the address is valid, a green check appears next to the address.

FAMILY 2019-2020

Home Address

Instructions
Please enter your home address below. Note: Pl = Place; Plz = Plaza; Ter = Terrace; Trl = Trail

Address as entered from above:
21000 Education Ct
Ashburn, VA 20148

- Enter the mailing address or select the **Mailing address is the same as...** checkbox.
- Update any of the fields for you, the registering parent. You must enter at least one phone number.
- Optional: Click on **Add New Parent/Guardian** to enter an additional parent/guardian for the student. Update all the required fields for the additional Parent/Guardian.
- When complete, click on **Save And Continue**>>.

EMERGENCY SCREENS

At least one (1) Emergency Contact is required. This person **may not** be a parent/guardian entered in the previous step.

- Click on **Add New Emergency Contact**.
- Update all the required fields for the Emergency Contact.
- When complete, click on **Save And Continue**>>.

STUDENT SCREENS

- Click on the **Exclude** button next to any current or past LCPS student not being enrolled.
- To pre-register a past LCPS student, click on the **Edit** button next to the name.
- To pre-register a new LCPS student, click on **Add New Student**.

STUDENT SCREENS (cont.)

- Enter the basic demographic information for your student. If the student was not born in the U.S., you will need to supply additional information.

DEMOGRAPHICS 4% 2019-2020

Demographics: New Student

Instructions
Please make sure to use the student's full legal name as it is printed on the Birth Certificate or Affidavit.

Legal First Name* Adam
 Legal Middle Name* L
 No Middle Name
 Legal Last Name* Bernstein
 Suffix
 Gender* Male
 Birth Date* 07/19/2003
 Entering Grade* 10
 Primary Address* Bernstein, Janet

- Click on **Save And Continue >>** to step through each data entry screen.
- After you step through all screens for your student, you are returned to the initial Students screen. If you have another student to register, click on **Add New Student**, otherwise click on **Save And Continue>>**.

STUDENTS 2019-2020

The students in the grid below will be submitted for Pre-Registration. Current and graduated LCPS students should be excluded (by clicking the 'Exclude' button). To add a new student click the "Add New Student" button. Please remember to click SAVE AND CONTINUE at the bottom of the screen after completing this section.

Students to pre-register in 2019-2020. Select 'Exclude' to move currently enrolled or previously graduated LCPS student(s) to the exclude section.

	Legal First Name	Legal Last Name	Gender	Grade	Status
<input type="button" value="Edit"/> <input type="button" value="Exclude"/>	Adam	Bernstein	Male	10	<input type="button" value="Complete"/>

Key Information Collected on Student Screens

- Pre-Kindergarten Experience** – for Kindergarten registrations provide the type and hours of pre-K activity.
- Parent/Guardian Relationships** – All checkboxes must be selected unless legal paperwork exists and is provided to the school during the face to face meeting.
- Health Information (Medications)** – Frequency must be numeric; specify the number of times per day.
- Immunization** – dates must be entered chronologically across the row and cannot be prior to the student DOB.
- Language Survey** – if the answer to any of these questions is a language other than English, arrangements will be made to screen the student for the need for English Language Learner support.
- Previous School** – please complete fully so that school records may be collected for your student.
- Special Services** – these screens will capture information on any special education or gifted services in which your student has participated so that eligibility in LCPS services can be determined.

DOCUMENTS SCREEN

Birth Certificate

You may upload an electronic copy of your student's birth certificate, but **you must bring the original** to the face to face meeting at the school.

- Click on **Upload**.

Birth Verification (Original copies of Birth Verification documents must be provided to the school):

I will deliver a hard copy to the school instead of uploading it.

Document Type* Birth Certificate

Select birth verification document

- Locate the electronic copy on your computer. Select it and click on **OK**. The document is attached to your pre-registration and may be reviewed at the school prior to the face to face meeting.

Student Photo

Parents registering students for Kindergarten are asked to upload a photo which will be used in ParentVUE and the Student Information System until a school photo is uploaded.

Student Photo Upload

I will deliver a hard copy to the school instead of uploading it.

LCPS requests a recent photo be uploaded of incoming KG students to allow staff to begin recognizing faces and names of our newest students. Please make sure the photo only includes your child (no group photos please).

REVIEW/SUBMIT SCREENS

- Click on **Review** to view all data entered for the student. Scroll to view information for each section.
- Click on **Edit** to change information in a section.

REVIEW/SUBMIT

Family

Home Address

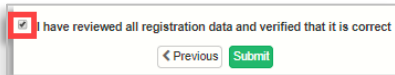
21000 Education Ct
Ashburn, VA 20148

Mailing Address

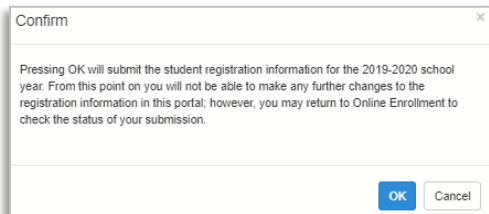
21000 Education Ct
Ashburn, VA 20148

REVIEW/SUBMIT SCREENS (cont.)

3. Scroll to the bottom and select the **I have reviewed all registration data...** checkbox.



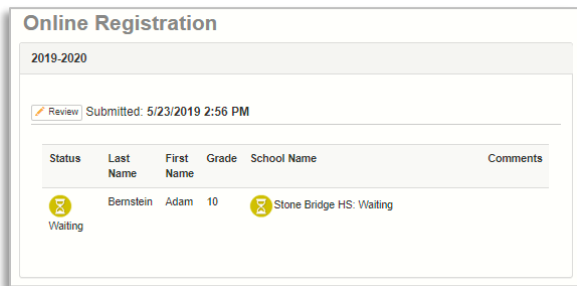
4. Click on **Submit** and then **OK** to complete the pre-registration process for your student(s).



5. Click on **Logout**.

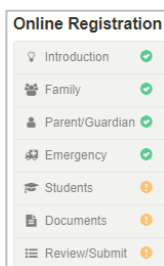
NEXT STEPS

1. Follow up with the school for each child registered to schedule a face to face meeting. Be sure to bring all required documentation to this meeting. Your child cannot be enrolled until all paperwork is complete.
2. Review the status of your child's enrollment in your ParentVUE account.
 - Navigate to <https://register.lcps.org>.
 - Enter your User Name and Password.



PRE-REGISTRATION TIPS

- **Address entry:** enter only the street name in the **Street** field; use the **Type** field to specify Ct, Pl, Ave.
- If you log out and return later to complete, click an item in the menu item to jump to that section.



Green corner = completed section

Yellow corner = incomplete section

Empty corner = not visited

Note: you cannot jump past an incomplete section.

PRE-REGISTRATION TIPS (con't)

- Click on **In Progress** in a list of students, parents/guardians, or emergency contacts to jump to the first section of missing information.



ADDITIONAL INFORMATION

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

Review [Help for First Time Users of LCPS Online Pre-registration](#) on the District ParentVUE page for detailed information about logging in to Online Pre-registration for the first time.