

## ParentVUE: Online Registration

### TUSD Register/Enroll

Please visit the Register/Enroll page to learn more about your options:

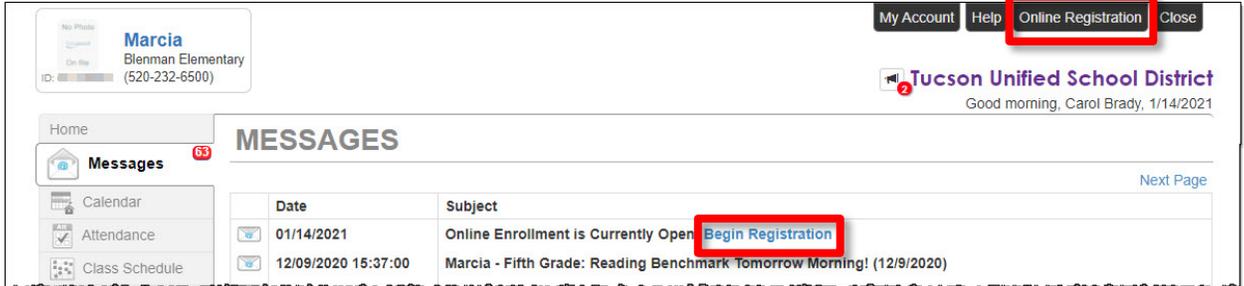
<http://www.tusd1.org/Register-Enroll>

### You'll Need a ParentVUE Account

- Whether you have children continuing at TUSD or you have a child new to the district, you can complete registration online.
- All you need is a ParentVUE account. If you already have a ParentVUE account, you're ready to go!
  - ParentVUE: [parent.tusd1.org](http://parent.tusd1.org)
- If you are new to Tucson or unsure if you have a ParentVUE account, please contact the school where you want to register for assistance.
- If you have children in multiple schools, all their registrations can be completed through Online Registration.
- You do not have to complete the registration in one session. You can log out and resume where you left off when you log back in. You also have the option to start over. See [Resume Registration/Start Over](#) on p. 14.
- If you have questions, please call or visit your school office. There's also additional [ParentVUE information online](#).
- These instructions do not walk you through every screen. Online Registration is designed to be intuitive. However, a few select screens are included to provide helpful information.
- **Online Registration (OLR) Is Not Available Through ParentVUE Mobile App:** You cannot complete Online Registration using the mobile app. You can, however, use a web browser on your mobile device (or computer) to sign on to the web version of ParentVUE to complete OLR. ParentVUE Web Version: <https://parent.tusd1.org>.

