



# ONLINE PRE-REGISTRATION

## PARENTVUE WEB VERSION

---

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. Your child’s school will contact you to schedule a meeting to finalize 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.

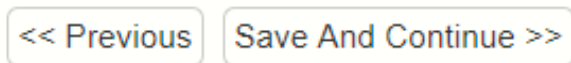
While an electronic copy of the birth certificate may be uploaded, an original or certified copy (or affidavit) must be presented at the registration appointment.

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

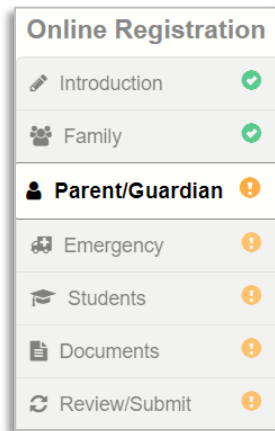
## PRE-REGISTRATION PROCESS

---

The pre-registration process is driven by a menu of multiple 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.



## ONLINE PRE-REGISTRATION

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 all new and returning student pre-registration information prior to clicking on **Submit**. Once you successfully complete the Online Pre-registration process you will receive a confirmation email.

Once you submit the pre-registration, **your child's school will contact you to schedule a registration appointment** to complete the registration process.

### LOG IN OR CREATE A PARENTVUE ACCOUNT

---

Parents of current/returning LCPS students, already have a Parent record in the ParentVUE and **may also have an active ParentVUE account**. If you have a User Name and password to log into ParentVUE, you will use those credentials to log into the Online Pre-registration portal. Please review [Help for First Time Users of LCPS Online Pre-registration](#) for information regarding existing ParentVUE accounts.

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 section titled **Select Online Pre-registration**.
3. Click on **More Options** then **Create a New Account**.

The screenshot shows the login interface for Loudoun County Public Schools. It includes a 'Login' header, the school name, and two input fields for 'User Name:' and 'Password:'. A blue 'Login' button is centered below the fields. At the bottom, there are two links: 'Create a New Account' (with a yellow power icon) and 'Forgot Password' (with a red padlock icon). A red box highlights the 'More Options' link with an upward arrow, and a red arrow points from this box to the 'Create a New Account' link.

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



# ONLINE PRE-REGISTRATION

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

The screenshot shows a web form titled "Step 2 of 3: Create Your Account". It contains the following fields and instructions:

- Instruction: "Please enter your first name, last name, and your email address"
- Field: "First Name" with the value "Janet"
- Field: "Last Name" with the value "Bernstein"
- Field: "Email Address" with the value "jbernstein@gmail.com"
- Field: "Confirm Email Address" with the value "jbernstein@gmail.com"
- Field: A CAPTCHA image showing "QRP7Q" with the instruction "Type the characters you see in this picture". Below it is a text input field containing "QRP7Q".
- Button: "Continue to Step 3"

6. Open the email sent by the system and click on the link to complete the account creation process.
7. 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**.

The screenshot shows a web form titled "Create Password". It contains the following fields and instructions:

- Section: "FName LName (Email)" with instruction: "Please choose a login and enter your password to complete account creation and begin the online enrollment process"
- Field: "User ID:" with the value "jbernstein@gmail.com"
- Field: "Password:" with masked characters "\*\*\*\*\*"
- Field: "Confirm Password:" with masked characters "\*\*\*\*\*"
- Text: "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."
- Button: "Save and Continue"

- ➔ 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.



# ONLINE PRE-REGISTRATION

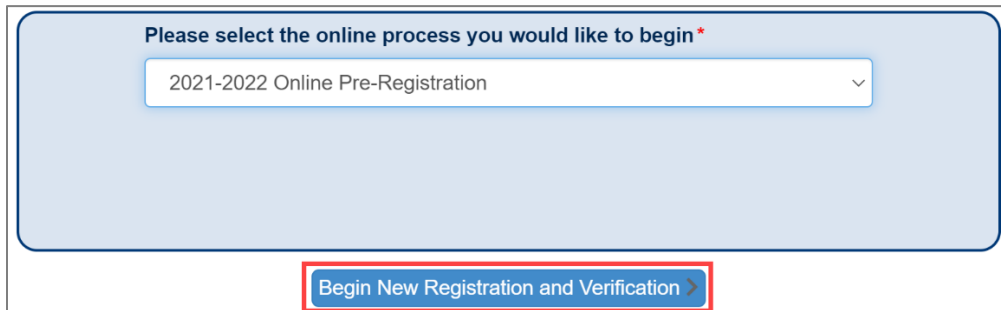
## SELECT ONLINE PRE-REGISTRATION

Several options are available in the Online Pre-registration portal.

1. Select the Online Pre-registration option **for the school year you will be enrolling your student.**



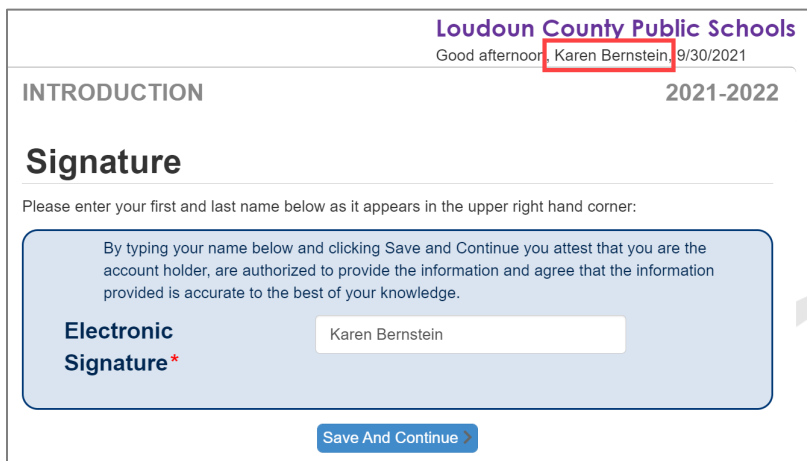
2. Click the **Begin New Registration and Verification** button.



