



Parent Online Enrollment – New Students

The instructions below will guide you in registering your student into Rochester Community Schools. We recommend having all of the documents listed on the student enrollment website (https://www.rochester.k12.mi.us/about-us/departments/dept-enrollment/online-registration#Req_Enrollment_Docs) ready prior to proceeding with this process as one of the final steps will be uploading these documents. For support questions, email rcsvuehelp@rochester.k12.mi.us.

1. To enroll your student in Rochester Community Schools using **Online Registration**, go to the following website: https://rcsvue.rochester.k12.mi.us/PXP2_OEN_Login.aspx.

If you have one or more students currently enrolled in Rochester Community Schools, login using your existing ParentVUE user ID and password.

If you **do not** have a student currently enrolled in Rochester Community Schools, click the “More Options” button and select “Create a New Account.” Follow the prompts to create a new ParentVUE account.

The screenshot shows the ParentVUE Login page. At the top, it says "Login" and "Rochester Community Schools". Below this are fields for "User Name:" and "Password:". There is a "Forgot Password" link next to the password field. A blue "Login" button is centered below the fields. At the bottom right, there is a "More Options" button with an upward arrow. Below the login section, there are two links: "Create a New Account" with a power icon and "Forgot Password" with a lock icon.

2. Select 2020-21 from the **Please select the registration school year** drop down and click **Begin New Registration**.

The screenshot shows a dropdown menu for "Please select the registration school year.*". The dropdown is open, showing two options: "2019-2020" and "2020-2021". The "2020-2021" option is highlighted in blue. To the right of the dropdown is a "Begin New Registration" button with a right arrow.

3. Read the information on the screen, then click **Continue**.

Welcome

Information

Welcome to the Rochester Community Schools new student enrollment/emergency card update process.

Throughout the online enrollment process, you will be presented with a variety of information to enter. Many steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

Continue



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4. To complete the **Electronic Signature** indicating that you are the account owner and you are providing accurate information, type your name exactly as it is shown in the upper right corner of the screen. Click **Save and Continue**.

Please enter your first and last name below exactly as it appears in the upper right corner of this screen.

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

**Electronic
Signature***

Save And Continue >

5. If you are registering a student in RCS for the first time, enter your **Home Address** and **Mailing Address** as accurately as possible. If you had a ParentVUE account prior, please review your **Home Address** and **Mailing Address**. If any changes need to be made on these screens for existing users, follow the on-screen instructions for contacting Student Enrollment. Click **Save and Continue** on each screen.

Street Number*	Direction	Street*	Type
<input type="text" value="501"/>	<input type="text" value="W"/>	<input type="text" value="University"/>	<input type="text" value="Dr"/>

Post Direction	Apartment
<input type="text"/>	<input type="text"/>

City*	State*	Zip Code*	+4
<input type="text" value="Rochester"/>	<input type="text" value="MI"/>	<input type="text" value="48307"/>	<input type="text"/>

Address as entered from above:

501 W University Dr
Rochester, MI 48307

Save And Continue >

6. Enter/update your name as needed. Click **Save and Continue**.

First Name*	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Doe"/>

501 W University Dr
Rochester, MI 48307

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Save And Continue >



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7. Add/update your phone number(s) and email address, as needed. Click **Save and Continue**.

Phone Numbers					
✕	Line	Primary	Type	Phone	Extension
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Cell	(248) 111 - 1111 *	
<input type="checkbox"/>	2	<input type="checkbox"/>	Work	(586) 111 - 1111 *	

[+ Add New](#)

Email Address *

- OR -

☐ Parent/Guardian does not have an email address

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

8. To add additional parents/guardians, click the **Add New Parent/Guardian** button and repeat steps 6 – 7. Once all parents/guardians have been added, click the **Save and Continue** button.

	First Name	Last Name	Gender	Status
✎ Edit	John	Doe		✔ Complete
+ Add New Parent/Guardian				

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

9. Click on the **Edit** button to update the phone numbers for all Emergency Contacts for your students. Click on the **Delete** button to remove outdated or duplicate contacts. Click on the **Add New Emergency Contact** button to add new contacts. Click **Save and Continue** after reviewing/editing each screen.

