



2018-2019 On-Line Registration Process Overview

Community Unit School District 200

To register your student(s), login to your [ParentVUE](#) account and complete the following **3-step** process for each student:

- Step 1** Review/Update Student Information
- Step 2** Review Fees and select a payment option – [Pay Now](#) [Pay Later](#) [Apply for Waiver](#)
- Step 3** Confirm you have processed info and fees

Once you have completed these **3 easy steps** your on-line registration process is **COMPLETE!**

STEP 1 Review / Update Student Information

Presently only student permissions and emergency contact information can be **updated** through ParentVUE. Demographic data such as address, Parent/Guardian information (including phone numbers) etc. can only be viewed through ParentVUE. Changes to this data can only be made by contacting the school your child is attending.



On your Home Screen, click either the picture of the student or the name of student at the top (**Select Child**). That will put your focus on that student. You will see a list of tabs to the left. Go down to the **“Student Info”** tab and select it.



On the **“Student Info”** tab you will select the **“Edit Information”** button. This will open up all the fields below so that you will be able to enter current information for your student. You may change students by selecting a different one from your **“Select Child”** menu

Save Changes Cancel Changes

Please correct the controls noted below and try saving again

Provide Changes to Student Information		
Description	Current Value	Changed Value
Last Name Goes By		
Nick Name		
Native Language		
Description	Current Value	Changed Value
Physician Name		
Phone		
Extension		
Hospital		

Once you have clicked the “Edit Information” button you can see that the fields are open for you to type in the student’s current information. This information includes general information as well as doctor information and emergency contacts.

Student Permissions		
Description	Current Value	Changed Value
Release Student Directory Information	I DO Grant Permission	Yes - I DO Grant Permission
Internet Consent	I DO Grant Permission	Yes - I DO Grant Permission
Student Work/Photo Release	I DO Grant Permission	Yes - I DO Grant Permission
Release Military		
Release Higher Education		
Race and Ethnicity		
Description	Current Value	Changed Value
Hispanic/Latino	Non-Hispanic	Non-Hispanic
Ethnic Code	<input type="checkbox"/> Native American <input type="checkbox"/> Asian <input checked="" type="checkbox"/> African-American <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White	<input type="checkbox"/> Native American <input type="checkbox"/> Asian <input checked="" type="checkbox"/> African-American <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White
<i>For kindergarten age students only</i>		
Description	Current Value	Changed Value
Did your child attend preschool?		Yes
Yes? At what age(s)?		3 Years
Name of preschool attended:		Kindercare

On the lower portion of the Student Info page you can select permissions and set the race and ethnicity for your student.

There is a section for **Kindergarten age students only** that we request to be filled out by parents of kindergarten students to provide further information for those students.

Military Connected Student		
Description	Current Value	Changed Value
Military Connected Student?		<input type="checkbox"/>

There is a **Military Connected Student** section that **MUST** be completed as part of the registration process. Use the drop-down in order to select **Yes** or **No**. If you are unsure which one to choose, please click [here](#) for additional information.

STEP 2

Review Fees and select a payment option

Home | My Account

Select Child ▶ Janice | Johnny | Jonah

Calendar
Attendance
Class Schedule
Course Request
Grade Book
Report Card
School Information
Student Info
Student Info Details
Student Fees

Janice
Hubble Middle School (630-821-7900)

District 200 Fee Chart
Pay Student Fees
District Fee Waiver Information

Under the “**Student Fees**” tab you will chose the “**Pay Student Fees**” link. (It does not matter which child is selected when you access the “**Pay Student Fees**” link).

District 200 Inspiring Excellence

Community Unit School District 200 Student Fees and Payments

Select Student*

Student	Fees
Janice Test	X
Jonah Test	X
Johnny Test	X

Continue

*IF THERE ARE SCHOOL AGE STUDENTS NOT SHOWN ON THIS SCREEN THAT ARE PART OF THE FAMILY UNIT, OR IF THERE ARE STUDENTS ON THIS SCREEN THAT ARE NOT PART OF THE FAMILY UNIT, PLEASE CONTACT THE SCHOOL OFFICE IMMEDIATELY.

**YOU WILL NOT BE ABLE TO PROCEED TO BILLING UNTIL YOU HAVE REVIEWED THE FEE SCREENS FOR ALL STUDENTS LISTED.

This will bring you to our **Student Fees and Payments Screen**, with our Completion Status menu. You will see your child(ren)’s names listed with an **X** next to it in the **fees column**. This **X** indicates that you have not gone through their individualized fee information. In order to do so select the child’s fees you would like to first and click “**Continue**”.