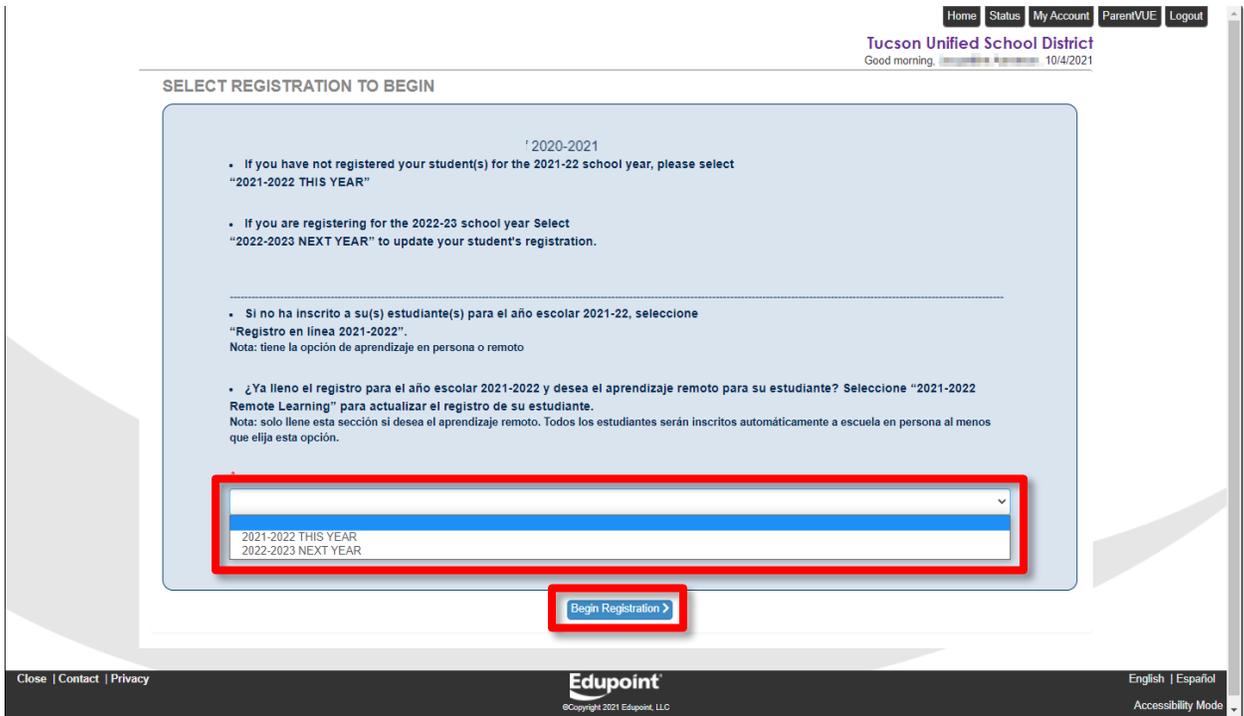
# Begin Registration

1. Once you are logged in to **ParentVUE**, you can go to your **Messages** area and click the link for Online Registration that says **Begin Registration**. Or, you can click **Online Registration** in the upper right.



2. **Select Registration Year:** In the screen that appears, select the school year you want to register for and click **Begin Registration**.

- 2021-2022 THIS YEAR
- 2022-2023 NEXT YEAR



# Complete Online Registration

Online Registration screens are designed to walk you through the process. Following are a few of the unique screens that benefit from additional explanation. In general:

- **New-to-district parents:** Enter the information you are prompted for to complete registration.
- **Parents with students at TUSD:** Review and accept or change the information displayed to complete registration.

**Getting Help:** If you need help completing Online Registration, please contact the school office where you are registering.

## Welcome Page

The screenshot shows the 'Welcome' page of the Online Registration system. At the top right, there are navigation links: Home, Status, My Account, ParentVUE, and Logout. Below these is the district name 'Tucson Unified School District' and the date 'Good morning, Carol Brady, 1/14/2021'. The page title is 'INTRODUCTION' with a sub-header 'Welcome'. A left sidebar contains navigation options: Introduction (selected), Family, Parent/Guardian, Emergency, Students, Documents, Review/Submit, and Delete Full enrollment. The main content area has an 'Information' section with a 'Please Note' paragraph and a list of schools requiring district placement. A 'Continue' button is at the bottom.

Home Status My Account ParentVUE Logout

Tucson Unified School District  
Good morning, Carol Brady, 1/14/2021

20XX-20XX

Online Registration

INTRODUCTION

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

Delete Full enrollment

### Welcome

#### Information

Please Note: The following schools require district placement in order to enroll for the first time unless you live in the school neighborhood. If you are interested in enrolling your child at one of these schools for the first time and live outside the neighborhood, please see this [Placement Application](#). If you are interested in applying to any of TUSD's other neighborhood schools please call School Community Services at 520-225-6400 or [scs@tusd1.org](mailto:scs@tusd1.org) before continuing.

Bonillas Basic Curriculum Magnet  
Booth-Fickett Math/Science K-8 Magnet  
Borton Magnet Elementary  
Carrillo K-5 Magnet  
Davis Bilingual Elementary Magnet  
Dodge Traditional Magnet Middle  
Drachman K-8 Montessori Magnet  
Holladay Magnet Elementary  
Hughes Elementary  
Mansfeld Middle Magnet School  
Mary Belle McCorkle K-8 (grades 6-8 only)  
Miles Exploratory Learning Center K-8  
Palo Verde High Magnet School  
Rose K-8 (grades 6-8 only)  
Roskrugs Bilingual K-8 Magnet  
Tucson High Magnet School  
Tully Elementary Magnet

To see your neighborhood schools, enter your address at <https://gismaps.pagnet.org/SchoolSearch/Map>

You may complete your online registration at this time if:

- your child is listed on the following page as already enrolled at one of these schools or
- you live within one of these school's neighborhood boundary or
- you are interested in any of TUSD's other neighborhood schools

Throughout the Online Registration process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (\*). You must enter information into these fields before you will be allowed to continue.

Continue

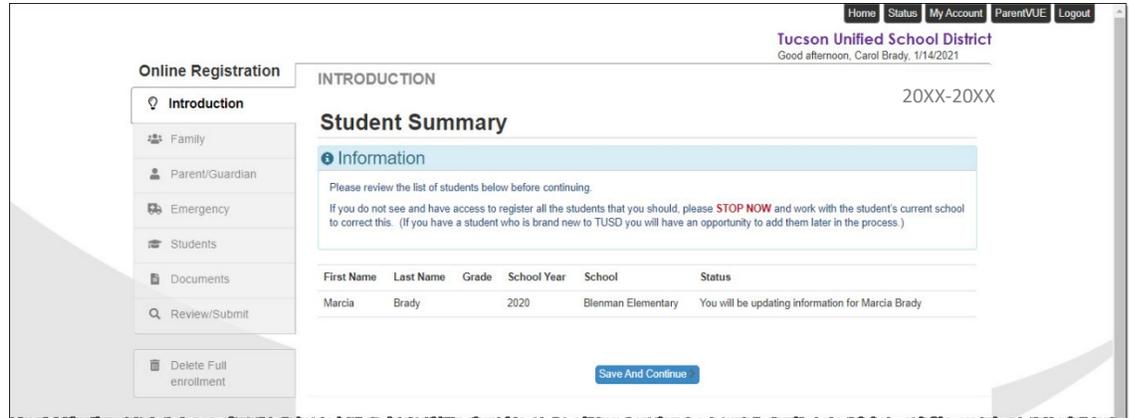
The Welcome page displays a list of schools that require district placement in order to enroll for the first time unless you live in the school neighborhood. If you are interested in enrolling your child at one of these schools for the first time and live outside the neighborhood, please see this [Placement Application](#).

