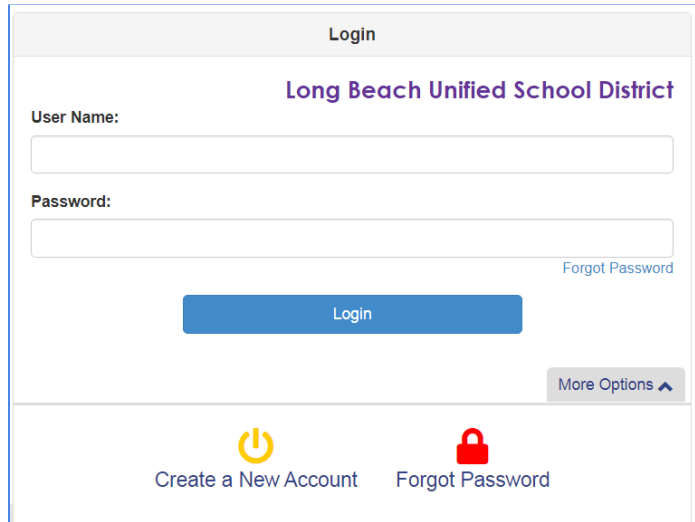


How to Complete the Online Registration Summer School Application For Parents - High School

Step 1: Navigate to <https://parentlbsd.lbschools.net/enrollment>

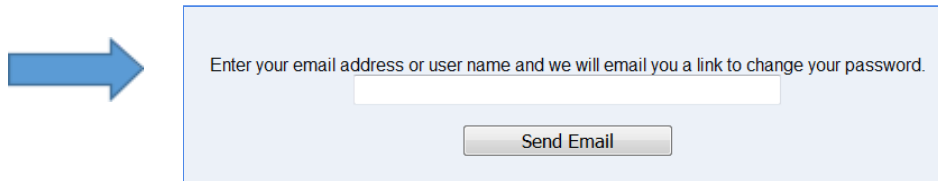
Step 2: Log in using your ParentVUE User Name and Password. **Do not** create a new account. All LBUSD parents have an existing account. If you need assistance, please contact your child's school site for information.

If you have ever had a student in LBUSD (current or previous), you will use the ParentVUE login that is associated with that student (if you do not know the login to that ParentVUE account, please contact your child's school).

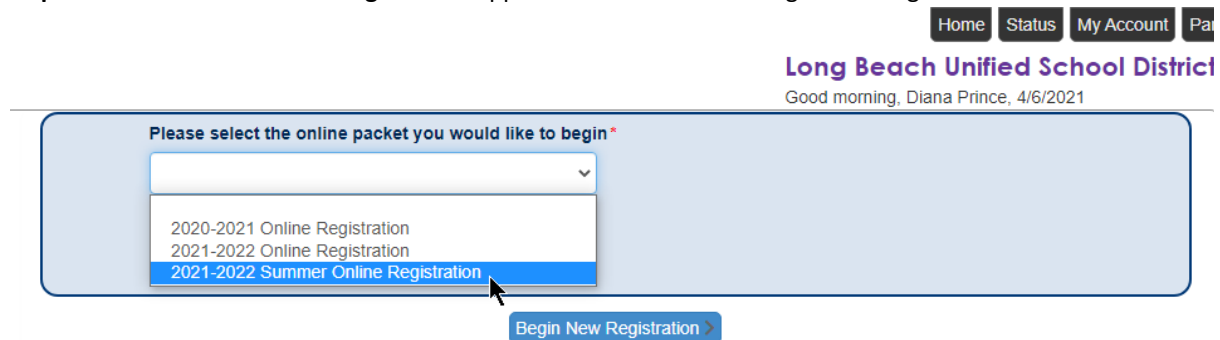


If you forgot your ParentVUE User Name or Password, click on the "Forgot Password" icon.

Next, enter the email address you used to set up the ParentVUE account. If you don't remember the email address that you used, or you no longer use that email, contact your child's school to have it changed.



Step 3: Select **Summer Online Registration** application and then click Begin New Registration.



Step 4: Read the introduction and click "Continue".