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Community Unit School District 200 Student Fees and Payments

Fees | Billing | Home

JONAH TEST | DIS: 200 | SCH: WW SOUTH | GRADE: 11

Delete	Year	Fee Description	Amount Due
*	2010-2011	2010-11 FREE REGISTRATION	\$0.00
*	2011-2012	2011-12 REGISTRATION NO FEE WAIVER	\$0.00
*	2011-2012	FEE FOR LOCK & ID 2011-2012	\$0.00
*	2011-2012	2011-12 LATE REGISTRATION	\$0.00
*	2011-2012	PE LOCK (RECCHIA)	\$0.00
*	2011-2012	PE BOOK	\$0.00
*	2011-2012	SEM1-BIOLOGY (I)	\$0.00
*	2011-2012	SEM2-BIOLOGY (I)	\$0.00
*	2011-2012	SEM1-GERMAN 1 (I) WORKBOOK	\$0.00
*	2012-2013	2012-13 DRIVER ED	\$0.00
*	2012-2013	2012-13 REGISTRATION	\$0.00
*	2012-2013	FEE FOR LOCK & ID 2012-2013	\$0.00
*	2012-2013	2012-13 LATE REGISTRATION	\$0.00
*	2012-2013	SEM1-CHEMISTRY 1I	\$0.00
*	2012-2013	SEM2-CHEMISTRY 1I	\$0.00
*	2012-2013	SEM1-GERMAN 2 (I) WORKBOOK	\$0.00

Remove Selected Fees

Total: \$ 0

Yearbook / Drivers Ed / TCD

Please Select from the list: [Dropdown Menu] [Add Fee]

Note: Optional fees may be added [Dropdown Menu] adding it multiple times.

2013-14 DRIVER ED \$250.00
2013-2014 TCD REGISTRATION \$100.00
2013-14 YEARBOOK \$45.00

[Update]

This will bring you to your “**Fees**” Tab. Here you will have an itemized view of all of the fees for your particular child. At the bottom you may also add for a Yearbook/ Drivers Ed/ TCD fees. Once you have double checked the fees,(Please contact your child(ren)’s school for any errors in your fees) and they are correct, you must click on the “**Home**” tab to go back and view your other children’s itemized fee screens.

Select Student*

Completion Status**	
Student	Fees
Janice Test	✓
COLIN L SMITH	✗
COLIN L SMITH	✗

Continue

*IF THERE ARE SCHOOL AGE STUDENTS NOT SHOWN ON THIS SCREEN THAT ARE PART OF THE FAMILY UNIT, OR IF THERE ARE STUDENTS ON THIS SCREEN THAT ARE NOT PART OF THE FAMILY UNIT, PLEASE CONTACT THE SCHOOL OFFICE IMMEDIATELY.

**YOU WILL NOT BE ABLE TO PROCEED TO BILLING UNTIL YOU HAVE REVIEWED THE FEE SCREENS FOR ALL STUDENTS LISTED.

Once you have gone through the child's fees there will be a ✓ in place of the ✗ that was there previously. When you have gone through all the fees for each child and all of them have a ✓ you may then select any child's name and click Continue.

Fees | **Billing** | Home

DIS: 200 SCH: WW SOUTH GRADE: 11

Billing

79199	JANICE TEST – MS Registration	\$158.00
79200	JONAH TEST – HS Registration	\$215.00
79198	JOHNNY TEST – ELEM Registration	\$110.00
TOTAL PAYMENT DUE		\$483.00

I the Parent/Guardian certify that all information given during this registration process is correct.

Pay Now

Pay Later

Apply For Waiver

Under the **Billing** tab you will see the **total amount** due for all of your children. From there you can elect to **"Pay Now"**, **"Pay Later"** or **"Apply for Waiver"**. When you select **"Pay Now"** fill in the online form and make sure you print a copy of your records after you pay.

STEP 3 Confirm you have processed info and fees

Once you have finished reviewing/updating information for your student **AND** you have reviewed your student's fees and selected a payment option, return to the Student Info section and please select **COMPLETED** in the drop-down box under the **2018-2019 Registration Processing** section.

By selecting **COMPLETED**, you are confirming fees have been reviewed with a payment option selected and student information has been reviewed and if necessary, updated.

Click "Save Changes" when you are finished.

2018-2019 Registration Processing

Description	Current Value	Changed Value
I have reviewed/updated info for this student:		<div style="border: 1px solid orange; padding: 2px;"> <input type="text" value="Completed"/> </div>

Save Changes Cancel Changes