Kinder to College
CORBETT SCHOOL DISTRICT

Go To	If you haven't already created a ParentVUE account, you'll need to do so by going to the Corbett School District Online Registration System: https://parent-corbett.cascadetech.org/Corbett/PXP2_OEN_Login.aspx Click on *Create New Account or Reset Password* at the bottom and select *Create a New Account*. If you already have a ParentVUE account, but forgot your username please, contact your child's school secretary. If you forgot your password, click on *Create a New Account or Reset Password* at the bottom and select *Forgot Password*.
Step 1 of 3 Privacy Statement	Review the ParentVUE Privacy Statement by using the scroll bar on the right-hand side. After reviewing, click on *I Accept* to continue with the Parent Account Creation process.
Step 2 of 3 Parent Account	Fill the following fields: - First Name - Last Name - Email Address - Confirm Email Address - CAPTCHA (Type the characters you see in this picture) Note: Please avoid special characters except for hyphens and apostrophes (e.g. ñ, ö, etc.) Click *Continue to Step 3*
Step 3 of 3 Account Creation	Click Return to Login to complete the account creation process. Log into your email to retrieve the ParentVUE Registration email from noreply@corbett.k12.or.us
Email Link	Locate the "ParentVUE Registration" email from noreply@corbett.k12.or.us If you do not see the email in your inbox, please check your junk folder and search for: "noreply@corbett.k12.or.us" Click on the 'here' hyperlink to begin the online registration process.
Create Password	Your email address will be used as default for the User Name; you may change this to anything you would like. Enter and confirm your password (minimum of 6 characters). Click *Save and Continue*
Registration School Year	After logging into Online Registration, click *Begin New Registration*
Introduction	Click *Continue* after reading the welcome message on the screen.

Kinder to College
CORBETT SCHOOL DISTRICT

Helpful Hints and To Resume Registration	The process of registering your child online is a comprehensive one. Once you have gathered required information, completing the various screens may take up to 20 to 30 minutes. There is a helpful percent of completion bar on the top of the screen for your reference. If you need to interrupt your data entry process, you can resume the registration by logging back in at a future time and clicking *Resume Registration*. Pick up from where you left off by clicking on the section name in the left-hand navigation. For example, in the *Students* section, click *Edit*. If you selected the incorrect school year, click on *Start Over* to begin the process again.
Student Summary	Click *Save and Continue*
Electronic Signature	Type your first and last name in the *Electronic Signature* field. Click *Save and Continue*
Family Home Address	Enter your street address in the following fields: - Street Number (example: 35800) - Street (example: Historic Columbia River Highway) - City (example: Corbett) - State (example: OR) - Zip Code (example: 97019) Click *Save and Continue*
Family Mail Address	If your mailing address matches your home address, check the *Mail address is the same as home address* checkbox and click *Save and Continue.* If your mailing address is different from your home address, enter your mailing address. If you have a Post Office Box, you must check PO Box checkbox before entering any information. The Street Number is where you enter your P.O. Box number. A green checkmark will display once your home address has been validated. Click *Save and Continue*
Parent / Guardian Step 1 of 3	Enter the required information for Enrolling Parent. For new enrollments, once the enrolling parent info is complete, please click *Add New Parent/Guardian* to add an additional parent/guardian. Click *Save and Continue* Please Note: If one parent is in the process of reviewing the student information, the other parent will not be able to review it until the original verification has been accepted by the school. After which, the other parent can review and make edits to the student information.

Kinder to College

CORBETT SCHOOL DISTRICT

Mailing Address Step 2 of 3	Confirm Mailing Address. If the enrolling parent's mailing address is the same as the family home address, make sure *Mail address same as home address* is checked. Click Save and Continue. If the parent's mailing address is different, uncheck the box and enter the street address. If you have a Post Office Box, you must check PO Box checkbox before entering any information. The Street Number is where you enter your P.O. Box number. Click *Save and Continue*
Contact Information Step 3 of 3	Enter your home phone number (required), mobile (can be same as home) and work phone number with extension, if applicable. The email address you used to create the parent account will automatically display in the *Email Address* field. **You must designate which phone is primary.** Click *Save and Continue*
Add New Parent / Guardian	Add additional parent/guardian as needed by clicking on *Add New Parent/Guardian.* Click *Save and Continue* when each parent/guardian has been added.
Emergency	Any parent or guardian already entered is automatically added as an emergency contact. If we cannot reach the parents, please add at least one Emergency Contact in case of emergency. Click *Add New Emergency Contact*
Emergency Contact Name	Enter First and Last Name of your Emergency Contact. Gender is helpful when the school is contacting the Emergency Contact. Add additional details. Click *Save and Continue*
Contact Phone Info	Enter phone numbers for the added Emergency Contact. Click *Save and Continue*
Add More Emergency Contacts	Click *Add New Emergency Contact* to add an additional contact. Click *Save and Continue* when done.