To see your neighborhood schools, enter your address at <https://gismaps.pagnet.org/SchoolSearch/Map>

**You may complete your online registration at this time if:**

- Your child is listed on the following page as already enrolled at one of these schools or
- You live within one of these school's neighborhood boundary or
- You are interested in any of TUSD's other neighborhood schools

## Introduction/Student Summary

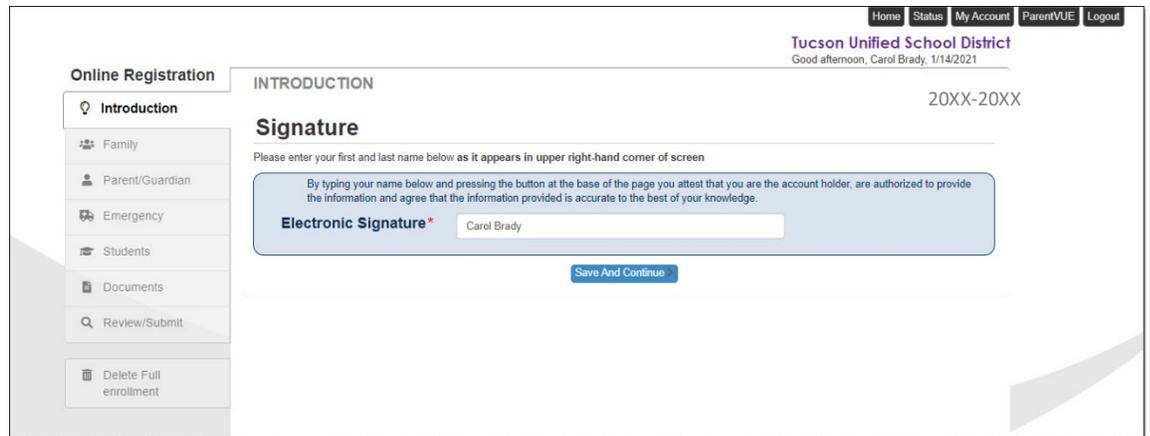


**Parents with continuing TUSD Students:** This screen displays a list of those students. If you don't see a child who should be listed, contact the child's preferred school for the coming year before completing OLR.

**New-to-TUSD Parents:** If you have no children attending a TUSD school, this screen displays no students.

If you do not see and have access to register all the students that you should, please **STOP NOW** and work with the student's current school to correct this. (If you have a student who is brand new to TUSD you will have an opportunity to add them later in the process.)

## Electronic Signature



Type your **Electronic Signature**. This must match the name on the account that appears in the greeting in the upper right.

Click **Save and Continue**.

## Review, Accept, or Change Information

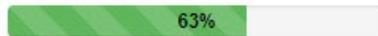
Starting with the **Family** section, for continuing students you will review, accept, add or change information and click **Save and Continue** to proceed through the various screens and sections. For students new to the district, you will be entering new information.

If a screen indicates the status of a record is **In Progress**, you will need to edit it so that the **Status** changes to **Complete**. Just click the **Edit** button or the **In Progress** button. You may also have the option to **Exclude** or **Delete** the record.

### Screen Elements

As you proceed, please take note of the common screen elements that help you navigate Online Registration.

- **Progress Bar:** The progress bar at the top of each screen indicates how much you have completed in each section as you proceed.



- **Navigation Menu:** In the **Navigation** menu on the left, completed sections display a green check mark . Incomplete sections display a yellow exclamation mark . All sections have to be completed before you can submit.
- **Required Fields:** A red asterisk (\*) indicates a required field.

City*	State*	Zip Code*	+4
<input type="text" value="Tucson"/>	<input type="text" value="AZ"/>	<input type="text" value="85757"/>	<input type="text"/>

- **In Progress Indicator:** Click to complete information.
- **Complete Indicator:** Information complete.
- **Previous/Save and Continue:** These navigation buttons appear at the bottom of screens.
- **Add/Edit/Exclude/Delete Buttons:** Some screens include function buttons that allow you to modify the information.

Edit Exclude Delete

Add New Student

### Resume Registration/Start Over

Not able to complete the process in a single session? If you stop the enrollment process and log out, Online Registration saves the entered information. Then, when you log in

again, you can click **Resume Registration** to pick up where you left off or **Start Over**. See [Resume Registration](#) on p. 14.

## Family/Home Address

**Parents with continuing students at TUSD:** We have an address in our system. This screen displays that address for you to review.