The screenshot shows the 'Welcome' page of the online registration system. At the top right, there are navigation links: Home, Status, My Account, Parent/VUE, and Logout. Below these is the 'Long Beach Unified School District' logo and the text 'Good morning, Diana Prince, 4/6/2021'. The main header reads 'INTRODUCTION 2021-2022 Summer'. On the left, a sidebar menu includes 'Introduction' (selected), Family, Parent/Guardian, Emergency, Students, Review/Submit, and Delete Registration. The main content area has a 'Welcome' heading and an 'Information' section with two paragraphs of text. A 'Continue' button is located at the bottom right of the information section.

Step 5: A list of all students connected to your account will display. Click "Save and Continue".

The screenshot shows the 'Student Summary' page. The top navigation and header are identical to the previous screenshot. The sidebar menu is the same. The main content area has a 'Student Summary' heading and an 'Information' section with a text input field. Below this is a table with columns: First Name, Last Name, Grade, School Year, School, and Status. The table contains three rows of student data. A 'Save And Continue' button is at the bottom center.

First Name	Last Name	Grade	School Year	School	Status
Lizbeth	Prince	2021		Poly High School	You will be updating information for Lizbeth Aguilar Sandoval
Isaac	Prince	2020		Oropeza Elementary	This student is excluded due to their grade level
Ben	Prince				The student has completed the 12th grade. Students that require additional credits can contact the last school attended for additional information.

Step 6: Type your name as it appears in the upper right corner in the Electronic Signature box. Click "Save and Continue".

The screenshot shows the 'Signature' page. The top navigation and header are identical to the previous screenshots. The sidebar menu is the same. The main content area has a 'Signature' heading and a text input field. Below this is a blue box containing a paragraph of text and a text input field with the name 'Diana Prince'. A 'Save And Continue' button is at the bottom center. A red arrow points to the 'Parent/VUE' link in the top navigation bar.

Step 7: Home Address. If you currently, or previously had a student in LBUSD, your information will automatically populate. If you would like to make changes, click on the box and enter changes. Click "Save and Continue" when finished.

Long Beach Unified School District
Good morning, Diana Prince, 4/6/2021

Online Registration

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

Delete Registration

FAMILY 33% **2021-2022 Summer**

Home Address

Check here if your address has changed.

Address as entered from above:

419 Disney Way
LONG BEACH, CA 90813

[Save And Continue >](#)

Step 8: Mail Address. If you would like your mail to go to an address other than your home, complete this section. If you would like your mail and home address to be the same, check the box. Click "Save and Continue" when finished.

Long Beach Unified School District
Good morning, Diana Prince, 4/6/2021

Online Registration

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

Delete Registration

FAMILY 100% **2021-2022 Summer**

Mail Address

Mail address is the same as home address

- OR -

Type to find an address...

Is PO Box **Street Number*** **Fraction** **Direction** **Street***

Street Type **Post Direction** **Unit Type** **Unit Number**

City* **State*** **Zip Code*** **+4**

[< Previous](#) [Save And Continue >](#)

Step 9: Parent/Guardian. If you have students currently, this information will automatically populate. You can make edits if needed.

Long Beach Unified School District
Good morning, Diana Prince, 4/6/2021

Online Registration

- Introduction ✓
- Family ✓
- Parent/Guardian**
- Emergency
- Students
- Review/Submit
- Delete Registration

PARENT/GUARDIAN 33% 2021-2022 Summer

Demographics: Diana Prince

First Name: Diana

Middle Name:

Last Name: Prince

Gender: ▼

Education Level*: Decline to state or unknown ▼

Preferred language for written materials: ▼

419 Disney Way
LONG BEACH, CA 90813

◀ Previous Save And Continue ▶

Step 10: Military Status. Enter in military status as of the current date. If you are not on active duty or full time National Guard, select today's date and select **N - Not Military**.

