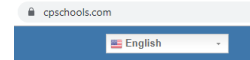
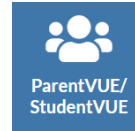




Student Online Verification - Parent Instructions

1. Login to **ParentVue** - the link is on cpschools.com and click on the **ParentVue/StudentVue** icon.

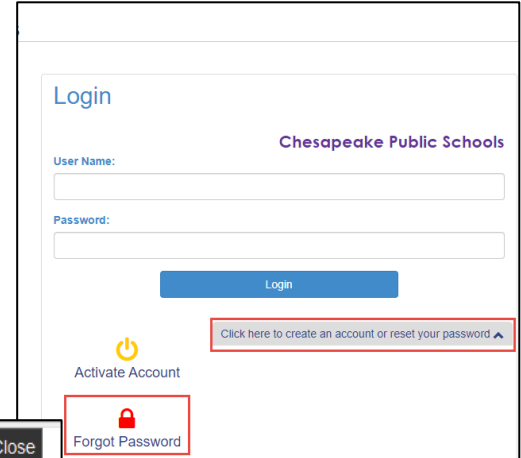


2. Or click the **Student Verification** link on cpschools.com to read more about the verification process.



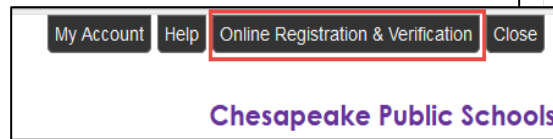
Note: The Student Online Verification process cannot be completed using the ParentVue mobile app. However, you can open a web browser on your mobile device to access the link below to complete this process.

3. If you don't know your ParentVue password, click the link in #1 and then "Click here to create an account or reset your password."

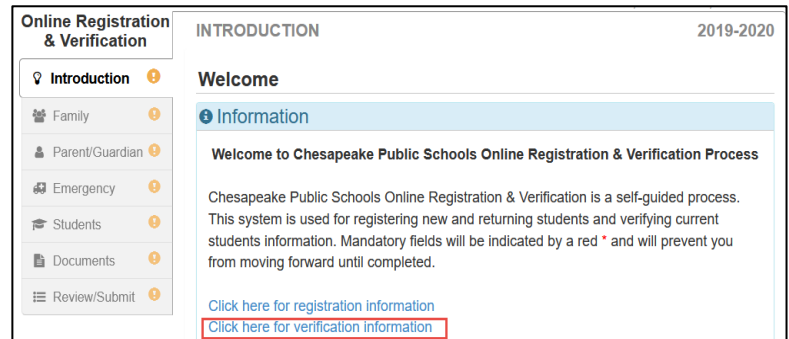


Note: You should have received a ParentVue Activation Code letter from your student's school this year. You must activate your account first if you have never done so by clicking "Activate Account" in the diagram below. You do not create a new account if you are an existing parent with student(s) in Chesapeake Public Schools. Contact your student's school if you need an activation code.

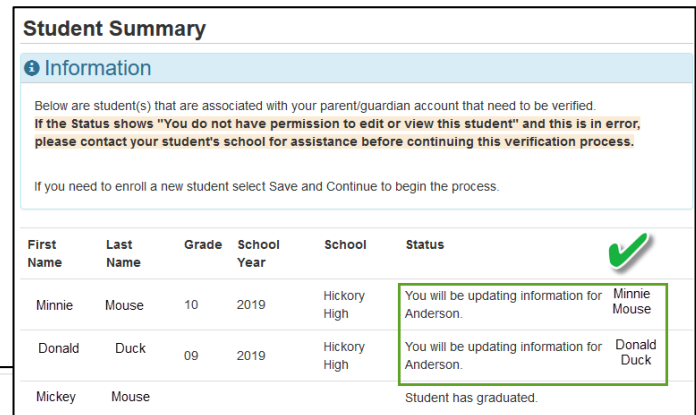
4. After you login, click the button **Online Registration & Verification** in the top right corner.



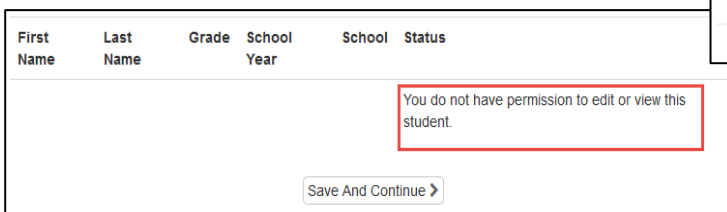
5. On the **Introduction** page, click the blue link that says "Click here for verification information" that describes the process in detail.