NOTE: Add all **Emergency Contacts** for your family. You will assign the relationships to the students later in the process.

	First Name	Last Name	Gender	Status
✎ Edit ✕ Delete	Jane	Doe		✔ Complete
✎ Edit ✕ Delete	Jenny	Doe		✔ Complete
✎ Edit ✕ Delete	Jeff	Doe		✔ Complete
+ Add New Emergency Contact				

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



Parent Online Enrollment – New Students

Adding a New Contact (Screen 1)

First Name*

Last Name*

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

Adding a New Student (Screen 2)

Home Phone () -

Mobile Phone () -

Work Phone () -

Ext.

Other () -

Phone Type

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

10. Click **Save and Continue** when all statuses are **Complete**.

	First Name	Last Name	Gender	Status
Edit Delete	Jane	Doe		Complete
Edit Delete	Jenny	Doe		Complete
Edit Delete	Jeff	Doe		Complete
Edit Delete	James	Doe		Complete
+ Add New Emergency Contact				

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

11. Click **Add New Student** to add your new student.

Students to enroll in 2020-2021

First Name	Last Name	Gender	Grade	Status
+ Add New Student				



Parent Online Enrollment – New Students

12. Complete the **Waivers** and **Information Release** screens. Click **Save and Continue** on each screen.

Waivers Screen

posted on the District website, referenced above. We agree to be bound by amendments and, further agree, it is our responsibility to stay current on amendments by reviewing the District website or requesting new copies.

Selecting 'I have read and agree to the information above' from the drop down indicates consent and agreement with the information above.*

I have read and agree to the information above ▼

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Save And Continue >

Information Release Screen

STUDENT
DIRECTORY
INFORMATION NON-
DISCLOSURE

No Restrictions ▼


ACCEPTABLE
TECHNOLOGY USE
AGREEMENT

Student is authorized, by parent, to use the In ▼

< Previous

Save And Continue >

13. Add all pertinent information on the **Demographics** tab. Click **Save and Continue**. Note: you will only be able to select grade levels allowed based on your student's age. You must also select one primary address for your student.

First Name *	<input type="text" value="John"/>
Middle Name *	<input type="text"/>
No Middle Name	<input checked="" type="checkbox"/>
Last Name *	<input type="text" value="Doe"/>
Suffix	<input type="text" value="Jr."/>
Gender *	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Male"/>
Birth Date *	<input type="text" value="03/24/2015"/> 
Entering Grade *	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="K"/>
Primary Address *	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Doe, John"/>



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Home Address

501 W University Dr
Rochester, MI 48307

Mail Address

501 W University Dr
Rochester, MI 48307

Student Nickname

Grade Level Key

TK - Transitional Kindergarten

K - Kindergarten

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Save And Continue >

14. If you are enrolling a kindergarten student whose birthday requires an age waiver, you will see the **Age Waiver** screen. Select the approval option from the drop down and click **Save and Continue**.

My child will not be 5 years of age prior to September 1, 2020, but will be 5 years of age by December 1, 2020. This document shall serve as my written notification to the Rochester Community School District of our intent to enroll my child for kindergarten for the 2020-21 school year.

I approve of this statement ▼

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Save And Continue >

15. Complete the **Previous Enrollment** screen. Click **Save and Continue**.

Has this student ever attended Rochester Community Schools? (this does not include RCS paid pre-school)

No ▼

If you are enrolling your student in kindergarten or transitional kindergarten, did your child attend preschool?

Yes ▼

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Save And Continue >

16. Complete the **Additional Information** screen. Click **Save and Continue**. Note: Different options will appear depending on if birth country is US or non-US.

Student's birth
country *

United States of America ▼

Student's birth state *

MI: Michigan ▼

Student's birthplace
(city)

Rochester

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Save And Continue >



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17. Add student phone numbers as necessary on the **Contact Information** screen. Click **Save and Continue**.