Add New Student	Click *Add New Student* to enter your child's information. If you have other children who are currently or were previously enrolled in a Corbett School District school, they will display in the *Students to exclude from* section. You can only view their enrollment information. Please contact their school to make any necessary updates. Click *Save and Continue*
Student Demographic Info	Enter all required fields (marked with a red asterisk). The *Middle Name* field is a required field. If your child does not have a middle name, click the *No Middle Name* box. Primary address selection may have more than one option if there is more than one parental address associated with the student. Click *Save and Continue*
Birth Information	Select your child's birth country, birth state and birth city. Click on the Birth Verification document type drop-down arrow to select the type of document that will be provided via online upload later in the process. Alternatively, you can choose to bring in documents during your visit to the enrolling school before the first day of school. Enter the correct selection for your families' eligibility for free or reduced state meals and enter the correct family code. If your child was born outside the US or Puerto Rico, additional fields will display when the country is selected. Enter the entry/start date of your child's attendance in US school and indicate whether attendance was for less than three years. Click *Save and Continue*
Contact Information	Enter primary contact number for this student and choose if it is primary. Enter student email (if applicable). Click *Save and Continue*
Federal Programs: McKinney-Vento	This question is regarding your families living situation. If you answered *Yes* to "Is the student homeless?", please check the appropriate selection under "Presently, where does the student stay at night?" Click *Save and Continue*
Ethnicity / Race Info.	Select the applicable ethnicity (Non-Hispanic or Hispanic) and race for your child. Click *Save and Continue*

Kinder to College
CORBETT SCHOOL DISTRICT

Parent / Guardian Relationship	Indicate the relationship of the parent(s)/guardian(s) added in the Parent/Guardian section. Relationship is required for each parent or guardian. For each parent/guardian, check the applicable rights to your child. Refer to the brief descriptions at the bottom of the screen for further clarification. Click *Save and Continue*
Emergency Contact Relationship	For each Emergency Contact, indicate the relationship to your child and check box for Release To. Click *Save and Continue*
Emergency Contact Order	In instances when the school is unable to contact you or other parent/guardian(s) during an emergency, the school will call your Emergency Contacts. Assign the call order by clicking on the contact, holding down the mouse and dragging to the desired call sequence. Click *Save and Continue*
Home Language Survey (Title III)	Enter the language you prefer to receive school or district communication. Enter additional details. Click *Save and Continue*
Special Services	To help provide your child with beneficial special services, please answer the required questions regarding previous testing and program participation. *Yes* selections will expand additional required questions pertaining to Talented and Gifted program, Speech/Hearing/Language services, and 504 plans. Click *Save and Continue*
Health Information	Enter your child's health care provider information. Click *Save and Continue*
Health Conditions	Click *Add New Condition* to inform the school and school nurse of your child's health conditions and indicate whether it's a life-threatening condition. If none, check Student has no health conditions and Click *Save and Continue*
Dental Screening (K-2 only)	Enter state required dental screening information (7 years of age & younger) Click *Save and Continue*

Kinder to College

CORBETT SCHOOL DISTRICT

Vision Screening (K-2 only)	Enter state required vision screening information (7 years of age & younger) Click *Save and Continue*
Previous Schools Attended	Enter schools previously attended by the student, if applicable. Click *Save and Continue*
Kindergarten Registration Information (K-2 only)	Enter Kindergarten Registration Information, if applicable. Click *Save and Continue*
Policies	Four policies are presented: - Corbett School District Parent / Student Handbook - Student Agreement for Electronic Communications System Account - Name & Likeness Liability Release Form - Bus Board Policy The four different policies must be downloaded and reviewed before you can proceed. Click *View* to download and read each document. Once downloaded you can click the checkbox to accept the Policies. Click *Save and Continue*
School Selection	The name of your child's eligible school(s) will display when you click on the drop-down arrow in the *School Selection* field. Select the desired school within the *School Selection* field. Click *Save and Continue*
Add Another New Student	To enroll another new student, click *Add New Student* and complete the necessary information. Click *Save and Continue*
Document Uploads	Begin uploading the required documents by clicking the *Upload* button under the document type you desire to upload. Select the file from your computer.

	You can also select to bring in the hard copy to the school instead.
	Click Save and Continue
Review / Submit	Before submitting your child's enrollment, click *Review* to review the entered information. You can make any changes by clicking on the applicable content area (e.g. Parent/Guardian, Students, etc.). Once submitted, you will need to contact the school to make any changes to your child's enrollment information. You can print the information by clicking on the *Print* icon in the top left hand corner. After reviewing, click *Done*. Printed Copy of Enrollment A confirmation screen will display. Click OK. The last screen will display a message of the successful submission of your online registration.
Status of Enrollment	You can click on *Status* to view the status of your submission. Once your child's enrollment has been accepted, please schedule a time to visit the school before your child's first day of school to bring in any documents which were not uploaded in the online registration process. You may also need to complete additional, school-specific forms. Go here: https://corbett.k12.or.us/parents/registration-forms/ and fill out the required forms for the school(s) your children are registering.
Status Email	You will receive an email confirming the submission of your application. Once the school has reviewed and accepted it, you will receive a message of acceptance. If the school needs more information to process your registration, you will receive an email notification. Please make sure your junk and spam folder do not have any emails from: noreply@corbett.k12.or.us
My Account Tab	The *My Account* tab, displays your Account Access History. To change your ParentVUE password, click on the *Change Password* link.

Kinder to College
CORBETT SCHOOL DISTRICT

	Enter the Current Password. Then enter the New Password. Enter the new password again to Confirm New Password.
ParentVUE	Once your child has been accepted into the current school year, you can access the parent portal, ParentVUE, to view your child's enrollment, attendance, class, and grading information (High school and Middle school only). (Your child can view the same information through the student portal, StudentVUE.) If your child is enrolled in the next school year, you can view this ParentVUE information upon the start of that school year.
ParentVUE Login	http://parentvue.corbett.k12.or.us Use the same User ID and password you created for Online Registration to log into ParentVUE. If you forgot your login information, click on *Forgot Password.* Enter the email address on file to initiate the password reset email.
Contact	Thank you for enrolling your child or verifying your child's enrollment information through Online Registration. Please contact the enrolling school if you need any assistance with your child's online enrollment.