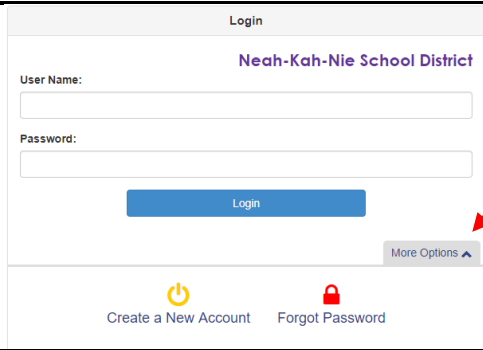
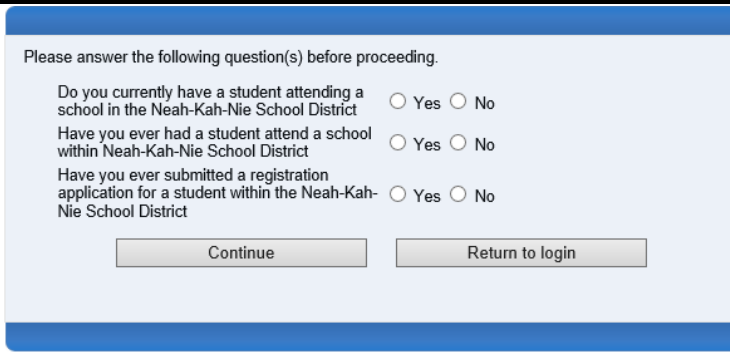
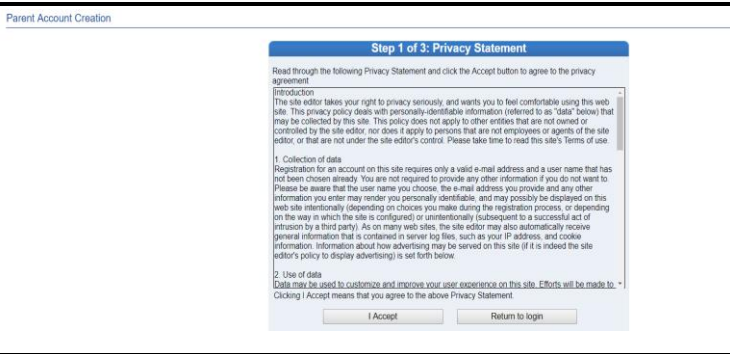





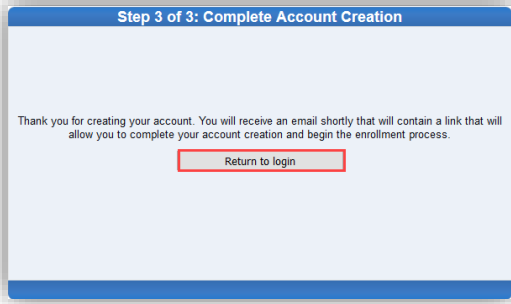
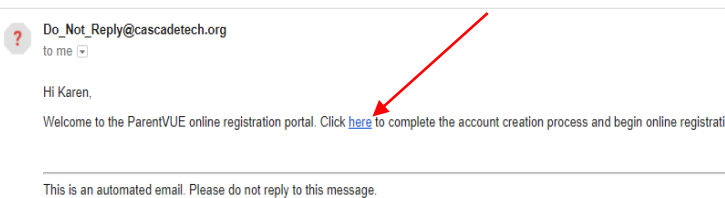

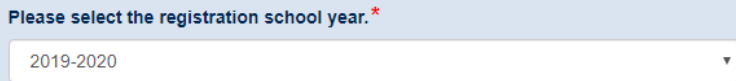
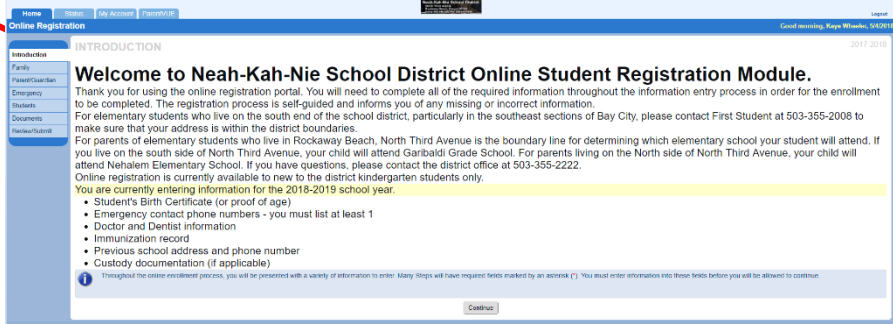
If you are a parent or guardian of a new student, you can enroll your child using

[https://parent-neahkahnie.cascadetech.org/neahkahnie/Login\\_Parent\\_OEN.aspx](https://parent-neahkahnie.cascadetech.org/neahkahnie/Login_Parent_OEN.aspx)

If you have questions not covered in this guide, please contact your school secretary.