**Parents new to TUSD:** No address displays yet. You will enter it in this screen.

**Home Address**

Check here if your address has changed.

Address as entered from above:

3426 E Glenn St  
Tucson, AZ 85716

Save And Continue

If your address has changed, click the checkbox and the address fields appear for you to enter a new address as explained above.

Home Status My Account ParentVUE Logout

Tucson Unified School District  
Good morning, Carol Brady, 1/19/2021

Online Registration

- Introduction
- Family**
- Parent/Guardian
- Emergency
- Students
- Documents
- Review/Submit
- Delete Full enrollment

**FAMILY** 33% 20XX-20XX

**Home Address**

Check here if your address has changed.

Date of the address change  
MM/DD/YYYY

2444

2444 N FORGEUS AVE  
TUCSON, Arizona 85716

2444 N Forgeus Av  
85716, Tucson

2444 N FORGEUS AVE  
85716, TUCSON, AZ

Street\* Direction Street\*  
12 TUCSON, Arizona 85716 N Park

Type Unit Number  
Av 85716, Tucson

City Zip Code\* +4  
Tucson 85719

Address as entered from above:

1201 N Park Av  
Tucson, AZ 85719

Save And Continue

Start typing your address in the **Search** field. The system prompts you with matching addresses.

Select your address from the matching results and the screen completes the information.

Confirm the address and click **Save and Continue**.

## Parent/Guardian

The screenshot shows the 'Parent/Guardian' registration screen. On the left, a sidebar titled 'Online Registration' lists steps: Introduction, Family, Parent/Guardian (highlighted with a red box), Emergency, Students, Documents, Review/Submit, and Delete Full enrollment. The main content area is titled 'PARENT/GUARDIAN' with a 20% progress bar. It shows 'Demographics: Carol Brady' and a form with fields for First Name (Carol), Middle Name, Last Name (Brady), Address (1201 N Park Av, Tucson, AZ 85719), Primary Language (English), and Interpreter needed (checkbox). Navigation buttons for '< Previous' and 'Save And Continue' are at the bottom. The footer includes 'Edupoint' and 'Accessibility Mode'.

Review and accept **Parent/Guardian** information in these screens or make changes for each parent.

## Emergency

The screenshot shows the 'Emergency' registration screen. The sidebar on the left has 'Emergency' highlighted with a red box. The main content area is titled 'EMERGENCY' and contains instructions: 'Please review emergency contacts and make any necessary changes or additions.' and 'By including an individual on this list, you are authorizing the school to release your child to them in the case of an emergency. (Must be over 18 and show photo ID)'. Below this is a table with columns for First Name, Last Name, Gender, and Status. There is a '+ Add New Emergency Contact' button and a 'Decline to specify any Emergency Contacts' checkbox. Navigation buttons for '< Previous' and 'Save And Continue' are at the bottom. The footer includes 'Edupoint' and 'Accessibility Mode'.

Add, Edit existing, or Decline to Specify Emergency Contacts.

## Add/Review Students

The screenshot shows the 'Add/Review Students' page in the ParentVUE system. On the left, a sidebar menu titled 'Online Registration' contains several options: Introduction, Family, Parent/Guardian, Emergency, **Students** (highlighted with a red box), Documents, and Review/Submit. The main content area is titled 'STUDENTS' and includes instructions for adding or updating student details. It features a table of 'Students to enroll in 20XX-20XX' with columns for First Name, Last Name, Gender, Grade, and Status. One student, Marcia Brady, is listed as 'In Progress'. Below the table are buttons for 'Edit', 'Exclude', and 'Delete'. There is also an 'Add New Student' button. At the bottom, there are 'Previous' and 'Save And Continue' navigation buttons.

Parents with continuing students at TUSD: A list of your TUSD students appears. Click **Edit** or **In Progress** to review and edit information. Each student has to display the Complete status before you can continue. You can also **Delete** or **Exclude** a record.

Before adding a new student, confirm with the enrolling school that the student does not have an existing TUSD record.

New-to-TUSD Parents: Click **Add New Student** and add your child's information.