6. On the **Student Summary** page, you should see all of your students listed, including students that have already graduated. The "Status" should say "You will be updating information for student name".



Note: If you see a different message that says "You do not have permission to edit or view this student" and this is in error or any other error that prevents you from continuing, please logout and contact your student's school for assistance. You can come back to this page to finish later.



7. **Signature** - Type your name exactly as it appears in the top right corner with first and last name. This is your electronic signature stating all information is accurate.

8. **FAMILY** addresses – you will be asked to verify the family’s home address and mail address. If the home address is correct, click Save and Continue. If it is incorrect, click the box “Check here if your address has changed.”

Note: If your home address has changed, you will be asked to provide a new utility bill as proof of residence at the end of the process.

9. **PARENT/GUARDIAN** – You will also be asked to verify all other parent/guardians in your family if you have rights. Click the EDIT button or the “In Progress” button for the other parent/guardians. You will be asked to verify the same information for each parent/guardian. You can also add new Parent/Guardians on this screen by clicking the button “Add New Parent/Guardian”.

	First Name	Last Name	Gender	Status
	Mickey	Mouse		
	Minnie	Mouse		

Note: Stepparents should not be added as a parent/guardian unless you have legal documentation.

10. **EMERGENCY Contacts** – Please click the EDIT button or “In Progress” button for each emergency contact to verify their demographics and contact information for each emergency contact listed. You can delete emergency contacts that are not needed.

	First Name	Last Name	Gender	Status
	Tinker	Bell		
	Princess	Jasmine		

Note: You must enter at least 2 emergency contacts.

11. **STUDENTS** – You should see your current PreK-12 students in the top section under “Students to enroll in 2019-2020”.

- If your students are in the bottom section under “Students to exclude from 2019-2020” and that is in error, please STOP here and contact the school. This needs to be fixed before you can continue.
- If this page says “You do not have permission to edit or view this student, STOP and contact the school to get this corrected.
- If your student has the incorrect grade level, STOP and contact the school to get this corrected.
- DO NOT CLICK “ADD NEW STUDENT” IF YOUR STUDENT IS IN THE BOTTOM SECTION. This will cause duplicate students in our system.**

	First Name	Last Name	Gender	Grade	Status
	Donald	Duck	Male	03	

12. Click the EDIT button or “In Progress” button to verify/edit every student in your family. You will be asked to verify the following:

- a. Demographics
- b. contact information
- c. military connection
- d. ethnicity
- e. health information
- f. health conditions
- g. information release
- h. school policies
- i. parent/guardian relationships
- j. emergency contact relationships

Media Participation: Yes

Yearbook: Yes

Student Work: Yes

Directory - Outside Entities: Please Select a Value

Directory - Military Recruiters: Please Select a Value

13. After you have verified each student’s information, click the **REVIEW** button to review all of the information you have entered. Scroll through all pages and double-check each area. Notice the yellow highlighting to show changes that were made.

14. At the bottom of the Review, check “I have reviewed all registration data and verified that it is correct.” Then click the **SUBMIT** button.

[Edit](#) **School Selection**

Georgetown Primary

I have reviewed all registration data and verified that it is correct

[← Previous](#) [Submit](#)

15. A **confirmation** window will appear stating that you will not be able to make any further changes at this point. Click OK. Wait for the window to close and submit.

16. You will see a final window where you can return and check the **Status** of your verification.

17. **Logout** of ParentVue when you are finished.

Confirm

Pressing OK will submit the student registration information for the 2019-2020 school year. From this point on you will not be able to make any further changes to the registration information in this portal; however, you may return to Online Registration & Verification to check the status of your submission.

[OK](#) [Cancel](#)

Home Status My Account ParentVUE **Logout**

Chesapeake Public Schools

Good evening, Mickey Mouse 9/12/2019

2019-2020

Online Registration & Verification

2019-2020 Registration

Thank you for submitting your online registration. The status of your registration(s) or verification(s) that are in progress can be found on the status page.

[Status](#)

Thank you for verifying your student(s) information for 2019-2020!