



Parent Guide to Online Registration

www.cardiffschools.com/register

Our student information system has an online registration capability that allows parents to begin the process of enrolling their student(s) in the Cardiff School District. The online registration portion of this system is called ParentVUE.

If you have NOT already obtained a ParentVUE account, please refer back to our registration web page for information on how to create it.

Tips before you begin:

- Required fields have a red asterisk (*)
- After 15 minutes of inactivity, the system will log you out. However, whatever you have “saved” earlier, will still be there.


STEP 1: Log into the Online Registration site

If you're not at the online registration page yet, please go to the following web page and use your ParentVUE username and password to log into Online Registration:

<http://www.cardiffschools.com/OnlineRegistration>

STEP 2: Enter Registration Information

There are four sections to complete after the Introduction. As each one is completed, a green checkbox appears on the left sidebar for that section. You can go back at any time to review any completed section until you have actually “submitted” the registration.

- Introduction* - Please read the brief introduction, then click Continue. Enter your first and last name as the electronic signature.
- Family* - Please note that if you already have a student in the district, many of the following fields will automatically fill in for you.
 - Enter the student's home address following these guidelines:
 - As you begin to type in your address, a drop down list should appear with possible matches. When you see your address, **CLICK** on it.
 - You should see the green checkmark  once you've entered the complete address.
 - If you have problems validating your address, please call the school office.
 - Mail Address: If you have a different mailing address, enter it here; otherwise, check the box “Mail address is the same as home address”.

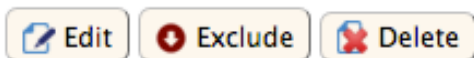
C. *Parent/Guardian - You must enter ALL parents or guardians of the student:*

- If you see the “In Progress” box next to your parent/guardian name, click it in order to complete the requested data.
- Complete any required fields; click the Save and Continue button.
- If you already have a student attending school in the district, AND, you need to correct your name, mailing address or email address, please call the school office to make that change.
- For the parent Contact Information page, the Home Phone is automatically filled in with the primary phone number you entered for the student. At this point, please enter your cell phone and work phone numbers in the appropriate fields.
- Click the “Add New Parent/Guardian” button and follow the prompts to add the next parent/guardian’s information. (Please note that the school cannot deny access to biological parents unless legal documentation is on file in the school office.)

D. *Emergency - Unless otherwise notified by a parent, only persons listed as Emergency Contacts have permission to remove a child from campus. You must enter at least one emergency contact, but no more than three.*

E. *Students -*

Important: If you ALREADY have a student in the district, you will now see your currently enrolled student(s). Please click the **EXCLUDE** button next to any students already enrolled in the district:



Click “Add New Student” and complete the following fields for your new student:

- Name (enter the first, middle, and last name exactly as shown on Birth Certificate)
- Gender
- Birth Date - click on the calendar icon to select the birth date.
- Entering Grade
- If there are different parent addresses, there will be a Primary Address box to check for the student.

- Birth Verification document type - select the *type* of document that you will be bringing to the school office.
- Enter the Primary Contact Number for your student and check the Primary box. This would be the phone number that you would like the school to call first for communication about your student. It is also the default phone number used for our regular phone notification system.
- Is student homeless?
- Race and Ethnicity (Hispanic/Latino is considered an ethnicity by the state of California.)
- Parent/Guardian Relationships - select the relationship of guardian to student, then check all applicable columns. An explanation of each column is given on the page.
- Emergency Contact Relationships
- Emergency Contact Order
- Other Children: Enter the names and birth dates of all children (under the age of 18) living in the house.
- Health Information
 - Physician/Dentist information – this is optional. Click Save & Continue. Enter any health conditions of your student (including any allergies) if appropriate. If you do not see the appropriate health condition listed, select OTHER and enter the information in the Comments box.
 - If there are any medications that the student needs to take at school and/or home, enter them here. If you do not see that medication listed, select OTHER and enter the information in the Comments box.
- Language Survey - Please note that if any language other than English is selected, the student will be enrolled as a second language learner and will be tested for English fluency.
- Previous Schools - please include a preschool if your child is entering Kindergarten. If your student is transferring from another school district, you will need to complete the “Request for Cumulative Records” form, which is available at the school office.
- School Selection – All K-2nd graders attend Cardiff School and all 3-6th graders attend Ada Harris School. If you are registering a 2nd grade student in 2020-2021, please select Cardiff School, even though 2nd grade students will be housed at Ada Harris for Fall 2020-2021.
- Required Forms - This page lists forms that need to be downloaded, filled out and returned to the school office in order to complete your child’s registration. If you are unable to print the forms, please visit the school office for a copy.

In order to click “Save and Continue”, you will need to click the VIEW link next to each document to download the form, then mark the checkbox next to the document.

At this point, you have completed the online portion of registering your child! **If you have another child to register, you would click “Add New Student” button**, otherwise, click Save and Continue.

Before clicking the Submit button on the last page, you can review all sections (on the left sidebar) if desired. Once you ‘submit’, you can no longer make any direct changes to this registration. Of course, corrections and edits can be requested of the office staff at any time.

STEP 2: Bring completed forms to school office. This includes:

1. Student Information Form
2. Proof of Residency Form with 2 acceptable documents (as described on form)
3. Custody papers (if shared custody)
4. Age Verification Document (i.e. a birth certificate, passport, or a statement by the local registrar or county recorder, baptism certificate or an affidavit of the parent/guardian or custodian of the minor)
5. Immunization Record