Phone Numbers					
✕	Line	Primary	Type	Phone	Extension
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Cell	(111) 111 - 1111 *	
+ Add New					

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

18. Complete the **Ethnicity** screen. Click **Save and Continue**.

Is your student Hispanic? *

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

- ☐ Asian
- ☐ African-American
- ☐ Native American
- ☐ Pacific Islander
- ☒ White

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

19. Add **Health Conditions** as necessary. If your student has no health conditions, check the **Student has no health conditions** box. If this box is checked and you want to add health conditions, uncheck the box to see the **Add New Condition** button. Click **Save and Continue**.

☐ Student has no health conditions

- OR -

Health Condition		Comment
✕ Delete	<input type="text" value="Allergy - Bee/Insect"/>	<input type="text"/>
+ Add New Condition		

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



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20. Complete the **Parent/Guardian Relationship** screen. Be sure to check all relevant fields. If custody papers exist for any parents that have been added to the student's record, check the corresponding check box. This will allow you to upload said custody papers near the end of the process. Click **Save and Continue**.

Please check this box if custody papers are on file for any parents. You will be given an opportunity to upload custody papers later in this process.

☐

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Has Custody	ParentVUE	Mailings Allowed	Release To
Father	John	Doe		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

21. Complete the **Emergency Contact Relationships** screen. Mark the relationship each emergency contact has with the student. If you wish for one or more of the emergency contacts to not be associated with this student, select **No Relationship**. Once completed for all contacts, click **Save and Continue**.

Aunt	Jenny	Doe	<input type="checkbox"/> No Relationship
Grandfather	Jeff	Doe	<input type="checkbox"/> No Relationship
Uncle	James	Doe	<input type="checkbox"/> No Relationship

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

22. Drag and drop emergency contacts into the order of which they should be contacted in case of an emergency. Click **Save and Continue**.

- 1 John Doe (Father)
- 2 Jane Doe (Aunt)
- 3 Jenny Doe (Aunt)
- 4 Jeff Doe (Grandfather)
- 5 James Doe (Uncle)

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



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23. On the **School Selection** screen, your home school will automatically be set based on your home address. If you are enrolling your student in transitional kindergarten (TK) or have been approved for open enrollment, check the corresponding box. This will provide an additional screen for you to select your actual building. Click **Save and Continue**.

I am enrolling my student in transitional kindergarten (TK) OR have been approved for open enrollment.



Information

Based on the home address entered, you live within the attendance boundary of McGregor Elementary School

Home Address:




501 W University Dr
Rochester, MI 48307

School Selection

McGregor Elementary School

1101 W First, Rochester, MI 48307

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Save And Continue 


24. If you selected the option for TK or open enrollment on the **School Selection** screen, select your TK/open enrolled school from the drop down. Click **Save and Continue**.

Open Enrollment/Transitional Kindergarten: **John Doe**

If you are enrolling your student in transitional kindergarten (TK) or your student has been previously approved for open enrollment at a school other than your home school, please select the school from the drop down below.

Meadow Brook Elementary School

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Save And Continue 

25. Complete the **Home Language Survey** screen. Click **Save and Continue**.

* Is your child's native tongue a language other than English?

No

What is the language?*

English


* Is the primary language used in your child's home or environment a language other than English?

No

What is that language?*

English

 Previous

Save And Continue 



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26. Complete the **Information Disclosure** screen. Click **Save and Continue**.

You may withdraw your consent to share this information in writing at any time.

I authorize ROCHESTER COMMUNITY SCHOOLS to release my child's immunization record to the Michigan Department of Health and Human Services and Local Health Department. I understand this information will be used to improve the quality and timeliness of immunization services and to help schools comply with Michigan Law. This includes any immunization information and limited personally identifiable information from the school.

I authorize

◀ Previous

Save And Continue ▶

27. Complete the **Affirmation of Prior Discipline** screen. Click **Save and Continue**.

* Has the student been asked to leave or otherwise been disenrolled from a private school?

No

If yes, explain below:

◀ Previous

Save And Continue ▶

28. Complete the **Special Needs/Special Education Survey** screen. If yes is marked for having a previous IEP or 504 plan, you will be asked to upload said documents on the final screen. Click **Save and Continue**.

