KG-12 Online Registration

Notes:

- Click View in the above tool bar
- Select Show Document Outline to view the table of contents on the left
- To view the table of contents on a mobile device, click the three dots in the top right corner and select Document Outline.

Login Screen

1. Go to https://in-wts.edupoint.com/PXP2_OEN_Login.aspx

2. Log into Parentvue
   a. Existing/Returning Warren parents: Enter your username and password and click Login. If you never activated your account, contact the school to get your activation code.
   b. New to Warren parents, click Create Account/Forgot Password to create your account. Once you have entered the information, you will receive an email that you will need to access to finish the creation process.

Introduction

3. Welcome screen. Read through and click Continue at the bottom.

4. Electronic Signature. Type in your name. It must match exactly the way you typed it when you created your account. If you don't remember what you typed, it is located in the top right corner of your screen. Click Save and Continue.

Family

5. Enter your home address. All fields with an red * are required. When you are finished, click Save and Continue.

6. Enter your mailing address. If it is the same as your home address, click the box that says "Mail address is the same as home address." Click Save and Continue when you are finished.

Mail Address

ℹ **Instructions**

All new and returning students with a change of address order for the address to be updated.

☐ Mail address is the same as home address

- OR -

🔍 Type to find an address…

Parent/Guardian

7. Click Edit to enter the enrolling parent/guardian's information.

8. Fill in the information. All fields with a red * are required. Click Save and Continue when finished.

9. Contact information. Enter phone numbers where this contact can be reached. Click the box next to the one that will be the primary contact number. Enter an email address. Click Save and Continue when finished.

Contact Information: **Enrolling Parent**

Phone Numbers

✖	Line	Primary	Type	Phone	Ex
☐	1	☑	Cell	(317) 555 - 1234 *	
☐	2	☐	Work	(317) 555 - 7895 *	

10. Migrant Education Program Work Survey. Answer the two questions below and click Save and Continue. Depending on the answers to those questions, the next screen may ask you more questions about Migrant Work.

11. After the Migrant Work questions, you will return to the main screen for Parent/Guardian. If you need to add an additional parent, click Add New Parent/Guardian. You will then answer the same questions for that parent. Once all Parents/Guardians have been added, click Save and Continue.

PARENT/GUARDIAN

Add or update Parent/Guardian details.

First Name

| ✏ Edit | Enrolling |

+ Add New Parent/Guardian

Emergency

12. Emergency Contacts. If you have someone to add as an emergency contact that is not one of the parent/guardians for this child, click Add New Emergency Contact. If you do not have any emergency contacts to add, click the box to

indicate you do not have any to add. When finished, click Save and Continue.

EMERGENCY

Add emergency contacts (optional):

First Name	Last Name

+ Add New Emergency Contact

☐ Decline to specify any Emergency Contacts

Students

13. On the Students screen, you will add any students who will attend. If you have students who have attended Warren Township School in the past, their name will be listed below and you can activate that student. When you start adding a new student, you will be prompted to answer a series of questions. At the bottom of the screen click Save and Continue once all fields with a red * have been answered.

Demographics: **New Student**

First Name *

Middle Name *

No Middle Name ☐

Last Name *

14. Additional Information. Answer the following questions and click Save and Continue.

15. Military Information. Answer the two questions and click Save and Continue.

16. Student phone numbers. If your student has a cell phone number you would like to share, fill in the table below. If you do not want to share this information, click the box above the table. When finished, click Save and Continue.

DEMOGRAPHICS

Contact Information: **New Stu**

☐ **Student has no phone numbers.**

Phone Numbers		**OR**	
✗	**Line**	**Primary**	**Type**
☐	1	☐	⌄

+ Add New

17. McKinney-Vento questions. Depending on the answer to the question on the first screen, you may have a second page of questions after the first Save and Continue.

