

## Online Enrollment Verification

Available online starting August 6, 2018

TSD9 parents and guardians have the ability to verify their child(ren)'s enrollment information through the parent portal, [ParentVUE](#). This annual process was formerly part of the registration packet that parents/guardian were asked to review, update and return. Verification of enrollments can now be completed online each year. Feel free to view this [flyer](#) (attached PDF also put under OLR) or the [Parent Guide](#) (attached PDF also put under OLR) to help you through the process.

### Importance of Current and Accurate Information

The student Verification of Enrollment process is very important to the Tillamook School District. The district uses information provided by this annual process in many ways to support your child's academic success and for safety purposes. By updating your child(ren)'s data, we can do the following: distribute important information to you, contact you or others in the event of a school emergency, respond appropriately to a medical situation involving your child, and communicate your child's academic progress.

You will need to verify each of your child(ren)'s enrollment information every year. Carefully review this information to be sure all information is complete, accurate and current.

### Medical Conditions

Many of our students have medical conditions that may affect them at school. The district requests that parents update the Medical Condition information each year. A School Nurse may contact you to obtain more information regarding your child's medical condition. If your child requires medication at school, please contact the school for more information.

### Parent/Guardian an Emergency Contacts

The District assumes that all legal guardians listed as a parent/guardian **have these relationships checked:** Lives with (if applicable), Contact Allowed, Educational Rights, Mailings Allowed and Release To. If this is not the case, you will be required to provide legal documentation. Non-legal guardians such as stepparents, same sex partners, aunts, uncle's grandparents etc. will **have the following boxes checked:** Lives With and Contact Allowed. Educational Rights and Mailings Allowed will remain unchecked unless Custodial Parent(s) provide written documentation stating otherwise. Has Custody (for non legal guardians) will require legal documentation.

To provide necessary consent, please indicate whether your child may be **"Released To"** persons listed in the parent/guardian section who is not a legal guardian. In addition, you must give your consent to release your child to specified Emergency Contacts for regularly scheduled,

non-emergency situations such as after school care. You may consent by checking the “Release To” box in both the parent/guardian and Emergency Contacts Sections.

### **Accessing ParentVUE/Online Registration**

TSD9 parents/guardians can log on to ParentVUE/Online Registration using their ParentVUE account. Parent/guardians who need to create their ParentVUE account will need to obtain an activation key code by contacting the school.

### **For Help or Assistance**

For further help or assistance with online enrollment verification process, please contact your child’s [school](#) or the district student services office [weberc@tillamook.k12.or.us](mailto:weberc@tillamook.k12.or.us).