

# 2023-24 Online Registration

## Gaston School District

Some items to gather prior to enrolling online:

1. Emergency Contact name and phone number
2. Address verification document (Utility bill, property taxes, rental agreement or good faith estimate)
3. Previous school name(s), address, phone number
4. Your student(s) Birth certificate, baptismal certificate, medical card, passport, health record or other legal document
5. Immunization documents
6. Any previous Special Services documentation for your student(s)

**\*For New families to our district\***

<b>Getting Logged in</b>	<p>If you <b>haven't</b> already created a ParentVUE account, you'll need to do so by going to the Gaston Public School District's Online Registration System which can be found on our website <a href="https://parent-gaston.cascadetech.org/gaston/PXP2_Login.aspx">https://parent-gaston.cascadetech.org/gaston/PXP2_Login.aspx</a>.</p> <p>Once you are on the Online Registration Account Access page, click on "More Options" at the bottom right and select "<b>Create a New Account</b>" and follow the instructions on the screen.</p> <p>If you already have a ParentVue account (Or a previous student in our schools) but have never <b>ACTIVATED</b> your account or forgot your username, please contact your child's school. If you forgot your password, click on More Options to bring up the <u>Forgot Password</u> link.</p>
<b>Step 1 of 3 Privacy Statement</b>	<p>Review the ParentVUE Privacy Statement by using the scroll bar on the right-hand side. After reviewing, click on "I Accept" to continue with the Parent Account Creation process.</p>
<b>Step 2 of 3 Parent Account</b>	<p>Enter your first name, last name and your email address in the appropriate fields.  Note: Please avoid special characters except for hyphens (e.g. ñ, ö, etc.)  Enter the captcha characters and click Continue to Step 3</p>
<b>Step 3 of 3 Account Creation</b>	<p>Click Return to login to complete the account creation process.  Login to your email to retrieve the ParentVUE Registration email.</p>
<b>Email Link</b>	<p>Locate the ParentVUE Registration email from Synergy Support.  If you do not see the email in your inbox, please check your junk folder and search for "SynergySupport@gastonk12.org"  Click on the hyperlinked 'here' to complete your account creation.</p>
<b>Create Password</b>	<p>Your email address will be used as default for the Username; you may change this to anything you would like.  Enter and confirm your password (minimum of 6 characters).  Click Save and Continue  (If you are checking your email on a cell phone, <b>logout</b> once you have setup your password as it will automatically log you in.) Then, return to a computer or laptop where you can log into ParentVue, and Begin with Online Registration.</p>

<b>Registration School Year</b>	<p>This gives you the available school years you are able to register for.</p> <p>Select the school year you wish to register for.</p> <p>click Begin Registration.</p>
<b>Introduction</b>	<p>After reading the welcome message on the screen, click Continue.</p>
<b>Open Schools</b>	<p>Displays information on the schools that are accepting online registration, with some additional information on schools that are not accepting intra-district transfers.</p> <p>Click Save and Continue</p>
<b>Electronic Signature</b>	<p>Type in your first and last name for your electronic signature, attesting that you are the account holder and are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.</p> <p>Click Save and Continue</p>
<b>Helpful Hints and To Resume Registration</b>	<p>The process of registering your child online is a comprehensive one. Once you have gathered required information, completing the various screens may take up to 20 to 30 minutes.</p> <p>There is a helpful “percent of completion” bar for each module, on the top of the screen for your reference. If you need to interrupt your data entry process and log out, you can resume the registration by logging back in at a future time and clicking “<b>Resume Registration</b>” to pick up where you left off. If you feel that you entered incorrect information or want to start over, you can select “<b>Start Over.</b>”</p>
<b>Family Home Address</b>	<p>Type in your street address in the first field <b>next to the magnifying glass</b>. You can then select your address from the <b>dropdown list provided</b> by Google Maps validation process.</p> <p>The individual fields will auto populate based upon your selected address from the dropdown.</p> <p>Click Save and Continue</p>
<b>Family Mail Address</b>	<p>If your mailing address is the same as your home address, check the box and click Save and Continue.</p> <p>If your mailing address is different from your home address, enter your mailing address. The individual fields will auto populate based upon your typed text on the <b>line next to the magnifying glass</b>.</p> <p>If you have a Post Office Box, you must check that box before entering any information.</p> <p>The Street Number is where you enter your P.O. Box #</p> <p>A green checkmark will display once your home address has been validated by Google Maps.</p> <p>Click Save and Continue</p>
<b>Parent / Guardian Demographics Step 1 of 5</b>	<p>Enter required information for yourself as Enrolling Parent. For new enrollments, once the enrolling parent info is complete, please click Add New Parent/Guardian to add an additional parent/guardian.</p> <p>Click Save and Continue</p> <p><b>Please Note:</b> If one parent is in the process of reviewing the existing student information, the other parent will not be able to review it until the original enrollment has been accepted by the school. After which, the other parent can review and make edits to the student information if they have appropriate rights to do so.</p>

