ONLINE PRE-REGISTRATION DOCUMENT UPLOAD

PARENTVUE WEB VERSION

This document provides instructions for uploading the registration documents that are normally provided in a hardcopy format. Due to school closures, the registering parent will need to provide electronic copies of the birth certificate, student photo (for KG student only), proof of residency, parent ID and the previous school report card.

➡ **Upload of documents occurs during the registration process. Previously submitted Online Pre-registrations will be re-activated so that these documents may be uploaded. Upload documents for all students prior to clicking the Submit button.**

COLLECT DOCUMENTS

Please collect the following items prior to starting the Document Upload process:

1. Student's Birth Certificate.
2. Proof of residency.
3. Photo ID of registering parent/guardian.
4. Previous school report card.
5. Physical and Immunizations (including TB screening)
6. Student photo (KG student registrations only).

Detailed information on the residency and parent ID documents can be found on the Student Registration Documents Required to Register page.

CREATE ELECTRONIC VERSIONS

Please create one document for each category listed above. When uploading the documents, you will indicate the type of document, e.g. Photo ID and upload the document or image you created.

Electronic versions of documents may be created with a scanner or with a mobile device:

1. **Computer with scanner** – scan and save the document as PDF or JPG.
2. **Mobile devices*** – take a photo and save to the photo app on your device.

*For best results, when taking a photo with a mobile device, place the document on a dark background and provide diffuse light.

UPLOAD DOCUMENTS IN ONLINE PRE-REGISTRATION

Online Pre-registrations which were completed will be reactivated for these updates. Use the Documents menu in Online Pre-registration to upload electronic copies.

1. In your web browser go to https://register.lcps.org.
2. Enter your User Name and Password. The **Resume Enrollment**** screen displays.

3. Click **Resume Registration**.

**If the **Resume Enrollment** screen does not appear, contact the Registrar at your child's school.

4. Click the **Documents** menu on the left.

5. Each electronic document will be uploaded into its own category. As needed, de-select the **At this time, LCPS prefers digital copies…** checkbox on a document category to enable the **Upload** button.

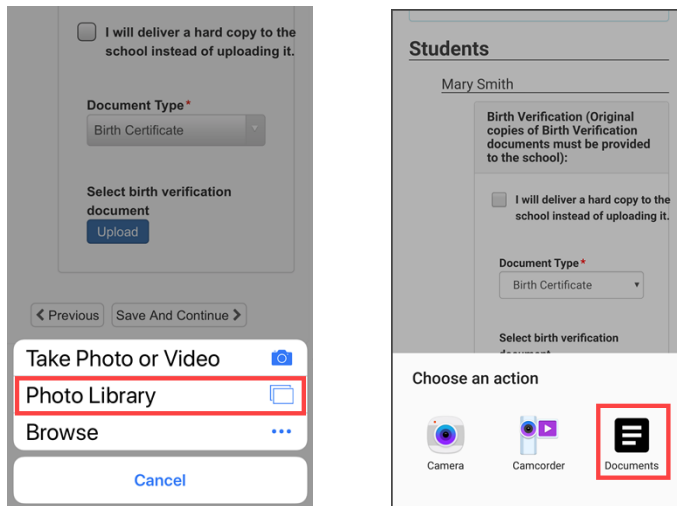6. Click the **Upload** button for the Birth Verification category.

- **Computer**: Find and select the document saved on your computer and click **Open**.
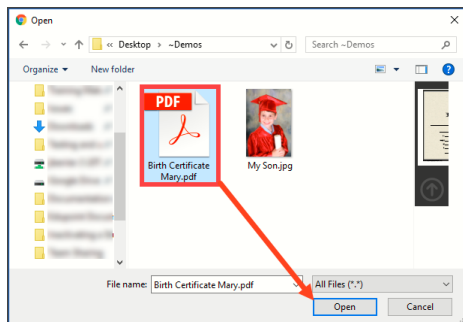
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- **Mobile Device**: Tap Photo Library (iOS) or Documents (Android) and select the photo.

7. Repeat the procedure for the other document categories. If you are unable to provide electronic copies of any of the required documents, select the **At this time, LCPS prefers digital copies...** checkbox for that category. Complete this process and contact the school for options to provide documentation.

8. Click **Save and Continue** once all document categories are complete.

9. Repeat for other students who are being registered then **Submit** the Online Pre-registration using the next step in this document.

REVIEW AND RE-SUBMIT THE ONLINE PRE-REGISTRATION

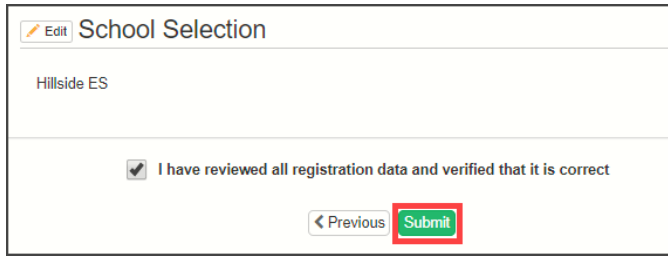1. After you have uploaded documents for all the children you are pre-registering, click the green **Review** button.

2. Scroll to the bottom of the registration data.

ONLINE PRE-REGISTRATION DOCUMENT UPLOAD

3. Select the **I have reviewed all registration data and verified that it is correct checkbox**. Click **Submit**.

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.