



CHESAPEAKE PUBLIC SCHOOLS NEW ONLINE PROCESS FOR STUDENT REGISTRATION

WWW.CPSCHOOLS.COM/STUDENT-ENROLLMENT

Why is CPS creating an online registration option?



The Student Online Registration module provides many benefits to our school community including:

- 24-hour access - Parents/Guardians can register online anytime, anywhere, and any required documents can be easily uploaded into the system.
- Missing a form - no problem! The Student Online Registration system allows you to pause your process and complete it later. With built-in progress monitoring you can easily track your status.
- The system includes 10 different languages to assist non-English speakers.
- The profile created by new users in the Student Online Registration system becomes the login information for the ParentVUE information system. Existing ParentVUE users can use their current login to add a new student with ease.
- The Student Online Registration system streamlines the registration process for families with multiple children. You can register multiple students at one time and the enrolling parent will only need to enter the parent/guardian information once.

Who can use online student registration?



Students who are new to CPS and will begin kindergarten in the 2019-2020 school year can register using Student Online Registration starting on April 1, 2019.

Remember, to enter kindergarten in Virginia, a child must be 5 years old on or before September 30. All other students new to CPS can use this system beginning July 1, 2019.

How do I access the Student Online Registration module?



Using a computer, phone, or tablet, visit www.cpschools.com/student-enrollment to start the registration process online. If you do not have internet access, stop by your child's elementary school or visit your nearest public library for assistance.

What if I have questions?

We are here to help!



For questions about the registration process, please contact the Office of Student Enrollment at 757-547-0545.

Registering with CPS is as easy as 1, 2, 3!

See back for details.



Gather your documents.



Register your student online.



Visit your child's school.



CHESAPEAKE PUBLIC SCHOOLS REGISTERING WITH US IS AS EASY AS...



Gather your documents.

To register your K-12 student, you will need the following:

- ⇒ Student's birth certificate
- ⇒ Proof of residency - this can be an electric, gas, or water bill showing usage within the last 30 days. If you do not have any of these items, contact the Office of Student Enrollment for assistance at 757-547-0545.
- ⇒ School Health Information Form - the school physical form is available from the Chesapeake Health Department, or online at the Virginia Department of Education's website. This form should be completed by your child's physician and should include proof of adequate age appropriate immunization.
- ⇒ Custody or court orders - if applicable
- ⇒ Foster care information form - if applicable
- ⇒ Individual Education Plan (IEP) - if applicable



Register your student online.

Visit the Student Online Registration link below to begin. If you prefer, you can also print a copy of the complete registration packet or pick up a copy at your local school.



Visit your child's school.

Once your registration information has been reviewed and accepted, your child's school will contact you by phone or email. Please allow up to two weeks for all registrations to process. Plan to visit the school to provide your proof of identification and any additional information your child's school may require.

Updated 6/17/2019

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The Chesapeake Public School System is an equal educational opportunity school system. The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment based on race, sex, national origin, color, religion, age, or disability.