## INTRODUCTION PAGES

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

1. Please read this first screen very carefully and make sure you have copies of all documentation specified. Scroll down and click **Continue**.
2. Enter your Electronic Signature exactly as it appears at the top right, then click **Save and Continue>>**.





# ONLINE PRE-REGISTRATION

## FAMILY PAGES

Click the **Save and Continue>>** button to move from one page in this section to the next.

1. Enter the student’s home address which must be an address within the LCPS attendance zone.

**FAMILY** 33% 2021-2022

**Home Address**

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

Address as entered from above:

Ashburn, VA 20148

**Save And Continue >>**

2. Enter the mailing address or select the **Mailing address is the same as...** checkbox.
3. Update any of the fields for you, the registering parent. You must enter at least one phone number.
4. Once the information for the registering parent is complete, 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.

	Legal First Name	Last Name	Gender	Status
	Karen	Bernstein		
<b>+ Add New Parent/Guardian</b>				

5. Click **Save And Continue>>** to enter emergency contacts.

## EMERGENCY PAGES

At least one (1) Emergency Contact is required. This person should not be a parent/guardian entered in the previous step. Click the **Save and Continue>>** button to move from one page in this section to the next.

1. Click on **Add New 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
<b>+ Add New Emergency Contact</b>			

**< Previous** **Save And Continue >>**

2. Update all the required fields for the Emergency Contact. Repeat for any other contacts.
3. Click on **Save And Continue>>** to enter/update student information.



# ONLINE PRE-REGISTRATION

## STUDENT PAGES

Click the [Save and Continue>>](#) button to move from one page in this section to the next.

1. 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](#). Click [Exclude](#) for students currently attending an LCPS school.

**STUDENTS** 2021-2022

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.  
 To register a previous LCPS student, click "Edit" to review and update the student's information. This step does not apply to current LCPS students.  
 Please remember to click SAVE AND CONTINUE at the bottom of the screen after completing this section.

Students to verify/pre-register in 2021-2022

	Legal First Name	Legal Last Name	Gender	Grade	Status
<div style="display: flex; justify-content: space-around;"> <span> Edit</span> <span> Exclude</span> </div> <div style="margin-top: 5px;"> <span> Delete</span> </div>	William	Bernstein	Male	09	In Progress
<div style="display: flex; justify-content: center;"> <span> Add New Student</span> </div>					

2. 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.
3. After you step through all pages for your student, you are returned to the initial Students page.
4. Click [Add New Student](#) to enter another student or click [Save And Continue>>](#) to upload registration documents.

### Key Information Collected on Student Pages

**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.

**Emergency Contact Relationships:** The **Release To** checkbox must be active (selected).

**Preferred First Name (optional):** The student's preferred first name will appear as the student's display name in classroom resources, Google Meets, yearbook, and school photos. If no nickname or chosen name is entered, the student's given first name will be displayed.

**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.

**Information Release:** Consent for Photo/Video Media participation, Photo/Video School and Classroom Participation, Photo/Video Yearbook and Team Participation and Art work Media Participation as well as available home internet access.

**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.



# ONLINE PRE-REGISTRATION

**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 for LCPS services can be determined.

## DOCUMENTS PAGE

---

Documents for registration may be uploaded on this page.

1. Click on **Upload**.
2. Locate the electronic copy of the document on your computer.
3. Select the document 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.

## Document Details

**Birth Verification:** 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.

**Proof of Residency:** Please upload a signed lease, signed deed, signed settlement papers, recent mortgage statement, or deed of trust.

**Parent Photo Identification:** Please upload a copy of your (registering parent) Photo Identification. This can include, but is not limited to driver's license, passport, state issued ID card, military ID.

**Previous School Report Card or Transcript:** Please upload a copy of your child's most recent transcript (unofficial) or report card from his/her previous school.

**Physical and Immunizations (including TB Screening):** Please upload the student's latest physical and immunization record, including the TB screening.

**Student Photo Upload:** LCPS requests a recent photo of incoming KG students for safety and security purposes. Please make sure the photo only includes your child's face (no group photos please).

## REVIEW/SUBMIT PAGE

---

You must review the information entered, before completing the process by clicking on the **Submit** button.

1. Click on the green **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
<span style="color: green;">✔</span> Ready To Submit	Sam Bernstein	05	1. Hillside ES	

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

[< Previous](#)
Review



# ONLINE PRE-REGISTRATION

2. Scroll down and review all entered information. If updates must be made, click the **Edit** button, make changes, and click **Save And Continue >>** to return to the **Review/Submit** screen.

**Edit** Demographics

Legal First Name: Sam  
Legal Middle Name: Arnold  
Legal Last Name: Bernstein  
Suffix:  
Gender: Male  
Birth Date: 06/01/2011  
Entering Grade: 05  
Primary Address:  
Karen Bernstein  
Ashburn, VA 20148

3. Select the checkbox and click **Submit**. Your pre-registration is complete. You will receive an email message confirming the completed pre-registration(s).

Student	Document
Sam Bernstein	<a href="#">Pre-Registration Form 2021-2022</a>

Download All Documents

I have reviewed all registration data and verified that it is correct

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

## NEXT STEPS

---

The registrar at the student’s home/zoned school(s) will contact you to make a registration appointment. You will need to bring hard copies of the required registration documents, even if you uploaded them. The [Documents Needed for Registration page](#) provides details on these required documents.





# ONLINE PRE-REGISTRATION

## 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 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 Global icon to find names and phone numbers of staff who can help you.