* Has student had a 504 plan?

No

If yes, what school district?

What types of services?

Please note: If your student had an IEP or 504 plan at a prior district, a copy of this must be submitted to our Student Enrollment Department, located at the RCS Administration Building.

◀ Previous

Save And Continue ▶

29. Read the **Concussion** information in the link provided and acknowledge you have reviewed the information using the drop down. Click **Save and Continue**.

Concussion: **John Doe**

Please click [here to review the CDC's Concussion Informational Sheet](#) and acknowledge below that you have read this fact sheet with your child or teen, and talked about what to do if they have a concussion or other serious brain injury.

I have received this information

◀ Previous

Save And Continue ▶



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30. Complete the **Request for Student Records** screen. Click **Save and Continue**.

In accordance with the Family Education Rights and Privacy Act, schools may send a student's educational record to officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the transfer. STUDENT DISCIPLINE RECORDS MUST BE INCLUDED ACCORDING TO MICHIGAN COMPILED LAW 380.1135(4) AND NCLB.

Parent Approval

I approve

NAME OF SCHOOL CHILD LAST ATTENDED

School Name

School Address

School Phone



School Fax

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Save And Continue >

31. If you need to enroll another student, click the **Add New Student** button and repeat steps 12 - 29. Otherwise, click **Save and Continue**.

Students to enroll in 2020-2021

	First Name	Last Name	Gender	Grade	Status
 Edit	John	Doe	Male	K	 Complete
					

Online Registration for the 2020-21 school year is currently only open for new enrollments to the district. The students listed below are already registered. If you need to update information for these students, please visit the initial "Online Registration" screen and select "19-20" from the school year drop down.

Students to exclude from 2020-2021

First Name	Last Name	Gender	Grade	Reason
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Save And Continue >

32. Upload all required documents by clicking the corresponding **Upload** buttons. You may also select the option to hand deliver a hard copy to the student enrollment office. Note: several options are available for uploading. PDF copies or scanned/camera images of said documents will be adequate. Once completed for all documents, click **Save and Continue**.

Vision Screening

☐ I will deliver a hard copy to the Student Enrollment Department instead of uploading it.

Vision Screening*

Upload

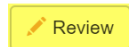
< Previous

Save And Continue >



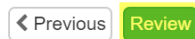
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33. Review the updated information by clicking **Review**.



Review allows you to confirm all data entered during the registration process to ensure accuracy. After reviewing your changes, you will have the option to submit. If the School Selection is incorrect, contact the Student Enrollment office. The Enrollment Office is located in the RCS Administration building. Click the link below to access the RCS student enrollment website. <http://www.rochester.k12.mi.us/pages/353/enrollment>

Status	Student	Grade Level	School Selection	Comments
	John Doe	K	1. McGregor Elementary School	



34. You can select **Print** to print a copy of the emergency card information. Use the **Next Change** button to move to the items that have been changed during this process. Changes are highlighted in **yellow**.



Family

Edit

Home Address

501 W University Dr
Rochester, MI 48307

Previous Change

Next Change

Show Changes

ON

35. At the bottom of the review screen, click in the checkbox to indicate that you have verified the information and click **Submit**.

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



36. Click **OK** to confirm the submission of the enrollment.

Confirm

Pressing OK will submit the student registration information for the 2020-2021 school year. You will not be able to make any further changes to the registration information in this portal until the registration has been approved; however, you may return to Online Enrollment to check the status of your submission.

OK

Cancel

37. You will see a confirmation message and a **Status** button where you can view the status of your updates.

2020-2021
Registration

You have successfully submitted your enrollment/emergency card update packet.
The status of your registration(s) that are in progress can be found on [the status page](#)

Status



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NOTE: You will receive email notifications throughout the submission and review process. You can view the status of the process at any time in ParentVUE.

RCS Online Registration: https://rcsvue.rochester.k12.mi.us/PXP2_OEN_Login.aspx

Online Registration Support: rcsvuehelp@rochester.k12.mi.us