



# 2024-25 Online Registration

## Gaston School District

Some items to gather prior to enrolling online:

1. Emergency Contact name and phone number
2. Address verification document if you've had a change of address (Utility bill, property taxes, rental agreement or good faith estimate)

**\*For previous or current families in our district\***

<p><b>Log into your ParentVue Account</b></p>	<p>Returning or re-enrolling:  <a href="https://parent-gaston.cascadetech.org/gaston/PXP2_Login.aspx">https://parent-gaston.cascadetech.org/gaston/PXP2_Login.aspx</a>            Enter your username and password.            Once you log into ParentVue, you should see a tab in the upper right corner for "Online Registration." Click on this, and it will take you to the Introduction screen.</p>
<p><b>Introduction</b></p>	<p>After reading the welcome message on the screen, click Continue.            Click Continue</p>
<p><b>Student Summary</b></p>	<p>This screen displays student information associated with your parent record.            Click Save and Continue</p>
<p><b>Electronic Signature</b></p>	<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.            Click Save and Continue</p>
<p><b>Helpful Hints and To Resume Registration</b></p>	<p>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>
<p><b>Resume Registration</b></p>	<p>Click on "Resume Registration," to review existing family and student information and make any edits you need to.            For any Parent/Guardian, Emergency contact, or individual student, you will need to click on the  button to review or edit that person's information. (You will only be able to do this with your parent record, emergency contact, or any student you have access to.)            Click "<b>Save and Continue</b>" to proceed thru each module.            Once you have reviewed all the data, you should see a "Complete" status on the right side.</p> <p style="text-align: center;">Status</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">  </div>

<b>School Selection</b>	<p>The name of your child's school will default in the drop-down for the School Selection field.</p> <p>Click Save and Continue.</p>
<b>!!Documents!!</b>	<p>On the Documents screen, you will have the option to upload any legal document that may pertain to your student, guardianship, or legal name change documents.</p> <p>You will also be shown some <b>required forms</b> or optional forms you may need to download, complete and upload before submitting your online registration, or you can choose to hand deliver to the schools by checking the box next to each document.</p> <p>If you would like to upload documents, you can view and download each one, then log out. Once you have them printed and completed, you may scan the completed form, or take a picture of the form and save the image for uploading on this page, after you log back in. <b><u>Please make sure the images are readable.</u></b></p> <p>These blank documents will also be available on the district website, and in your school handbook that will be made available to you.</p>
<b>Review/ Submit</b>	<p>Click on "Review," to complete the final review of information on one screen. Once you confirm all data is appropriate, check the box acknowledging you have completed of your review, then click the "Submit" button.</p>
<b>Submit</b>	<p>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.</p>
<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>