

This document provides a brief overview of the Online Pre-Registration process. Pre-Registration is available for parents new to Newport News Public Schools (who will create a new ParentVUE account) and NNPS parents with an active ParentVUE account.

➔ **This process pre-registers your student. Schedule a meeting at your child’s school to finalize the 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.
6. Proof of Legal Address.
7. Physical Examination for first time students to any NNPS (Pre K through grade 5).
8. Individual Educational Plan. Most recent IEP (if applicable).

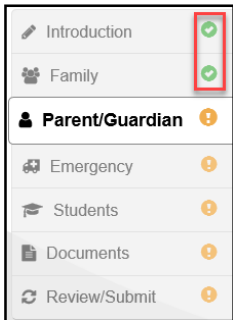
While an electronic copy of the birth certificate may be uploaded, an original or certified copy (or affidavit) must be presented at the registration appointment. Detailed information on the NNPS registration process can be found at <http://sbo.nn.k12.va.us/parentvue/>.

## PRE-REGISTRATION PROCESS

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

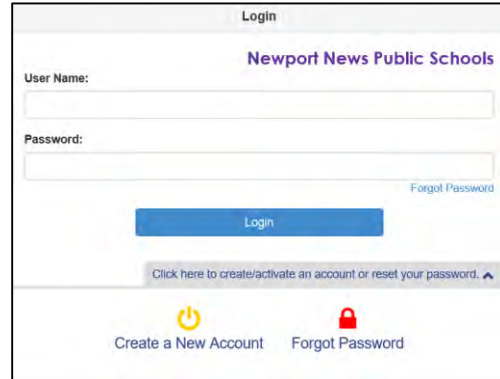
Required fields are marked by an asterisk (\*). You cannot advance through the process unless you enter data in these fields.

Upon completing the data entry, you must review the information on the Review screen and make any necessary changes. You must complete pre-registration information for all your students prior to clicking **Submit**.

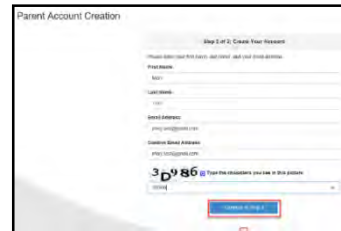
Once you submit the pre-registration, **contact the school to schedule an appointment** to complete the registration process.

## CREATE MY PARENTVUE ACCOUNT

If you have an existing NNPS ParentVUE account, enter your User Name and Password to login and skip to the next section (Introduction Screens).



1. If you do not have an existing ParentVUE account click the **Click here to create/activate an account or reset your password** and **Create a New Account**.
2. Answer the questions and click **Continue**.
3. Read the Privacy Statement and click **I Accept**.
4. Enter your First and Last name, an email address (with confirmation) and the verification code. Then click **Continue to Step 3**.



You will receive a system generated email. Open the email and click on the link to complete the account creation process.

By default, your User ID is your email address. Enter a password of at least six characters and confirm it. Then click **Save and Continue**.



**Important!!** 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. Passwords may not contain symbols.

## INTRODUCTION SCREENS

1. After you log in, select the appropriate registration school year and click **Begin New Registration>>**.
2. Please read this first screen very carefully and make sure you have copies of all documentation specified. Then click **Continue**.
3. Review the Student Summary screen carefully. This screen will display all of your current students. If the summary is not correct it is an indication that you have multiple parent accounts. Follow the on screen directions for assistance. Click **Save and Continue>>**.
4. Enter your Electronic Signature and click **Save and Continue>>**.



## FAMILY SCREENS

1. Enter the student's home address which must be an address within the NNPS attendance zone. Select the home address from the list. Click **Save and Continue>>**.



2. The **Mail address is the same as...** checkbox will be checked. Only a Newport News PO Box is acceptable as an alternate mailing address. To enter a PO Box uncheck the box and enter your information. Click **Save and Continue>>**.
3. Enter the information on the Demographics screen. Click **Save and Continue>>**.
4. Enter all relevant phone numbers for the parent. Select one phone number as a primary and verify the email address. Click **Save and Continue>>**.

5. Enter all information for you, the registering parent. Click **Save and Continue>>**.
6. Click **Add New Parent/Guardian** to enter an additional parent/guardian for the student. Update all the required fields for the additional Parent/Guardian.
7. When complete, click **Save And Continue>>**.

## EMERGENCY SCREENS

At least one (1) Emergency Contact(s)/Relative is required. This person **may not** be a parent/guardian entered in the previous step. Contacts added to this page apply to the family. Later you will be asked to assign emergency contacts from this list to each student.

1. Click **Add New Emergency Contact**.
2. Update all the required fields for the Emergency Contact.
3. When complete, click **Save And Continue>>**.

## STUDENT SCREENS

1. The Students screen will display a summary of current and/or past NNPS students. Click the **Exclude** button next to any current student or past NNPS student that is not being enrolled.
2. To pre-register a past NNPS student, click on the **Edit** button next to the name and update the information. To pre-register a new student, click **Add New Student**.
3. Enter the basic demographic information for your student.



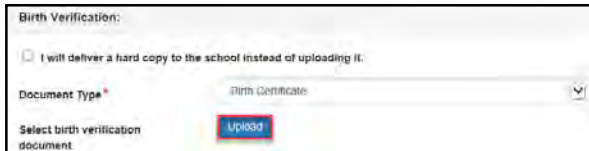
4. Click **Save And Continue >>** to step through each data entry screen.
5. After you step through all screens for your student, you are returned to the initial Students screen. If you have another student to register, click **Add New Student**, otherwise click **Save And Continue>>**.



## DOCUMENT SCREENS

You may upload an electronic copy of your student's documents but you must bring the original to the face to face meeting at the school.

- To upload document, select the type and click **Upload**.



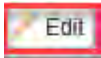
- Locate the document on your computer, select it and click **Open**. Continue to upload documents, click **Save and Continue>>**.
- The document is attached to your pre- registration and may be reviewed at the school prior to the face to face meeting.

## REVIEW/SUBMIT SCREENS

- Click **Review** to view all data entered for the student. Scroll to view information for each section.



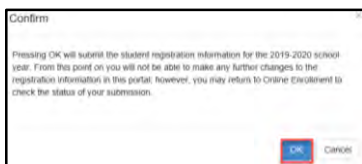
- Click on **Edit** to change information in a section.



- Scroll to the bottom of the Preview/Submit screen and click in the box the I have reviewed all registration data and verified that it is correct. Click **Submit**.



- On the Confirm screen, click **OK**.



## NEXT STEPS

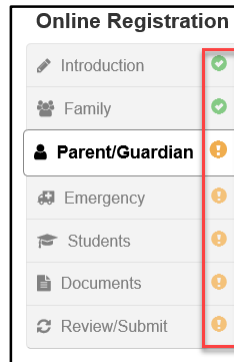
- Follow up with the school for each child registered to schedule a face to face meeting. Be sure to bring all required documentation to this meeting. Your child cannot be enrolled until all paperwork is complete.
- You can review the status of your child's enrollment by logging into your ParentVUE account.

- Click **Status**.



## PRE-REGISTRATION TIPS

- If you log out and return later to complete, click an item in the menu item to jump to that section.



**Green Check** = completed section  
**Orange Check** = incomplete section

**Note:** You cannot jump past an incomplete section.

**Note:** Required fields are marked by an asterisk (\*). You cannot advance through the process unless you enter data in these fields.