## School Selection

### Important Information

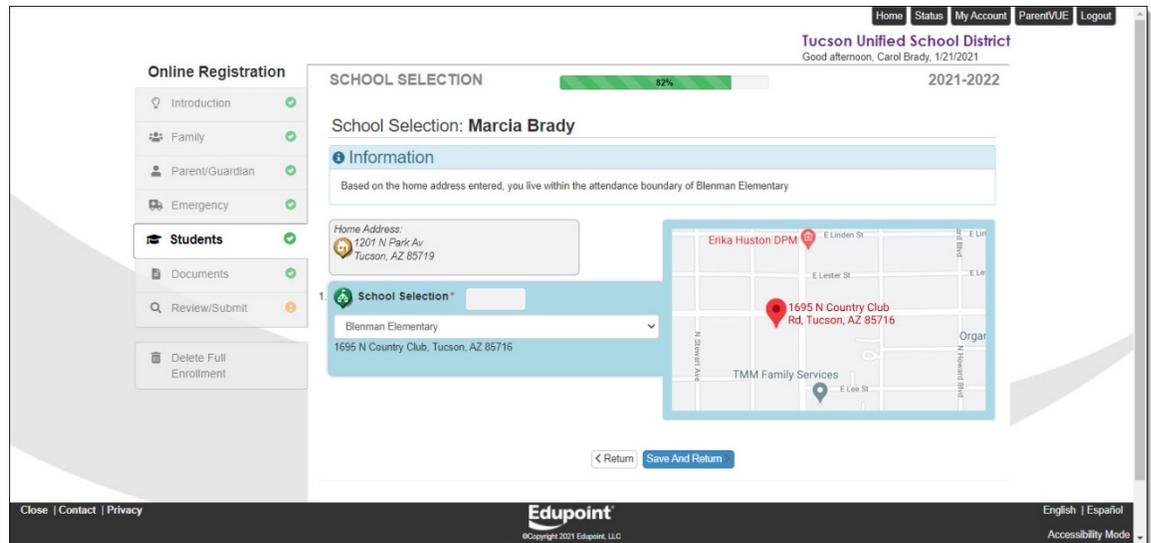
The screenshot shows the 'Important Information' page in the ParentVUE system. On the left, a sidebar menu titled 'Online Registration' contains several options: Introduction, Family, Parent/Guardian, Emergency, **Students** (highlighted with a red box), Documents, and Review/Submit. The main content area is titled 'INFORMATION REGARDING ENROLLMENTS' and includes a progress bar showing 75%. It contains information regarding enrollments for Marcia Brady and a list of important information to read before continuing to the School Selection page. The information includes: 1. If a student already has a class schedule for the coming school year at the school where he/she is presently enrolled, these classes will be removed by the system if you transfer him/her to a different school. 2. Your student may lose transportation options already defined for the coming school year - TUSD cannot guarantee transportation for non-neighborhood open enrollment students. 3. If your student is presently enrolled via placement at a non-neighborhood school, you may lose your school placement. 4. Specific program placements (Exceptional Ed., GATE, etc.) at your student's current school will not be available at other schools. At the bottom, there are 'Previous' and 'Save And Continue' navigation buttons.

Please read this page before continuing to the **School Selection** page:

If this student has an enrollment, that enrollment school will be your default selection. **Before you change this selection to a different school, please be advised of the following:**

1. If your student already has a class schedule for the coming school year at the school where he/she is presently enrolled, **these classes will be removed by the system** if you transfer him/her to a different school. These classes may no longer be available if you change your mind after the transfer is processed.
2. Your student may lose transportation options already defined for the coming school year - **TUSD cannot guarantee transportation for non-neighborhood open enrollment students.**
3. If your student is presently enrolled via placement at a non-neighborhood school, **you may lose your school placement.** It may no longer be available if you change your mind after the transfer is processed.
4. Specific program placements (Exceptional Ed., GATE, etc.) at your student's current school will not be available at other schools. **If your student was placed at a school by Exceptional Ed., Language Acquisition or GATE, please speak with the relevant program office before changing your child's school selection.**

## School Selection Page



**School Selection** displayed is the school where a continuing student is enrolled or where a student has received a placement. If you are new to the district, the default school displayed is based on your address.

The drop-down offers other appropriate schools that you can select. If the desired school does not appear in the list, do not complete online registration for the child. Contact the desired school.

In a subsequent screen, you'll be prompted to provide **Transportation Election**.

### Enrollment at Placement School

If your child has an enrollment at a placement school and you select a different school, be aware of the following:

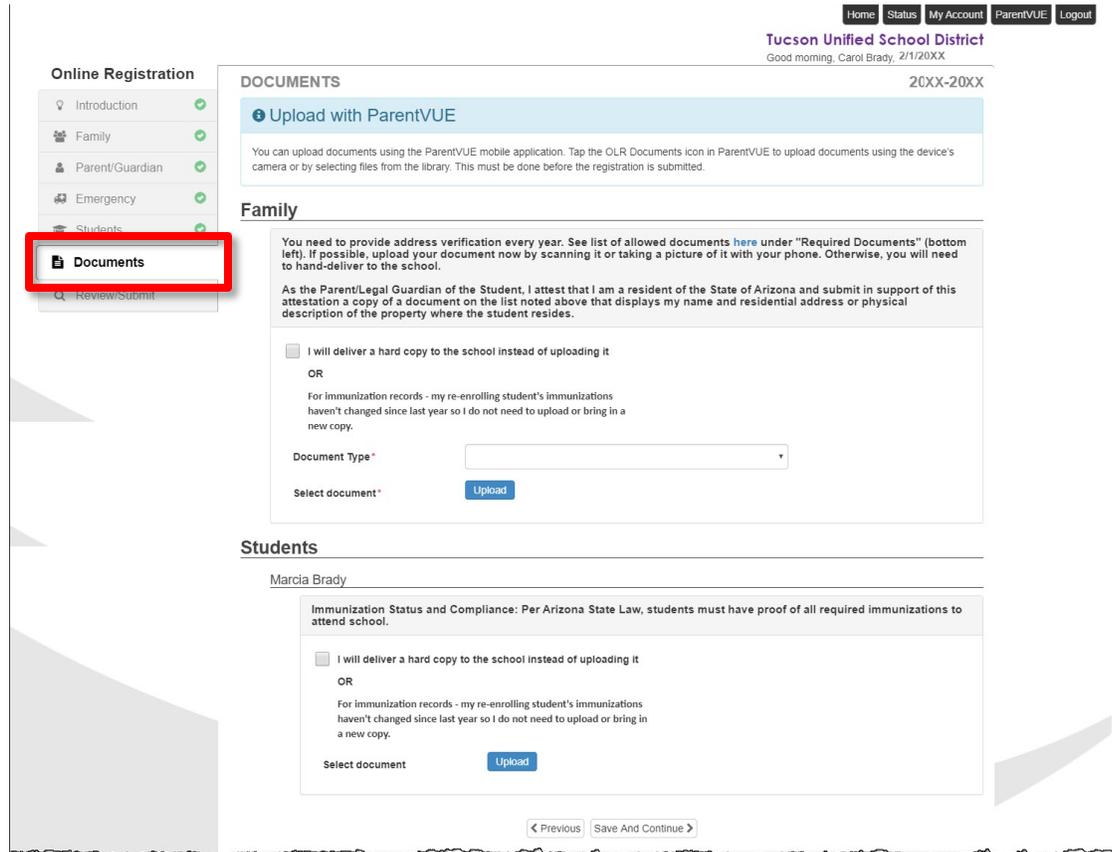
- If you save and continue and then return to the **School Selection** page, the placement school is no longer an option.
- If you return to the **Introduction** page you can select **Start Over** and then the placement school is available as an option. See [Resume Registration/Start Over](#) on p. 14.
- If the registration has been submitted, contact the submission school.

## Release Information

The screenshot shows the 'TUSD INFORMATION RELEASE' form in the ParentVUE system. The page title is 'Tucson Unified School District' with a greeting 'Good morning, Carol Brady, 2/1/20XX' and the school year '20XX-20XX'. A progress bar indicates 100% completion. The form is titled 'TUSD Information Release: Marcia Brady' and includes a warning: 'Please indicate if you want your child excluded from the following kinds of directories, photos, interviews, and audio or video recordings. For more information, go here.' There are four options, each with an unchecked checkbox and a descriptive paragraph: Option 1: 'DO NOT RELEASE MY CHILD'S DIRECTORY INFORMATION.'; Option 2: 'DO NOT RELEASE MY CHILD'S DIRECTORY INFORMATION FOR NON TUSD PURPOSES.'; Option 3: 'The DISTRICT Opt-Out'; Option 4: 'The NEWS MEDIA Opt-Out'. At the bottom, there are 'Previous' and 'Save And Continue' buttons. On the left, a navigation menu shows 'Students' as the active section.

Review the options concerning release of student information and select or deselect options as desired. Additional information about these options is available online: <http://www.tusd1.org/Information/Opt-Out>.

# Documents



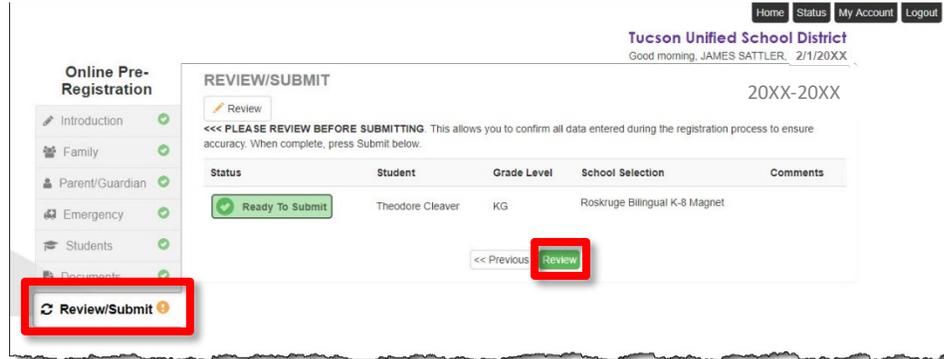
**Parents with continuing students at TUSD:** You will be prompted to upload Proof of Residency or bring a hard copy to the school. Immunization records are not required for returning students unless new immunizations have been administered since the previous school year.

**New-to-TUSD Parents:** You will be prompted to upload Proof of Residency, Birth Verification, and Immunization Record. You will also be asked for a photo ID.

Either scan and upload the requested document files or click the checkbox to opt to deliver physical copies to the school instead.