Long Beach Unified School District
Good morning, Diana Prince, 4/6/2021

Online Registration

- Introduction ✓
- Family ✓
- Parent/Guardian** !
- Emergency
- Students
- Review/Submit
- Delete Registration

PARENT/GUARDIAN 100% 2021-2022 Summer

Military Status: Diana Prince

Military Status

✕	Line	Start Date	Military Service	End Date
<input type="checkbox"/>	1	MM/DD/YYYY 📅	▼	MM/DD/YYYY 📅

+ Add New

◀ Previous Save And Continue ▶

You can edit parent information if both parents live in the same residence.

Long Beach Unified School District
Good morning, Diana Prince, 4/6/2021

Online Registration

- Introduction ✓
- Family ✓
- Parent/Guardian** !
- Emergency
- Students
- Review/Submit
- Delete Registration

PARENT/GUARDIAN
Add or update Parent/Guardian details.

	First Name	Last Name	Gender	Status
✏ Edit parent Info	Diana	Prince		✓ Complete
✏ Edit parent Info ✕ Remove parent	Steve	Trevor		! In Progress
	Keith	Griggs		✓ Complete

+ Add New Parent/Guardian

◀ Previous Save And Continue ▶

Status must show "Complete" before moving on to the next page.

Step 11: Emergency Contacts. If you have students currently, this information will automatically populate. You can edit, delete, or add new emergency contacts by using the buttons below. At least 1 emergency contact needs to be added. There is a limit of 6 emergency contacts.

Long Beach Unified School District
Good morning, Diana Prince, 4/6/2021

Online Registration

- Introduction ✔
- Family ✔
- Parent/Guardian ✔
- Emergency**
- Students
- Review/Submit
- Delete Registration

EMERGENCY 2021-2022 Summer

Please add at least 1 emergency contact. If you already have an emergency contact, please verify by clicking on the Edit button.:

	First Name	Last Name	Gender	Status
Edit Info Remove	Laura	Smith		✔ Complete
Edit Info Remove	Luis	Smith		
Edit Info Remove	Dora	Explorer		

Status must show "Complete" before moving on to the next page.

[< Previous](#) [Save And Continue >](#)

Step 12: Students. There are 2 sections on this page: *Students to enroll* and *Students to exclude from Summer*. To enroll a student for summer school, click on the **Enroll** button next to the student name. If there is not a button next to the student name, the student is not eligible for high school summer classes.

Long Beach Unified School District
Good morning, Diana Prince, 4/6/2021

Online Registration.

- Introduction ✔
- Family ✔
- Parent/Guardian ✔
- Emergency ✔
- Students**
- Review/Submit
- Delete Registration

STUDENTS 2021-2022 Summer

This application should only be used for new enrollments to LBUSD. All returning students will be automatically enrolled for the next school year. Only complete this application if you have a new student to LBUSD.

Students to enroll in 2021-2022 Summer

First Name	Last Name	Gender	Grade	Status
To enroll a student, click on the Enroll button below.				

Students to exclude from 2021-2022 Summer

First Name	Last Name	Gender	Grade	Reason
Isaac	Prince	Male		This student is excluded due to their grade level
Ben	Prince	Female		The student has completed the 12th grade. Students that require additional credits can contact the last school attended for additional information.
	Lizbeth	Prince	Female	This student is not actively enrolled in the district for this year. Click the include button to add this student to the registration.

✔ Enroll
[< Previous](#) [Save And Continue >](#)

Once the student is added, click on the **Edit student info** button.

STUDENTS

2021-2022 Summer

This application should only be used for new enrollments to LBUSD. All returning students will be automatically enrolled for the next school year. Only complete this application if you have a new student to LBUSD.

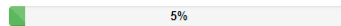
Students to enroll in 2021-2022 Summer

	First Name	Last Name	Gender	Grade	Status
Edit student info	Lizbeth	Prince	Female		In Progress
Do not enroll student					

To enroll a student, click on the Enroll button below.

Students to exclude from 2021-2022 Summer

ENROLLMENT SURVEY



2021-2022 Summer

Type of Instruction: **New Student**

Instructions

Please enter your preferred method of instruction.

Type of Instruction

For summer 2021-2022 school year, all students will be enrolled for in-person instruction. If you are opting to select online APEX, please enter in your reason below in the comments for a counselor to review.

