

Pre-Registration is available for parents new to Stafford County Public Schools (who will create a new ParentVUE account) as well as Stafford 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:

- ✓ Proof of Residency (Must provide three proofs of residence. One must be: Deed, Lease, Tax Bill. Additional two documents can be items with the address: Utility bill, vehicle registration, insurance, employment verification, tax document, bank statement, government agency mailing; but NO cell phone bill).
- ✓ Student's official birth certificate
- ✓ A transfer slip or report card from a previous school
- ✓ A copy of the current IEP and reports if the student has been receiving special education services
- ✓ A physical examination report completed within one year of school entry for grades K-5. Any students entering or returning to school in the United States must also furnish a physical examination done within one year.
- ✓ [School Entrance Health Information](#) (health history)
- ✓ Completed [Tuberculosis Risk Assessment Form](#), negative skin test or chest x-ray
- ✓ Proof of legal custody when applicable
- ✓ Parent/Guardian photo identification
- ✓ Immunization records

Detailed information on the registration process can be found at <http://www.staffordschools.net/Page/14948>

## 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.

<< Previous

Save And Continue >>

You may also use the left hand navigation menu to navigate between screens. Green checks are for completed content.



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.

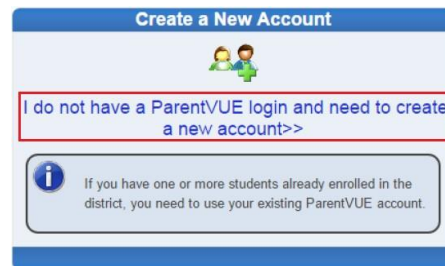
Fields marked by an asterisk \* are required. You cannot advance through the process unless you enter data in these fields.

Upon completing the data entry, you may 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 on **Submit**.

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

## CREATE MY PARENTVUE ACCOUNT

1. In your web browser go to [olr.staffordschools.net](http://olr.staffordschools.net)
2. If you have an existing Stafford ParentVUE account, enter your User Name and Password and skip to the next section (Introduction Screens).
3. Click on **I do not have a ParentVUE login...>>**.



4. Read the Privacy Statement and click on **I Accept**.

I Accept

5. Enter your First and Last name, an email address (with confirmation) and the verification code. Then click on **Continue to Step 3**.


6. Open the email sent by the system and click on the link to complete the account creation process.
7. By default, your User ID is your email address. Enter a password of at least six characters and confirm it. Then click on **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 and choose a school year, click on **Begin New Registration>>**.
2. Please read this first screen very carefully and make sure you have copies of all documentation specified. Then click on **Continue**.
3. Enter your Electronic Signature and click on **Save and Continue>>**.

Please enter your first and last name below:

 By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature  \*

## FAMILY SCREENS


1. Enter the student's home address, which must be an address within the Stafford attendance zone. If the address is valid, a green check appears next to the address.

**Home Address**  
Please enter your home address below:

Street Number: 31 Fraction: Direction: Street: Stafford

Type: Avenue Post Direction: Apartment:

City: Stafford State: VA Zip Code: 22554 +4:

Address as entered from above:  
**31 Stafford Avenue  
Stafford, VA 22554** 

2. Enter the mailing address or select the **Mail address is the same as...** checkbox.
3. Enter the home phone (primary phone for the family).
4. Click on **Edit**. Update all the required fields for you, the registering parent.
5. Optional: Click on **Add New Parent/Guardian** to enter an additional parent/guardian for the student. Update all the required fields for the additional Parent/Guardian.
6. When complete, click on **Save And Continue>>**.

## EMERGENCY SCREENS

At least one (1) Emergency Contact is required. This person **may not** be a parent/guardian entered in the previous step.

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

## STUDENT SCREENS

1. Click on **Add New Student** to begin.
2. Read and Acknowledge the Policy Statement (you must open to view and then check the box to agree)
3. Enter the basic demographic information for your student. If the student was not born in the U.S. you will need to supply additional information.

**Demographics: New Student**  
Please enter all relevant information for this student:

First Name:  \*

Middle Name:  \*  No Middle Name

Last Name:  \*

Suffix:

Gender:  \*

Birth Date:  \*




Entering Grade:  \*

4. Click on **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 on **Add New Student**, otherwise click on **Save And Continue**.

**STUDENTS** 2016-2017

The students in the grid below will be submitted for Pre-Registration. Current and graduated LCPS students should be excluded (by clicking the 'Exclude' button). To add a new student click the 'Add New Student' button.

Students to pre-register in 2016-2017. Select 'Exclude' to move currently enrolled or previously graduated LCPS student(s) to the exclude section.

	Legal First Name	Last Name	Gender	Grade	Status
  	Adam	Bernstein	Male	09	 Complete
					

### Key Information Collected on Student Screens

- **Pre-Kindergarten Experience** – for Kindergarten registrations provide the type and hours of pre-K activity.
- **Parent/Guardian Relationships** – All checkboxes must be selected unless legal paperwork exists and is provided to the school during the face to face meeting.
- **Health Information (Medications)** – Frequency must be numeric; specify the number of times per day.
- **Immunization** – dates must be entered chronologically across the row and cannot be prior to the student DOB.
- **Language Survey** – if the answer to any of these questions is a language other than English, arrangements will be made to screen the student for the need for English Language Learner support.
- **Previous School** – please complete fully so that school records may be collected for your student.
- **Special Services** – these screens will capture information on any special education or gifted services in which your student has participated so that eligibility in Stafford services can be determined.

## DOCUMENT SCREENS

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

1. Click on **Choose File**.

2. Locate the electronic copy on your computer. Select it and click on **OK**.
3. Click on **Upload**. 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

1. Click on **Review** to view all data entered for the student. Scroll to view information for each section.
2. Click on **Edit** to change information in a section.

3. Click on **Done** to return to the screen to submit the registration.

4. Click on **Submit** and then on **OK** to complete the pre-registration process for your student(s).

5. Click on **Logout**.

## NEXT STEPS

1. 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.
2. Review the status of your child's enrollment in your ParentVUE account.
  - Navigate to [olr.staffordschools.net](http://olr.staffordschools.net)
  - Enter your User Name and Password.
  - Click on the Status tab.

Status	Last Name	First Name	Grade	Schools	Comments
Waiting	Bernstein	Adam	09	Briar Woods HS: Waiting	

## PRE-REGISTRATION TIPS

- **Address entry:** enter only the street name in the **Street** field; use the **Type** field to specify Ct, Pl, Ave.
- If you log out and return later to complete, click an item in the menu item to jump to that section.

**Green corner** = completed section  
**Yellow corner** = incomplete section  
**Empty corner** = not visited  
**Note:** you cannot jump past an incomplete section.

- Click on **In Progress** in a list of students, parents/guardians, or emergency contacts to jump to the first section of missing information.

	First Name	Last Name	Gender	Grade	Status
	Adam	Bernstein	Male	04	In Progress
	Sandra	Bernstein	Female	07	In Progress

## ADDITIONAL INFORMATION

More information including Frequently Asked Questions and videos on the process can be found on the District ParentVUE pages at - <http://www.staffordschools.net/Page/14948>