<b>Go To</b>	<p>If you haven't already created a ParentVUE account, you'll need to do so by going to <a href="#">Neah-Kah-Nie School District Online Registration System</a></p> <p>Already have a ParentVue account but forgot your username or password? Please contact your child's school.</p>
<b>Create a New Parent Account</b>	<p>Under <b>Online Registration Account Access</b>, click on More Options and choose Create a New Account.</p> 
<b>Previous Registration Questionnaire</b>	<p>Please answer the following questions so that duplicate parent accounts are not created.</p> 
<b>Step 1 of 3 Privacy Statement</b>	<p>Review the ParentVUE Privacy Statement by using the scroll bar on the right-hand side.</p> <p>After reviewing, click on <b>I Accept</b> to continue with the Parent Account Creation process.</p> 
<b>Step 2 of 3 Parent Account</b>	<p>Enter your first name, last name and your email address in the appropriate fields.</p> <p>Note: Please avoid special characters except for hyphens and apostrophes (e.g. ñ, ö, etc.).</p> <p>Enter the system generated code and click.</p> <p><b>Continue to Step 3.</b></p> 



<p><b>Step 3 of 3 Account Creation</b></p>	<p>Click <b>Return to login</b> to complete the account creation process.</p> <p>Login to your email to retrieve the ParentVUE Registration email.</p>	
<p><b>Email Link</b></p>	<p>Locate the ParentVUE Registration email from the Neah-Kah-Nie School District. If you do not see the email in your inbox, please check your junk folder and search for <a href="mailto:no_reply@cascadetech.org">no_reply@cascadetech.org</a>. Click on the hyperlinked '<a href="#">here</a>' to begin the online registration process.</p>	
<p><b>Create Password</b></p>	<p>Your email address will be used as the default for User ID, but you may change this to anything you'd like.</p> <p>Enter and confirm your password (minimum of 6 characters).</p> <p>Click <b>Save and Continue</b>.</p>	
<p><b>Registration School Year</b></p>	<p>After logging into Online Registration, select the correct <b>Registration School Year</b> and begin New Registration</p>	
<p><b>Introduction</b></p>	<p>Click <b>Continue</b> after reading the welcome message on the screen.</p>	



### Helpful Hints and To Resume Registration

The process of registering your child online is a comprehensive one. Once you have gathered pertinent information (immunization records, previous school contact information, birth certificate, etc.), 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.

### Percent of Completion Bar

### Resume Registration

Then...

### Schools Open for Enrollment

This screen shows what grades and schools are open for enrollment.

Click **Continue**.

### Student Summary

This screen shows student summary information only,

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 first field. You can then select your address from the populated list. Or, you can type in the details individually. The individual fields will auto populate based upon your selection.

Click **Save and Continue**.

### Family Mail Address

If your mailing address is the same as your home address check that box and click **Save and Continue**.  
If your mailing address is different from your home address, enter that address in the correct fields.  
The individual fields will auto populate based upon your selection.

If you have a Post Office Box, you must check that box before entering any information. (The Street Number is where you enter your P.O. Box # only.)  
A green checkmark will display once your home address has been validated.

Click **Save and Continue**.

Or...

### Parent/Guardian

Your status is In Progress until all steps are completed. Click In Progress button to go to first Parent/Guardian screen.

Click **Save and Continue**.