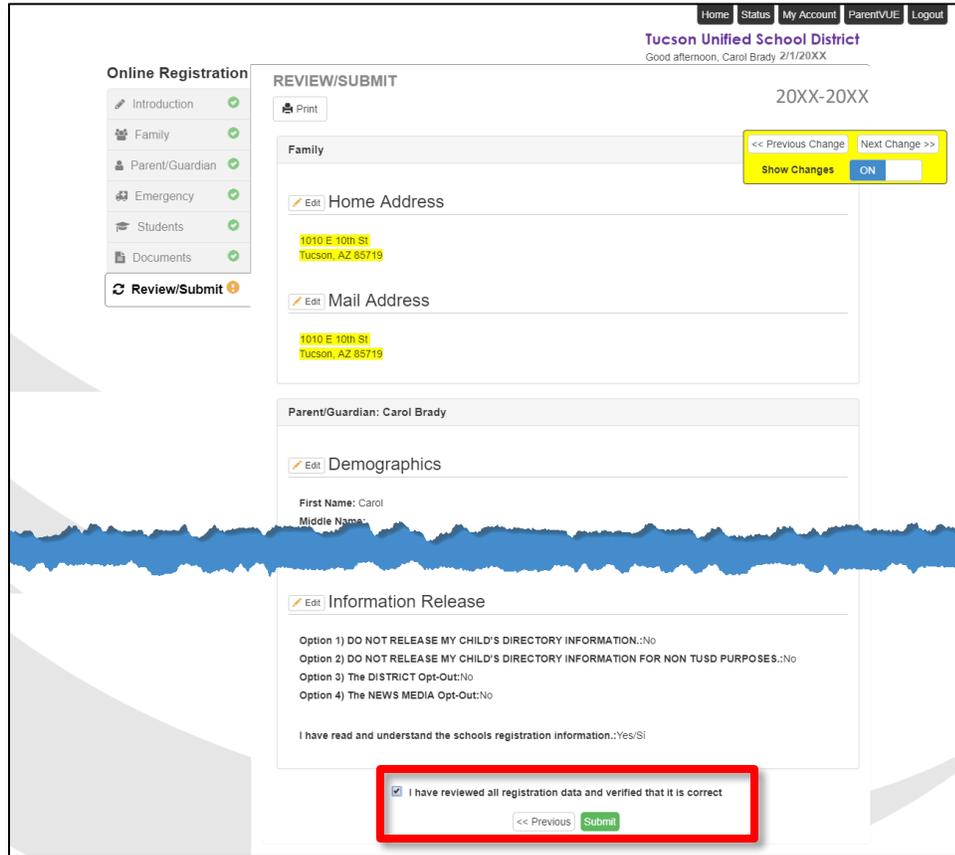
**Creating a Document File:** Don't have a scanner? Use your phone or tablet to take a readable photo of the document. Email the photo to yourself and then download it to your computer.

## Review/Submit



In the **Review/Submit** section, the status should be **Ready to Submit** for all students being registered.

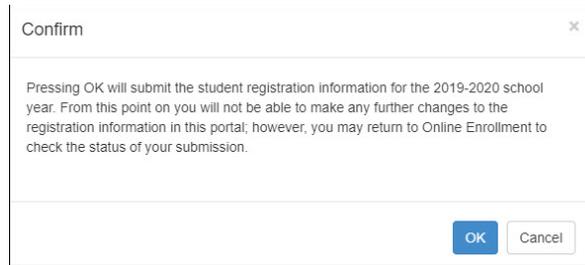
1. To review and edit, just click **Review**.



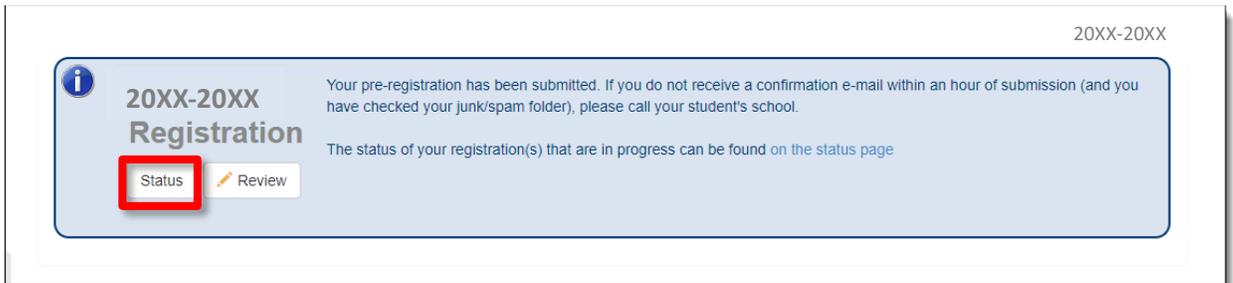
2. Review all your submission information in single screen.
3. To make a change, click **Edit** for that section. You'll be taken back to the data entry screen for that section. Make your edits and click **Save and Continue**.
4. You can also click **Print** from the Review screen to print a copy.

