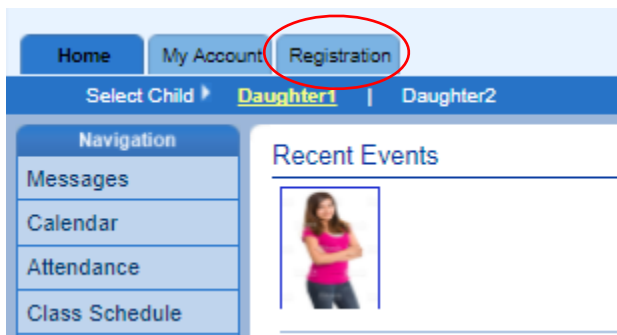




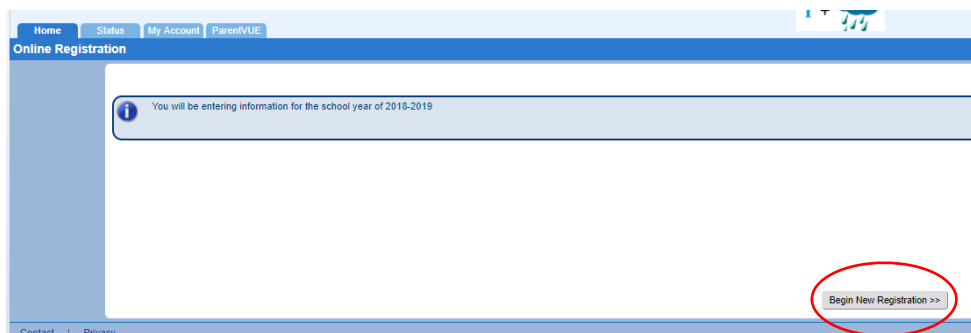
Parent Online Emergency Card Process

1. Log in to **ParentVUE** with your ParentVUE login ID and password. ParentVUE URL <https://rcsvue.rochester.k12.mi.us/>. If you do not have a ParentVUE account, email rcsvuehelp@rochester.k12.mi.us with your name and email address along with your student's name.

2. Click on the **Registration** tab to begin the updates for the Emergency Card.



3. Click on **Begin New Registration**.



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



Parent Online Emergency Card Process

INTRODUCTION

Welcome to the Rochester Community Schools 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.

- 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**.

My Account | Parent/OU | Log Out

Good evening, Dad Test, 7/16/2018

INTRODUCTION

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 information, and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature (Dad Test)

- Review your **Home Address, Mailing Address**, and your **name**. If any changes need to be made on these screens, follow the on-screen instructions for contacting Student Enrollment. Click **Save and Continue** on each screen.

FAMILY

50%

Home Address

Please review your home address below. If updates are necessary, please visit the Office of Student Enrollment.

Your address won't be updated until valid proof of residency is provided to the Office of Student Enrollment. Click the link below to determine required proof of residency documentation. <http://www.rochester.k12.mi.us/7:30-4:30>.

Date of the address change

Street Number	Fraction	Direction	Street	Type	Post Direction	Apartment
123			Cider Key	Dr		

City: Rochester State: MI Zip Code: 48306 +4

Address as entered from above:
123 Cider Key Dr
Rochester, MI 48306

- Make updates to your phone number(s) and email address, as needed. Click **Save and Continue**.

PARENT/GUARDIAN

100%

Contact Information: Dad Test

Note: the primary selection below will be used by SchoolMessenger for emergency calls.

X	Line	Primary	Type	Phone	Extension
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Cell	(555) 555 - 1212	

Email Address: ✓

- OR -
 Parent/Guardian does not have an email address

- Click **Edit** to complete the information for any additional parents who live at the same address as you. Click **Save and Continue** when all statuses show Complete.



Parent Online Emergency Card Process

PARENT/GUARDIAN
Add or update Parent/Guardian details.

	First Name	Last Name	Gender	Status
	Dad	Test		
	Mom	Test		

PARENT/GUARDIAN
Add or update Parent/Guardian details.

	First Name	Last Name	Gender	Status
	Dad	Test		
	Mom	Test		

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.