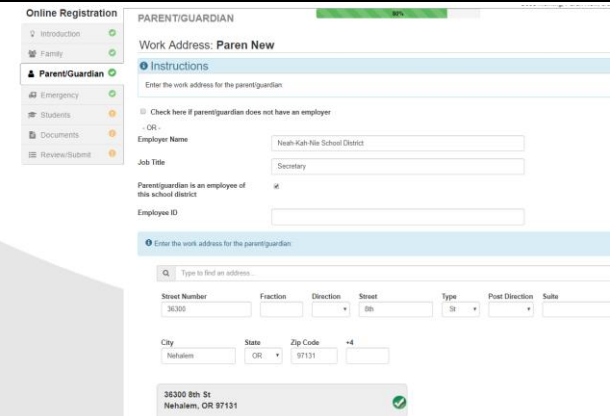
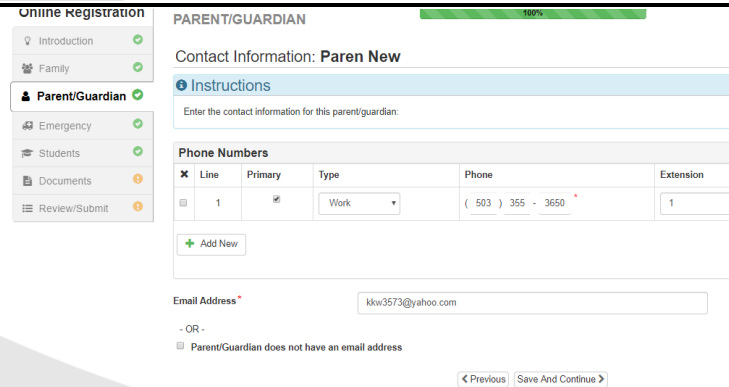
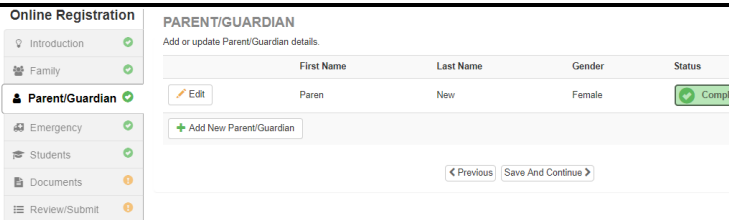
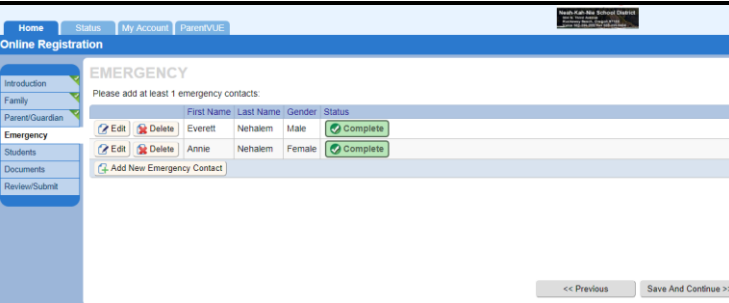
### Parent / Guardian Step 1 of 3

Enter required information (\*) for Enrolling Parent. For new enrollments, once the enrolling parent info is complete, click **Add New** to add any Military Status details.

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*



	<p>accepted by the school. After which, the other parent can review and make edits to the student information.</p>	
<b>Work Address</b> Step 2 of 3	<p>Enter Parent/Guardian work address details.</p> <p>Click <b>Save and Continue</b>.</p>	
<b>Contact Information</b> Step 3 of 3	<p>Enter your home phone number (required), cell/mobile (can be same as home) and work phone number with extension if applicable.</p> <p>The email address you used to create the parent account will automatically display in the Email Address field. <b>You must designate which phone is primary.</b></p> <p>Click <b>Save and continue</b>.</p>	
<b>Add New Parent / Guardian</b>	<p>Click on Add New Parent/guardian as needed by clicking on <b>Add New Parent/Guardian</b>.</p> <p>Click on <b>Save and Continue</b> when each parent/guardian has been added.</p>	
<b>Emergency</b>	<p>Any parent or guardian already entered are automatically added as an emergency contact. If we cannot reach the parents, please add at least one local Emergency Contact in case of emergency and one non-local (residing at least 100 miles away) Emergency Contact in case of a natural disaster (such as an earthquake) occurs during the school day.</p> <p>Click <b>Add New Emergency Contact</b></p> <p>Click <b>Save and Continue</b></p>	



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 home, mobile and work phone  
numbers for the added Emergency  
Contact.

Click **Save and Continue**.

Add Additional  
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 Neah-Kah-Nie SD  
school, they will display in the **Students  
to exclude from** section. You can only  
view their enrollment information.  
Please contact their school(s) 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**

**Student  
Contact  
Information**

Enter any additional phone numbers for your child. If none, check the box Student has no phone numbers.  
Click **Save and Continue**

**Birth  
Information**

Select your child's birth country, state and enter birth place.  
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. Or you can choose to bring in documents during your visit to the enrolling school before the first day of school.

If your child was born outside the US or Puerto Rico, additional fields will display when the country is selected.  
Enter the entry date the child entered the U.S. and the date of their first attendance in a U.S. school.

Click **Save and Continue**.

If outside the US...



Emergency  
Closure Plan

Please indicate how your child should be transported in the event of a transportation emergency. The school is unable to call all parents in the event that it becomes necessary to close school in the middle of the day.