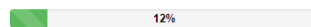
Reason for online request:

< Previous

Save And Continue >

Select next year's grade level, then click **Save and Continue**.

DEMOGRAPHICS



2021-2022 Summer

Demographics:

Perm ID

First Name

Middle Name

No Middle Name

Last Name

Suffix

Gender

Birth Date

Entering Grade (Select 00 for Kinder, TK for Transitional Kindergarten). For summer school enter next year's grade level. *

Primary Address *

Home Address

Mail Address

< Previous

Save And Continue >

This section is for the student's information, not the parent's. If the student does not have their own cell phone or email, check the "Student has no phone number" or leave the Student Personal Email blank. Personal emails are used for post graduation surveys.

Contact Information:

Instructions

By opting into Text Communication, students may receive text notifications from the school district in cases of emergencies, announcements, and post-secondary survey. Student personal emails are used six months after graduation to survey students as required by the state of California.

Student has no phone numbers.

Phone Numbers									
✕	Line	Primary	Type	Phone	Extension	Not Listed	Phone Communication	Text Communication	
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Cell	(562) 555 - 1234		<input type="checkbox"/>	No	No	
<input type="checkbox"/>	2	<input type="checkbox"/>	Cell	(562) 555 - 1234		<input type="checkbox"/>	Yes	No	
<input type="checkbox"/>	3	<input type="checkbox"/>	Cell	(818) 555 - 1234		<input type="checkbox"/>	Yes	No	

[+ Add New](#)

Student Personal Email

[< Previous](#)
[Save And Continue >](#)

Opt out of military info release

Opt out of directory information

I hereby understand and acknowledge my child's participation in the LBUSD media publications (including but not limited to school/district videos, photos for display and/or other school/district publications). If you prefer to opt out of media publications, please indicate here.

Opt out of media

The California Healthy School Act of 2000 is a right-to-know law that allows parents/guardians/staff to request to be notified when pesticides are applied at public schools and child care centers. The law encourages the adoption of effective, lower risk pest management practices, also known as Integrated Pest Management (IPM). If you wish to be notified when pesticides are applied, please indicate below. This can be updated anytime through PVUE.

Pesticide Notification

[< Previous](#)
[Save And Continue >](#)

Indicate the Relationship for each Emergency Contact.

Emergency Contact Relationships: Sally Smith

Instructions

Indicate the relationship each emergency contact has with the student. Later, you will be asked to indicate your call order preference for all contacts.

Associate at least 1 contacts and at most 10.

Relationship	First Name	Last Name	Gender	Release To
<input type="text" value="Grand-Mother"/>	Susan	Smith	F	<input checked="" type="checkbox"/>
- OR -				
<input type="checkbox"/> No Relationship				

[< Previous](#)
[Save And Continue >](#)

Put the emergency contacts in preferred order by dragging and dropping.

RELATIONSHIPS 75%

Emergency Contact Order:

Instructions

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

- 1 Diana Prince (Mother)
- 2 Steve Trevor (Father)
- 3 Dora Trevor (Grand-Mother)

[< Previous](#)
[Save And Continue >](#)

After all information is entered, click on the **Review** button to view the application prior to submitting.

Online Registration

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

REVIEW/SUBMIT

[Review](#)

Review allows you to confirm all data entered during the Registration process to ensure accuracy. When complete, press Submit

Status	Student	Grade Level	School Selection
Ready To Submit		12	1. Woodrow Wilson High School

[Previous](#) [Review](#)

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

[Previous](#) [Submit](#)

Click “OK” on the Confirmation message.

Confirm

Pressing OK will submit the student Registration information for the 2021-2022 Summer 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 Registration to check the status of your submission.

[OK](#) [Cancel](#)

The application has now been submitted!

Check the status of the application at any time by logging back into your account.

The status will display as “Waiting” until the school accepts the application.

Once the application is accepted, the status will change to “Accepted” and the student should report to school on the first day.

Status of Recent Registration Activity

2021-2022 Summer Online Registration

[Review](#) Submitted: 4/6/2021 12:13 PM

Status	Last Name	First Name	Grade	School Name
			12	Woodrow Wilson High School: Accepted