<b>Parent/ Guardian Mailing Address Step 2 of 5</b>	<p>Confirm Mailing Address. Click Save and Continue if the enrolling parent's mailing address is the same as the home address.</p> <p>If the parent's mailing address is different, uncheck the box and enter the street address in the Type to find an address field.</p> <p>The individual fields will auto populate based upon your selection.</p> <p>For post office box mailing addresses, select the corresponding checkbox and set the applicable fields. Click Save and Continue.</p>
<b>Parent/Guardian Employer Step 3 of 5</b>	<p>Enter your employer information or select the Checkbox if parent/guardian does not have an employer.</p> <p>Click Save and Continue</p>
<b>Parent Guardian Contact Information Step 4 of 5</b>	<p>Enter your home phone number (required), phone type, and extension if applicable. Indicate on each phone number, what type of phone number it is. (Residence, Cell, Work, Etc.)</p> <p><b>You must designate which phone is primary.</b></p> <p>The email address you used to create the parent account will automatically display in the Email Address field.</p> <p>Click Save and continue.</p>
<b>Parent/ Guardian Military Status Step 5 of 5</b>	<p>Please enter Military information relating to you.</p> <p>Click Save and continue</p>
<b>Add New Parent / Guardian</b>	<p>Add additional parent/guardian as needed by clicking on Add New Parent/Guardian. Click on Save and Continue when each parent/guardian has been added.</p> <p><b><i>Please be sure you don't add a parent that may already have a parent account in our district.</i></b></p>
<b>Emergency</b>	<p>If we cannot reach the parents, please add at least one Emergency Contact in case of emergency.</p> <p>Click "Add New Emergency Contact"</p> <p>Then, Click Save and Continue</p>
<b>Emergency Contact Name</b>	<p>Enter First and Last Name of your Emergency Contact.</p> <p>Gender is helpful when the school is contacting the Emergency Contact. Add any additional details.</p> <p>Click Save and Continue</p>
<b>Contact Phone Info</b>	<p>Enter phone numbers for the added Emergency Contact.</p> <p>Click Save and Continue</p>
<b>Add New Student</b>	<p>Click "Add New Student" to enter your child's information.</p> <p>Click Save and Continue</p>
<b>Student Demographi c Info</b>	<p>Enter all required fields (marked with a red asterisk).</p> <p>The Middle Name field is a required field. If your child does not have a middle name, click the No Middle Name box.</p> <p>Primary address selection may have more than one option if there is more than one parental address associated with the student.</p> <p>Click Save and Continue</p>

<b>Additional Information: Birth Information</b>	<p>Select your child's birth country, birth state and birth city.</p> <p>Click on the Birth Verification document type drop-down arrow to select the type of document that will be provided via online upload later in the process. Or you can choose to bring in documents during your visit to the enrolling school before the first day of school. If your child was born outside the US or Puerto Rico, additional fields will display when the country is selected.</p> <p>Enter the entry/start date of your child's attendance in US school and indicate whether attendance was for less than 3 years.</p> <p>Click Save and Continue</p>
<b>Contact Information</b>	<p>Enter primary contact number for this student. This could be your home phone, your cell phone, or student cell phone.</p> <p>Save and Continue</p>
<b>McKinney-Vento</b>	<p>This question is regarding your families living situation. If you answered YES to "Is the student homeless", please check the appropriate selection under "Presently, where does the student stay at night?"</p> <p>Click Save and Continue</p>
<b>Parent/Guardian Relationships</b>	<p>Indicate the relationship of the parent(s)/guardian(s) that were added in the Parent/Guardian section. Relationship is required for each parent or guardian.</p> <p>For each parent/guardian, check the applicable rights to your child. Refer to the brief descriptions at the bottom of the screen for further clarification.</p> <p>Click Save and Continue</p>
<b>Emergency Contact Relationships</b>	<p>For each Emergency Contact, indicate the relationship to your child and <b>check box for "Release To"</b> on the right side, unless you want to restrict the school from releasing to an emergency contact.</p> <p>Click Save and Continue</p>
<b>Emergency Contact Order</b>	<p>In instances when the school is unable to contact you or other parent/guardian(s) during an emergency, the school will call your Emergency Contacts.</p> <p>Assign the call order by clicking on the contact, holding down the mouse and dragging to the desired call sequence.</p> <p>Click Save and Continue</p>
<b>Ethnicity / Race Info</b>	<p>Select the applicable ethnicity (Non-Hispanic or Hispanic) and race for your child.</p> <p>Click Save and Continue</p>
<b>Indian Education</b>	<p>If applicable, please check the box for Indian Education and indicate the Tribal</p> <p>Click Save and Continue</p>
<b>Language Survey</b>	<p>Enter your child's first language and the language spoken at home.</p> <p>Any language other than English will prompt a review of your child's English proficiency.</p> <p>Click Save and Continue.</p>
<b>Health Information</b>	<p>You can provide Physician Information here.</p> <p>Click Save and Continue</p>
<b>Health Conditions</b>	<p>Click Add New Condition to inform the school and school nurse of your child's health conditions and indicate whether it is a life-threatening condition.</p> <p>If none, check Student has no health conditions and</p> <p>Click Save and Continue.</p>

