



# ONLINE PRE-REGISTRATION DOCUMENT UPLOAD

## PARENTVUE WEB VERSION

---

This document provides instructions for uploading the registration documents that are normally provided in a hardcopy format. Due to school closures, the registering parent will need to provide electronic copies of the birth certificate, student photo (for KG student only), proof of residency, parent ID and the previous school report card.

➔ **Upload of documents occurs during the registration process. Previously submitted Online Pre-registrations will be re-activated so that these documents may be uploaded. Upload documents for all students prior to clicking the Submit button.**

## COLLECT DOCUMENTS

---

Please collect the following items prior to starting the Document Upload process:

1. Student's Birth Certificate.
2. Proof of residency.
3. Photo ID of registering parent/guardian.
4. Previous school report card.
5. Physical and Immunizations (including TB screening)
6. Student photo (KG student registrations only).

Detailed information on the residency and parent ID documents can be found on the [Student Registration Documents Required to Register page](#).

## CREATE ELECTRONIC VERSIONS

---

Please create one document for each category listed above. When uploading the documents, you will indicate the type of document, e.g. Photo ID and upload the document or image you created.

Electronic versions of documents may be created with a scanner or with a mobile device:

1. **Computer with scanner** – scan and save the document as PDF or JPG.
2. **Mobile devices\*** – take a photo and save to the photo app on your device.

\*For best results, when taking a photo with a mobile device, place the document on a dark background and provide diffuse light.

## UPLOAD DOCUMENTS IN ONLINE PRE-REGISTRATION

---

Online Pre-registrations which were completed will be reactivated for these updates. Use the Documents menu in Online Pre-registration to upload electronic copies.

1. In your web browser go to <https://register.lcps.org>.
2. Enter your User Name and Password. The **Resume Enrollment\*\*** screen displays.



# ONLINE PRE-REGISTRATION DOCUMENT UPLOAD

3. Click **Resume Registration**.

INTRODUCTION 2020-2021

## Resume Enrollment

2020-2021 Registration

Thank you for returning to the online registration process. To continue where you left off, select Resume Registration.

\*\*If the **Resume Enrollment** screen does not appear, contact the Registrar at your child's school.

4. Click the **Documents** menu on the left.

Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Documents**
- Review/Submit

## REVIEW/SUBMIT

Review allows you to confirm all data entered during the pre-registration process to ensure accuracy. **After reviewing the pre-registration, click the Submit button to finalize the pre-registration.**

Status	Student	Grade Level	School Selection
<input checked="" type="button" value="Ready To Submit"/>	Mary Smith	03	1. Hillside ES

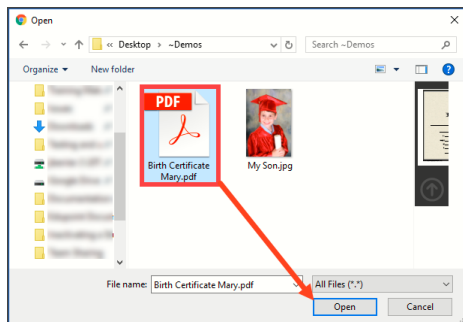
5. Each electronic document will be uploaded into its own category. As needed, de-select the **At this time, LCPS prefers digital copies...** checkbox on a document category to enable the **Upload** button.

Birth Verification:

☒ At this time, LCPS prefers digital copies of documents. If you are unable to upload this document, please check this box.

6. Click the **Upload** button for the Birth Verification category.

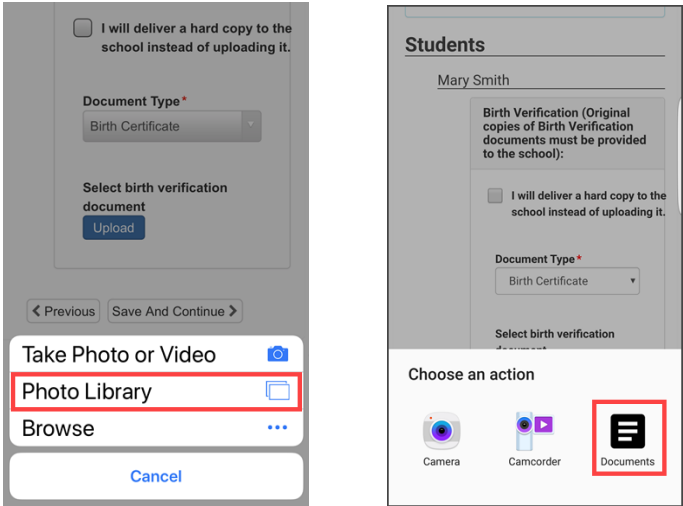
- **Computer:** Find and select the document saved on your computer and click **Open**.



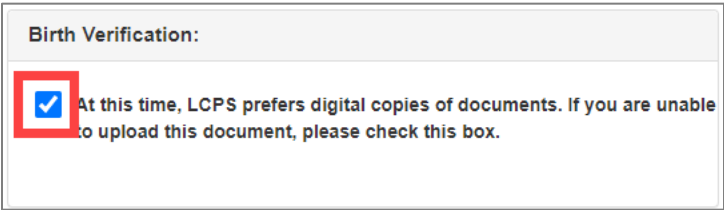


# ONLINE PRE-REGISTRATION DOCUMENT UPLOAD

- **Mobile Device:** Tap Photo Library (iOS) or Documents (Android) and select the photo.



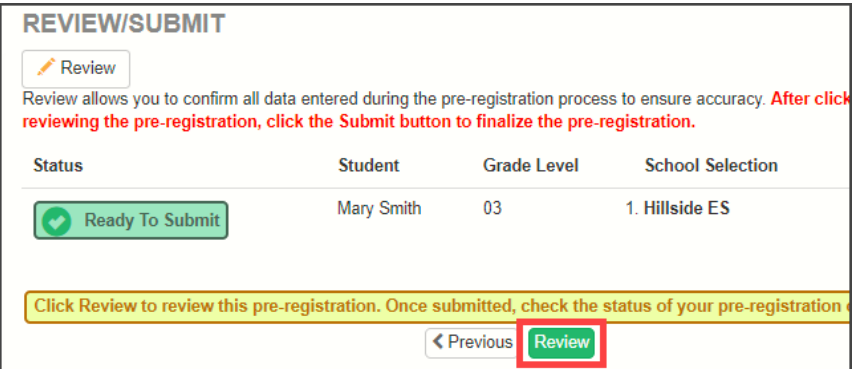
7. Repeat the procedure for the other document categories. If you are unable to provide electronic copies of any of the required documents, select the **At this time, LCPS prefers digital copies...** checkbox for that category. Complete this process and contact the school for options to provide documentation.



8. Click **Save and Continue** once all document categories are complete.
9. Repeat for other students who are being registered then **Submit** the Online Pre-registration using the next step in this document.

## REVIEW AND RE-SUBMIT THE ONLINE PRE-REGISTRATION

1. After you have uploaded documents for all the children you are pre-registering, click the green **Review** button.




2. Scroll to the bottom of the registration data.



# ONLINE PRE-REGISTRATION DOCUMENT UPLOAD


3. Select the **I have reviewed all registration data and verified that it is correct checkbox**. Click **Submit**.

 Edit

School Selection

Hillside ES

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

 Previous

Submit

## PARENTVUE HELP

---

The [District ParentVUE](#) page has resources to help you activate and learn how to use your ParentVUE account.

Each school has dedicated staff to help parents with their accounts. Please contact your child’s school to reach the staff member who can help you.