EMERGENCY

Please add at least 1 emergency contacts:

	First Name	Last Name	Gender	Status
	Test	Aunt		
	Neighbor	Test		

EMERGENCY 50%

Demographics: Test Aunt

Please enter the name of your emergency contact below. It is not necessary to include the address of

First Name *

Last Name *

Address

City

State

Zip Code

Language

Save And Continue >>

EMERGENCY 100%

Contact Information: Test Aunt

Enter the contact information for the emergency contact below:

Home Phone

Mobile Phone

Work Phone Ext.

Other Phone Type

Save And Continue >>

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

EMERGENCY

Please add at least 1 emergency contacts:

	First Name	Last Name	Gender	Status
	Test	Aunt		
	Neighbor	Test		
Save And Continue >>				

11. Select **Edit** to update the emergency card info for each of your students.







Parent Online Emergency Card Process

STUDENTS

Please add or update student details for each student you want to enroll:

Students to enroll in 2018-2019

	First Name	Last Name	Gender	Grade	Status
 Edit	Daughter2	Test	Female	06	 In Progress
 Edit	Daughter1	Test	Female	06	 In Progress

Save And Continue >>



Parent Online Emergency Card Process

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

Information Release: Daughter2 Test

Provide the following information about the release of student information:

STUDENT DIRECTORY INFORMATION NON-DISCLOSURE According to the Family Educational Rights and Privacy Act (FERPA), the District may release student information for publications unless a parent makes a request in writing that the information be withheld. Student information consists of: student's name, name(s) of the student's parent(s)/guardian, student's address, student's telephone number, student's date of birth, student's grade, student's participation in recognized activities and sports, awards received by student, weight and height of members of student teams, student's photograph, and previous school district(s) attended by the student prior to enrollment in Rochester Community Schools.

ACCEPTABLE TECHNOLOGY USE AGREEMENT Parent/Guardian Consent: I have read and reviewed with my child the Rochester Community Schools Acceptable Technology Use Agreement. I realize the use of technology is a privilege for my child. I am aware that my child may lose user privileges and be disciplined according to the Student Code of Conduct for violating the District's Acceptable Technology Use Agreement.

<< Previous **Save And Continue >>**

Provide the following information about the release of student information:

Consent Information

Please review the Student Code of Conduct, Acceptable Technology Agreement, and Family Educational Rights and Privacy Act (FERPA) that are posted on the District website at www.rochester.k12.mi.us. Parents and guardians who do not have internet access should contact the main office to receive copies. Your child will receive a copy from their school.

Code of Responsible Behavior and Student Conduct

Parent/Guardian Consent: I have read and reviewed with my child the Rochester Community Schools Student Code of Conduct. The purpose of the policies and procedures contained in the Student Code of Conduct are to present not only guidelines for responsible student citizenship, but to provide a systematic, consistent approach to handling violations of these policies which may arise in the school setting.

Electronic Communication Devices

The District permits students to possess but not use (inappropriately or without permission) electronic communication devices (ECDs) such as cellular phones and laptops, subject to the provisions of the Student Code of Conduct and Acceptable Technology Use Agreement. Parents who permit students to bring ECDs to school and students who bring ECDs to school, by doing so, consent to permit District personnel to confiscate ECDs used in violation of the Code of Conduct. The Rochester Community School District is not responsible for lost or stole ECDs brought on District premises.

Amendments

I, my child and I understand the District amends the Student Code of Conduct, Acceptable Technology Use Agreement, and FERPA-Directory (Student) Non-Disclosure information from time to time. Such amendments are 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 '1' consent from the drop down indicates consent and agreement with the information above.

<< Previous **Save And Continue >>**

13. Review the information on the Demographics tab, and update the **Nick Name** field as needed. Contact the Student Enrollment Office if any additional changes are needed. Click **Save and Continue**.

Demographics: Daughter2 Test

Please enter all relevant information for this student:

Nick Name

Perm ID

First Name

Middle Name No Middle Name

Last Name

Suffix

Gender

Birth Date

Entering Grade

Home Address Mail Address

Save And Continue >>

14. Update the phone numbers for the student as needed. Click **Save and Continue**.



Parent Online Emergency Card Process

Contact Information: Daughter2 Test

Enter the contact information for this student.