5. When you are done, select the acknowledgement checkbox at the very bottom of the screen (you will need to scroll quite a bit) and click **Submit**.
6. If you're ready to submit, click **Submit**. If you are not ready to submit, you can log out and return when you're ready to complete the process.

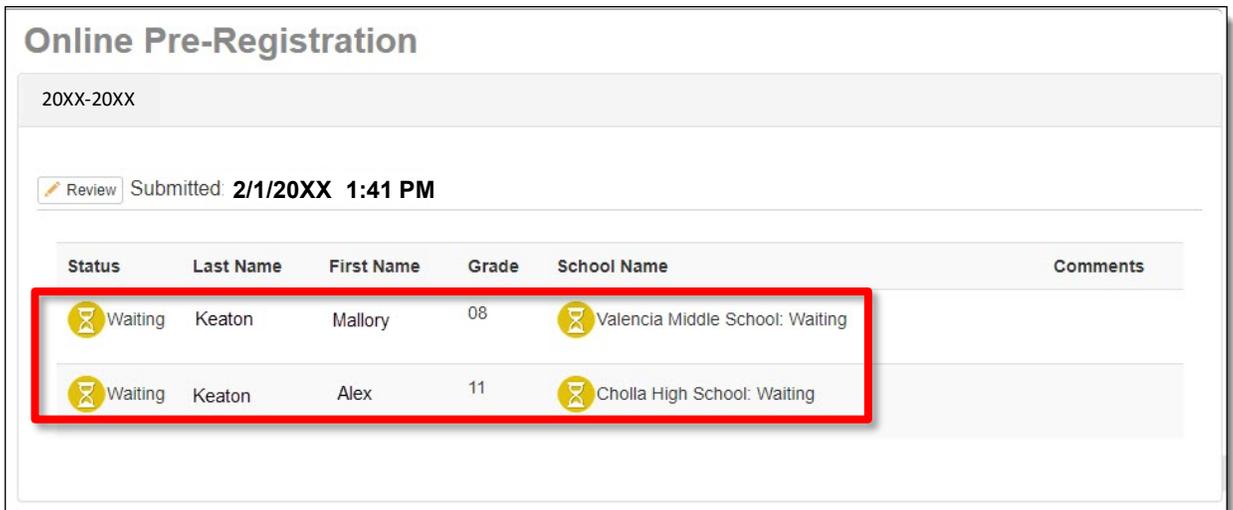
When you click **Submit**, a confirmation appears allowing you to click **OK** or **Cancel**.



Finally, you'll see a **Successful Completion** message. You should receive a confirmation email within 1 hour. If you don't, check to see if it went into your spam/junk folder. If you still don't find it, please contact your student's school.

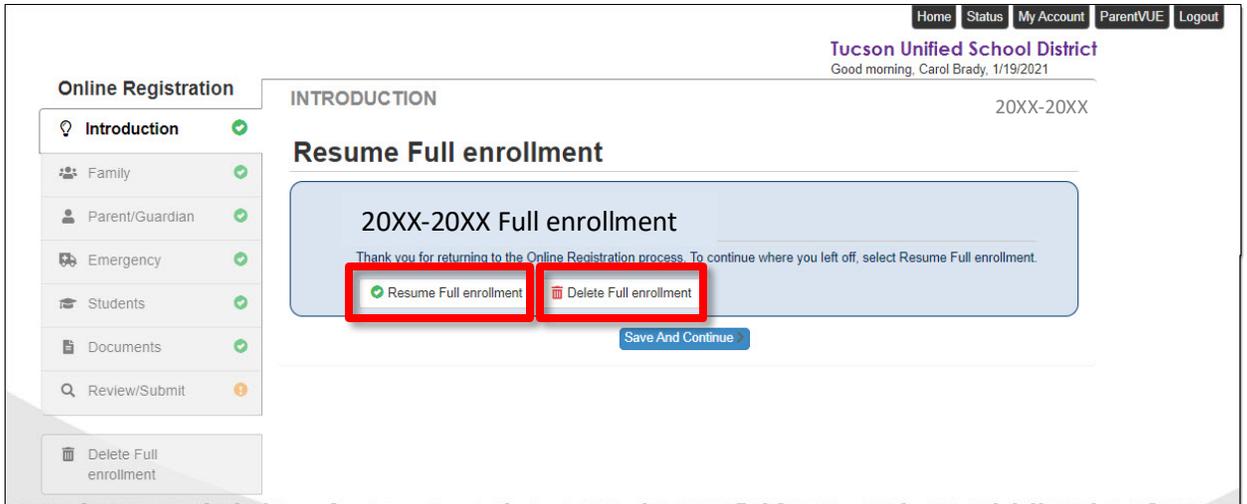


If you click **Status**, you can see the status of the registration. After you submit, you may expect a processing time of approximately 2-3 weeks.



## Resume Registration/Start Over

1. If you log out before completing the registration, your information is saved from the last point you saved.



2. When you log in again, you'll have the option to **Resume Full enrollment** where you left off.
3. Or, you can **Delete Full enrollment** and start over.