



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.

ParentVUE Account Access

Login

Rochester Community Schools

User Name:

Password:

Forgot Password

Login

More Options

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

My Account Help **Online Registration** Logout

Rochester Community Schools

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

You will be entering information for the school year of 2019-2020

Begin New Registration >

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

Welcome

Information

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 of these fields are required. You must enter information into these fields before you will be allowed to continue.

Continue



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5. Click **Save and Continue**.

04 2019 Baldwin Elementary School You will be updating information for

Save And Continue >

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

Electronic Signature *

Save And Continue

7. Review your **Home Address** and **Mailing Address**. 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.

r Direction Street Type
 Brentwood Ct

State Zip Code +4
 MI 48363

m above:

Ct
148363

Save And Continue >

8. Update your name as needed. Click **Save and Continue**.

First Name * Mom

Middle Name

Last Name * Smith

Save And Continue >



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

Contact Information: **Mom Smith**

Instructions

Note: the primary selection below will be used by SchoolMessenger for automated calls. The email address below will be used by Sch communications.

Phone Numbers

✕	Line	Primary	Type	Phone	Extension
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Home	(248) 555 - 1212 *	
<input type="checkbox"/>	2	<input type="checkbox"/>	Work	(248) 555 - 0371 *	

+ Add New

Email Address *

mom@rochester.k12.mi.us

- OR -

Parent/Guardian does not have an email address

< Previous Save And Continue >

10. 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/GUARDIAN

Update the Parent/Guardian details for all parents living at the same address.

	First Name	Last Name	Gender	Status
Edit	Mom	Smith		✔ Complete
Edit	Dad	Smith		! In Progress

< Previous Save And Continue >

PARENT/GUARDIAN

Update the Parent/Guardian details for all parents living at the same address.

	First Name	Last Name	Gender	Status
Edit	Mom	Smith		✔ Complete
Edit	Dad	Smith		✔ Complete

< Previous Save And Continue >

11. 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	Julia	neighbor		✔ Complete
Edit Delete	Tom	Friend		✔ Complete
Edit Delete	Susan			! In Progress

+ Add New Emergency Contact

< Previous Save And Continue >



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

First Name *

Last Name *

Home Phone

Mobile Phone

Work Phone

Ext.

Other

Phone Type

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

First Name	Last Name	Gender	Status
Julia	neighbor		<input type="button" value="Complete"/>
Tom	Friend		<input type="button" value="Complete"/>
Susan	Aunt		<input type="button" value="Complete"/>

contact

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

Students to enroll in 2019-2020

	First Name	Last Name	Gender	Grade	Status
<input type="button" value="Edit"/>	Noah	Zimmerman	Male	06	<input type="button" value="In Progress"/>
<input type="button" value="Edit"/>	Ethan	Zimmerman	Male	04	<input type="button" value="In Progress"/>



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

Amendments

My child and I understand the District amends the Student Code of Conduct, Acceptable Technology Use Agree information from time to time. Such amendments are posted on the District website, referenced above. We agree 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

< Previous Save And Continue >

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

Student is authorized, by parent, to use the Internet

Save And Continue >

15. 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**.

Nick Name	<input type="text"/>
Perm ID	<input type="text"/>
First Name	<input type="text"/>
Middle Name*	<input type="text"/>
No Middle Name	<input type="checkbox"/>
Last Name	<input type="text"/>
Suffix	<input type="text"/>
Gender	Male
Birth Date	01/13/2008 <input type="text"/>
Entering Grade	06
Home Address	Mail Address
895 Brentwood Ct	895 Brentwood Ct
Oakland Twp, MI 48363	Oakland Twp, MI 48363
< Previous Save And Continue >	



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

Phone Numbers				
✕	Line	Primary	Type	Phone
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Home ▼	(248) 555 - 4545 *
<input type="checkbox"/>	2	<input type="checkbox"/>	Secondary ▼	(248) 935 - 8989 *

[+ Add New](#)

[Save And Continue >](#)

17. 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**.

Student has no health conditions

- OR -

	Health Condition	Comment
✕ Delete	Allergy - Peanut ▼	

[+ Add New Condition](#)

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

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

Relationship	First Name	Last Name
Mother ▼	Mom	Smith
Father ▼	Dad	Smith

- OR -

[Save And Continue >](#)



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

Associate at least 1 contacts and at most 5.

Relationship	First Name	Last Name
Friend	Julia	neighbor
<input type="checkbox"/> No Relationship		
Friend	Tom	Friend
<input type="checkbox"/> No Relationship		
Grandmother	Susan	Aunt
<input type="checkbox"/> No Relationship		

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

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

- 1 Mom Smith (Mother)
- 2 Dad Smith (Father)
- 3 Julia neighbor (Friend)
- 4 Tom Friend (Friend)
- 5 Susan Aunt (Grandmother)

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

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

Gender	Grade	Status
Male	06	<input checked="" type="checkbox"/> Complete
Male	04	<input checked="" type="checkbox"/> Complete


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





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

22. 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. After reviewing your changes, you will have the School Selection is incorrect, contact the Student Enrollment office. The Enrollment Office is located in the RCS Administration building. Click the RCS student enrollment website: <http://www.rochester.k12.mi.us/pages/353/enrollment>

Status	Student	Grade Level	School Selection
		06	1. Hart Middle School
		04	1. Baldwin Elementary School


 


23. 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**.

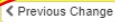

REVIEW/SUBMIT 2019-2020



 **Print**

Family

 Home Address

 **Demographics**

First Name: Mom
Middle Name:
Last Name: Smith

24. 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

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

Confirm x

Pressing OK will submit the student registration information for the 2019-2020 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.



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

2019-2020

**2019-2020
Registration**

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.