Please Note: Rochester Community Schools provides a district email address for all students in 3rd - 12th grades.

Student has no phone numbers.

X	Line	Primary	Type	Phone	Extension
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Home	(248) 555 - 1919 *	
<input type="checkbox"/>	2	<input type="checkbox"/>	Student	(248) 555 - 1818 *	

[Add New](#)

Email: ✓

- OR -

Student has no email address.

Save And Continue >>



Parent Online Emergency Card Process

15. Review/update the **Health Conditions**. Add new conditions, remove duplicate or outdated conditions. 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**.

Health Information - Conditions: Daughter2 Test

Click the "Add New Condition" button to add a health condition to your student.

Student has no health conditions
- OR -

Health Condition	Comment
<input type="button" value="Delete"/> Other Medical Condition *	Headaches
<input type="button" value="Delete"/> Medication(s) - Other *	Advil

16. Review/update the **Parent/Guardian Relationships** with the student. Click **Save and Continue**.

Parent/Guardian Relationships: Daughter2 Test

Indicate the relationship each Parent/Guardian has with the student.

Relationship	First Name	Last Name	Gender
<input type="button" value="Delete"/> Father *	Dad	Test	
<input type="button" value="Delete"/> Mother *	Mom	Test	

- OR -

No Relationship

17. Review/update the **Emergency Contact Relationships** with the student. Click **Save and Continue**.

Emergency Contact Relationships: Daughter2 Test

Indicate the relationship each emergency contact has with the student. Later, you will indicate the release to.

Associate at least 1 contacts and at most 5.

Relationship	First Name	Last Name	Gender	Release To
<input type="button" value="Delete"/> Aunt *	Test	Aunt		<input checked="" type="checkbox"/>

- OR -

No Relationship

* Neighbor | Test | | |

- OR -

No Relationship

18. Drag and drop the Emergency Contacts to set the order in which they should be contacted. Click **Save and Continue**.



Parent Online Emergency Card Process

Emergency Contact Order: Daughter2 Test

Drag and drop the contacts below in the order in which they should be con

- 1 Dad Test (Father)
- 2 Mom Test (Mother)
- 3 Test Aunt (Aunt) Home Phone: 248-666-1616

Save And Continue >>

19. Click **Save and Continue** on the School Selection screen. No changes are needed here.

91%

School Selection: Daughter2 Test

Based on the home address entered, you live outside our school boundaries.

Home Address:
123 Cider Key Dr
Rochester, MI 48306

School Selection
Van Hoosen Middle School
1339 N Adams, Rochester Hills, MI 48306 - 9.1mi

Save And Continue >>

20. Edit the information for each student until all statuses show **Complete**. Click **Save and Continue**.

STUDENTS

Please add or update student details for each student you want to enroll:

Students to enroll in 2018-2019

	First Name	Last Name	Gender	Grade	Status
Edit	Daughter2	Test	Female	06	Complete
Edit	Daughter1	Test	Female	06	Complete

Save And Continue >>

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

REVIEW/SUBMIT

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

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Daughter2 Test	06	1. Van Hoosen Middle School	
Ready To Submit	Daughter1 Test	06	1. Van Hoosen Middle School	

<< Previous **Review**



Parent Online Emergency Card Process

22. 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**.

REVIEW/SUBMIT

Family

Parent/Guardian: Dad Test

Information Release

No Restrictions

Demographics

First Name: Dad
Middle Name:
Last Name: Test

Phone Numbers

Line	Primary	Type	Phone	Extension
1	<input checked="" type="checkbox"/>	Cell	555-655-1212	

Demographics

First Name: Daughter2
Nick Name: **Bella**
Middle Name:

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

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

24. Click **OK** to confirm submission of the emergency card.

Confirm

Pressing OK will submit the student registration information for the 2018-2019 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.

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



Parent Online Emergency Card Process



**2018-2019
Registration**

Status

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

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.