Click Save and Continue.

Online Registration

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

DEMOGRAPHICS

17%

Emergency Closure Plan: Student New

Instructions

Parent,  
To update or edit your child's emergency closure note or details, please contact the school office.

Please select the authorized pickup or destination, in the event of an Emergency Closure:

Emergency Closure Plan:

School Bus Home, get in house

Emergency Closure Note:

< Previous Save And Continue >

McKinney-  
Vento

This question is regarding your family's living situation. If you answered YES to any of the questions, please provide details of where your child is staying at night.

Click Save and Continue.

Online Registration

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

DEMOGRAPHICS

21%

McKinney-Vento: Student New

Instructions

Are you and/or your family in any of the following situations?  
Student is staying with friends or couch surfing and not living with parent/guardian?  
Staying in a shelter or transitional housing  
Sharing housing with others due to loss of housing, money difficulties or similar reason?  
Living in a car, park, campground, RV, public space, abandoned building, or housing not appropriate for your family?  
Temporarily living in a motel or hotel??

If you have answered YES to any of the above situations, please answer YES to the question below.

Is the student homeless? \* ☐ No ☒ Yes

Presently, where does the student stay at night? \*  
☐ Doubled up  
☐ Hotel/Motel  
☐ Shelter or Transitional Housing  
☐ Unaccompanied Youth  
☐ Unsheltered (vehicle or camp ground)

Ethnicity Info

Select the applicable ethnicity (Non-Hispanic or Hispanic) and race for your child.

Click Save and Continue.

Online Registration

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

ETHNICITY & RACE

30%

Ethnicity: Student New

Instructions

Provide the following information about the student's ethnicity:

Select One \*

Non-Hispanic

Provide the following information about the student's race: \*

☐ American Indian / Alaskan Native ☐ Asian  
☐ Black / African American ☐ Native Hawaiian / Other Pacific Islander  
☒ White

< Previous Save And Continue >

Indian  
Education

Check the box if the student, a parent, or a grandparent is a member of a US federally recognized American Indian tribe. If yes, please select tribal community from the drop down menu.

Click Save and Continue.

Online Registration

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

ETHNICITY & RACE

34%

Indian Education: Student New

Instructions

Provide the following information about the student's ethnicity:

Indian Education Program:

Check the box below if the student, a parent, or a grandparent is a member of a US federally recognized American Indian tribe.

Indian Education ☒

If yes, please fill in tribe name:

Tribal Community

AK Native





### Parent/ Guardian Relationships

Indicate the relationship of the parent(s)/guardian(s) that were 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.**

*Note: Special custody and legal restrictions require a copy of the legal documentation to be provided to the school.*

### Emergency Contact Relationships

For each Emergency Contact, indicate the relationship to your child and check box for Release To. If No relationship is checked, your child will NOT be released to this person.

**Click Save and Continue.**

### Emergency Contact Relationship

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. A relationship choice must be selected if they are allowed to pick your child up from school AND the Release To box is checked.

**Click Save and Continue**

### Emergency Contact Order

Assign the call order by clicking on the contact, holding down the mouse and dragging to the desired call sequence. It's recommended that your Emergency Contact for Natural Disasters should be ordered last.

**Click Save and Continue.**



<b>Policies</b>	<p>Parent Student Handbook. ALL polices must be viewed before checking the agreement box. By downloading and opening the Student/Parent Handbook, you acknowledging that you have read the handbook. If you have questions, please contact the building secretary.</p> <p><b>Click Save and Continue.</b></p>	
<b>Information Release</b>	<p>Select the required release information for your student.</p> <p><b>Click Save and Continue</b></p>	
<b>Health Info</b>	<p>Enter your child's physician name, phone number and preferred hospital.</p> <p><b>Click Save and Continue.</b></p>	
<b>Health Conditions</b>	<p>The Neah-Kah-Nie School District has nurses who oversee the schools. Click <b>Add New Condition</b> to inform the school and school nurse of your child's health condition(s) and indicate whether it's a life-threatening condition. If none, check <b>Student has no health conditions</b> box.</p> <p><b>Click Save and Continue.</b></p>	



**Immunizations Steps**

Enter all dates for your child's immunizations.

Additionally, the Oregon Certificate of Immunization Status (CIS) form is a required form for enrollment. This form will be given to you with additional required paperwork.

**Click Save and Continue.**

**Dental Screening**

Enter state required dental screening information (7 years of age and younger)

**Click Save and Continue.**

**Discipline History**

Enter any needed suspension or expulsion information for your child.