DEMOGRAPHICS

McKinney-Vento: **New Student**

Is the student homeless? *

◯ No
◯ Yes

18. Once you are finished with the McKinney-Vento questions, it takes you to ParentGuardian Relationships. Select an option as to how the student is related to the adult. Then, check all boxes that apply to that student in relation to that parent. Click Save and Continue when you are finished.

	First Name	Last Name	Gender	Lives With	Contact Allowed
Relationship					
	Enrolling	Parent		☐	☐

Scroll over for more boxes.

19. Emergency Contact Relationships. Do the same for the emergency contacts as you did with the parent/guardians to indecent type of relationship to the student. Save and Continue when finished.

20. Emergency Contact Order. Here you can drag and drop the names of the emergency contacts in the order in which you want them to be contacted. Click Save and Continue when finished.

21. Ethnicity. Select an option from the drop down menu and select a box below. Click Save and Continue when finished.

22. Residency Questionnaire. Select an answer from each drop down menu. If a question does not apply to your situation, please select Not Applicable. When finished, click Save and Continue. These questions continue onto the next screen. Click Save and Continue again to complete this section.

Presently, where does the student stay at night?

House: *	Owned by parent/guardian.
Apartment: *	

Doubled Up: Sharing the house of other persons due to loss of housing, economic hardship, or a similar reason *

Leased by parent/guardian
Leased by family member or
Not Applicable

23. Language Survey. Answer the two questions from the drop down menus. Click Save and Continue when finished. Depending on the answers to those

questions, you may have additional questions on the next screen to complete as well. Click Save and Continue when finished.

24. Previous Schools Attended. Fill in the table as needed. Click Save and Continue when finished.

Please provide previous school attended information for the past

School Name	City	State	Count

25. Special Services. Read and answer the questions. When finished, click Save and Continue.

26. Discipline History. Answer the two questions below and click Save and Continue.

27. Medical Information. Any fields with a red * are required. Once all questions have been answered, click Save and Continue.

28. Medications. If your child does not take any medications, click the box at the top of the screen indicating so. If your child does take medications, click Add New School Medication and fill out the information. If you have more than one, continue to click Add New School Medication as needed. Once you are finished, click Save and Continue.

Medications: **New Student**

☐ **Student has no medication**

- OR -

List any medications t

Medication Name	Dose	Freq

+ Add New School Medication

List any medications not listed above or provic

29. Health Conditions. If your child does not have any health conditions, click the box at the top of the screen indicating so. If your child does have a health condition, click Add New Condition and fill out the information. If you have more than one, continue to click Add New Condition as needed. Once you are finished, click Save and Continue.

Health Conditions: **New S**

☐ **Student has no health conditions**

- OR -

Health Condition

+ Add New Condition

30. Community Clinic Services. Please read the statement on the screen and select your response from the drop down menu. When finished, click Save and Continue.

31. Community Privacy Practices. Please read the statement on the screen and select your responses from the drop down menus. When finished, click Save and Continue.

32. Transportation. Read and answer the question at the top. If the student isn't going home their normal way, in the boxes below please provide the name and information about the person who will be responsible for getting them home. When finished, click Save and Continue.

33. School Selection. Please select the school that your student will be attending.

34. Free and Reduced Lunch. Please read the information below and click on any links that may apply to you. Click Save and Continue when finished.

35. Dress Code Policy. Please read the information below and click Save and Continue when finished.

36. Home Internet Access. Select your answers from the drop down menus and click Save and Continue when finished.

37. Students. You are now finished with all screens for that student. If you need to add another student, click Add New Student and continue through the same process as above. Once all students have been completed, click Save and Continue.

Documents

38. Documents. In each section on this page, you will be given the option to upload the documents or click the box indicating you will physically deliver the documents to the school. Any section with a red * is required. When finished, click Save and Continue.

Family

Primary Home Address Verification:

☐ I will deliver a hard copy to the school instead

OR   Document Type *

Select document *
Upload

Review/Submit

39. Once you have completed all of the information in all sections, you can choose to review your registration and then click Submit. Once the registration is reviewed by the school, someone at the school will contact you.