<b>Medications</b>	<p>Click Add New School Medication or Add New Home Medication to inform the school and school nurse of your child's medications.</p> <p>If none, check the box for Student has no medication and</p> <p>Click Save and Continue.</p>
<b>Health Insurance</b>	<p>Enter your health insurance information (no required)</p> <p>Click Save and Continue</p>
<b>Emergency</b>	<p>Check the box or boxes that pertain to your child</p> <p>Click Save and Continue</p>
<b>Dental Screening</b>	<p>Enter state required dental screening information (<b>7 years of age and younger</b>)</p> <p>Click Save and Continue</p>
<b>Kindergarten Registration Info</b>	<p>If you are enrolling a KG student, this will require you to provide information relating to the preschool they may have attended.</p> <p>Click Save and Continue</p>
<b>KG student Health and Communication</b>	<p>Please answer the questions regarding your <b>KG</b> student's health and other factors that will help us get to know them and support their needs.</p>
<b>Immunizations</b>	<p>Enter your student's current immunizations.</p> <p>Click Save and Continue</p>
<b>Information Release</b>	<p>Select from the drop down menus regarding photo release information and authorization to use the internet.</p> <p>Click Save and Continue</p>

<b>Military Recruitment</b>	If you are enrolling an 11 <sup>th</sup> or 12 <sup>th</sup> grader, you will need to indicate if you want to allow or not allow your student information released to Military Recruiters.
<b>Home Access</b>	Please answer the questions regarding your student's access to a Device to support distance learning, as well as information about your internet access at home. Click Save and Continue
<b>Previous Schools Attended</b>	Please enter the schools your child has previously attended with address, grade, and phone number. Click Save and Continue
<b>Discipline</b>	Please indicate if the student has any school associated discipline history. Click Save and Continue
<b>Special Services</b>	To help provide your child with beneficial special services, please answer the required questions regarding previous testing and program participations. 'Yes' selections will expand additional required questions pertaining to Talented and Gifted program, Speech/Hearing/Language services, and 504 plans. Click Save and Continue.
<b>Transportation</b>	Please indicate if the student needs bus transportation. Also indicate the responsible person or location for pick up and drop off locations. Indicate if the student will be only riding to and from the nearest bus stop to your home address. Click Save and Continue
<b>School Selection</b>	The name of your child's school will default in the drop-down for the School Selection field. Click Save and Continue.
<b>Policies</b>	Please read thru the Annual Notification of Rights. This section refers to student data being an "opt in" for release, by default. If you would like to opt out, you will need to provide written notice <b>within 2 weeks of starting school</b> . Click Save and Continue.
<b>Add Another New Student</b>	To enroll another new student, click on Add New Student and complete the necessary information. Click Save and Continue
<b>!! Document Uploads!!</b>	You can view and download required documents by clicking on the link. To upload your completed form, click on "Upload" to browse for the file or image of the file, on your computer. You can also choose to bring in the hard copies to the school instead. Click Save and Continue
<b>Review and Submit</b>	Review/Submit Screen – This will summarize the Student, grade, and school you have entered information for. Click Review.
<b>Review and Submit</b>	This screen will display each section and the information you provided. You can click on "Edit" next to any section to make changes before submitting your registration. Any changes you made from the prior year will be highlighted in yellow. You must check the box for having reviewed all registration data Click on Submit

<b>Submit</b>	Once you click on submit, you will be shown the confirmation page, with a “Status” button that you can click on to check the status of your online registration.
<b>Log out</b>	<p>In the upper right corner, you may Logout.</p> <p>You can return to ParentVue to check the status of your online registration at any time.</p> <p>Be expecting an email confirmation of your registration being submitted, and another email once it has either been accepted or denied.</p>