**Click Save and Continue.**

**Home Language Survey**

Enter your child's first language and the language spoken at home by both the student and adult.

Any language other than English will determine a review of your child's English proficiency.

**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(s). **Yes** selections will expand additional required questions pertaining to Talented and Gifted programs, Speech/Hearing/Language services, 504 plans and Special Education.

**Click Save and Continue.**

### Previous Schools Attended

To provide a background on your child's academic history, enter the name of the previous school(s) your child attended along with city/state, last grade attended and school contact number.

**Click Save and Continue.**

### Transportation

To enter the primary person picking up or dropping off your child, first click on Student Bus Transportation Needed. You can then enter specific details.

Our bus transportation company will require a paper form where additional people and contact information can be added.

**Click Save and Continue.**



## School Selection

Based on your home address, the name of your child's attendance boundary school will display when you click on the drop-down arrow in the School Selection field.

Once the school is selected, the school's address along with the route from your home address to your child's school will display.

Click Save and Continue.

## Add Another New Student

To enroll another new student, click on **Add New Student** and complete the necessary information.

Click Save and Continue.

## Document Uploads

Upload required documents by selecting document type, clicking on **Choose File** to browse for the file on your computer and click **Upload**.

You can capture documents by taking a picture of the paperwork with your smartphone/tablet and email the image file to yourself. There are also several, no-cost PDF Scanner apps available through the [Apple App Store](#) and [Google Play Store](#).

You can also select to bring in the hard copy to the school instead. Save and Continue

## Review / Submit

Before submitting your child's enrollment, click **Review** to review the entered information. Click Return at the bottom of the screen when done. If you need to make changes, select the correct tab and go back in and make edits. Once



submitted, you will need to contact the school to make any changes to your child's enrollment information.

Then Click Submit.

You can print the information by clicking on the **Print** icon in the top left hand corner. After reviewing, click **Done**.

A confirmation screen will display.

Click **OK**.

The last screen will display a message of the successful submission of your online registration.

#### Confirm

Pressing OK will submit the student registration information for the 2019-2020 school year. From this point on you will not be able to make any further changes to the registration information in this portal; however, you may return to Online Enrollment to check the status of your submission.

OK

Cancel

#### 2019-2020 Registration

Status

REGISTRATION SUCCESSFUL! Thank you for using the Neah-Kah-Nie School District online registration portal to register your child/children. We hope you found this process easy to use. Once school secretaries have reviewed and accepted your child's/children's registration you will receive a followup email letting you know that your registration has been accepted. Once you have received the acceptance email please contact the school secretaries for further information. Thank you and have a wonderful school year. Neah-Kah-Nie School District

The status of your registration(s) that are in progress can be found on the status page

### 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 during the online registration process. You will also need to complete additional, school-specific forms. In addition, your child will receive class assignments and other information to ensure a smooth start.

### Waiting

#### Online Registration

2019-2020

Review Submitted: 8/9/2019 9:01 AM

Status	Last Name	First Name	Grade	School Name
Waiting	New	Student	KG	Nehalem Elementary School: Waiting

### Accepted

Home Status My Account ParentVUE

Online Registration

#### Status of Recent Registration Activity

2017-2018

Review Submitted: 5/1/2018 1:04 PM

Status	Last Name	First Name	Grade	School Name	Comments
Accepted	Wheeler	Veronica	01	Nehalem Elementary School: Accepted	

You will be entering information for the school year of 2017-2018

### Status Email

You will receive an email confirming the submission of your application. Once the school has reviewed and accepted it, you 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 [no\\_reply@cascadetech.org](mailto:no_reply@cascadetech.org)

Online Registration - Accepted | Inbox x

Do\_Not\_Reply@cascadetech.org  
to me

Your student's online registration has been accepted.

Click here to Reply or Forward

0 GB (0%) of 15 GB used  
Manage

will





**My Account  
Tab**

The My Account tab displays your Account Access History.  
To change your ParentVUE password, click on the Change Password link.

Enter the **Current Password**.  
Then enter the **New Password**.  
Enter the new password again to **Confirm New Password**.

**Click Update Account.**

**Parent-VUE**

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.

Click on **I am a parent >>**

**Parent-VUE  
Login**

Use the same User ID and password you created for Online Registration to log in to ParentVUE.  
If you forgot your login information, click on **Forgot your password? Click here** to reset your password.  
Enter the email address on file to initiate the reset email.

**Contact**

Thank you for enrolling your child or verifying your child's enrollment information through Online Registration.

Please contact the enrolling [Neah-Kah-Nie School District Website](https://www.neahkahnie.org/) if you need any assistance with your child's online enrollment.