Log in to ParentVUE Account

If you are already an existing parent within the district, and have not activated your ParentVUE account, please contact your school or parenthelp@bsd405.org for your activation key.

1. Log in to the ParentVUE Account Access screen.
2. Click the “I am a parent >>” link.
3. Enter your User Name and Password.
4. Click Login.

ParentVUE & StudentVUE Login Screen
Navigating Online Student Data Verification

The following screenshots and instructions will help guide you through the Online Student Data Verification process. This How-To guide is not intended to be a step-by-step walkthrough, but will address common questions that may come up along the way.

1. **Click Begin Data Verification.**

![Online Student Data Verification Screen, Home Page](image)

2. **Click the Begin >> button to start the data verification process.**

![Online Student Data Verification Screen, Home Page](image)
1. Click **Continue**
Enter your name to indicate that you are the account holder.

The electronic signature must exactly match the name on your account. For reference, the name on your account is the name listed on the top right of the screen under the navigation tabs.
2. Follow the prompts to work your way through the data verification process. Below are some of the navigation information icons that are included throughout the process.
   - A red asterisk indicates the information is required before proceeding.

   ![Online Student Data Verification, Parent Screen](image1)

   - A progress bar displays as you advance through a section.

   ![Online Student Data Verification, Progress Bar](image2)

   - When a section is complete, it is marked with a green check mark.

   ![Online Student Data Verification, Navigation Menu](image3)
3. If you stop the online student data verification and log out of the system, the information that has already been entered automatically saves. When you log back in to complete the process, you will have the choice to Resume Verification at the point in which you left off, or you can choose to Start Over.

![Online Student Data Verification Screen, Introduction Page](image)

4. On screens that list parents/guardians, students, or emergency contacts:

   ![Online Student Data Verification Screen, Students Page](image)

   - Click **In Progress** to complete the information.
   - Click **Edit** to edit the information.
   - Click **Delete** to delete the person from the registration.
   - Click **Add New** to add another person’s information.
   - When **Complete** displays for all, click **Save and Continue** to move to the next screen.
5. On the Parent/Guardian Relationship screen:
   • When completing information for students on the Parent/Guardian Relationships screen, select the **FERPA Rights** checkbox, as this will allow the parent/guardian to have access to ParentVUE.
   • The rest of the checkboxes are explained in the information box at the bottom of this screen.

6. The **Documents** page lists all of the document options you can upload, grouped by Family and Students.
   • Pick the document type and select the file to upload.
   • If you wish to hand deliver the proof of address documentation to the school, please check the “I will deliver a hard copy to the school instead of uploading it” checkbox option.
   • If it is only necessary to upload two documents, please check the “I will deliver a hard copy to the school instead of uploading it” box on the third residence documentation upload prompt.
   • All student specific documents are optional and may be skipped without an upload.
7. When finished with the Online Student Data Verification process, click Review to confirm all data entered during the process is accurate.
8. The Review/Submit screen highlights all changes made during the verification process.
   • Yellow highlights – occur when you have changes to existing data.
   • Red highlights – occur when you remove or delete existing data without replacing the data.
   • Green highlights – occur when you add new data to the system.
   • If you would like to print a copy for your records, click the **Print** button on the top left of the Review/Submit screen.

9. Scroll down to the bottom of the review/submit page. **Check the box** verifying that you have reviewed the data, and then click the **Submit** button.
10. Confirm Submission by pressing **OK**.

Pressing OK will submit the student data information for the 2018-2019 school year. Your submission will be forwarded to the appropriate staff member for review. If you updated your address and elected to hand-deliver address verification documentation, please bring the related documents to your student's school. You will receive a confirmation email once the changes/additions you made have been reviewed and updated into the student information system. You may return to Online Student Data Verification to check the status of your submission by clicking on the **Status** tab. If you completed this process on a public computer, please collect any supporting documents from the area, printer/scanner and delete any scanned and/or downloaded documents saved to the computer. Thank you for submitting via the Bellevue School District’s ParentVUE portal for the Online Student Data Verification process.

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**Online Student Data Verification Screen, Review/Submit Page**

**Confirm**

Pressing OK will submit the student data information for the 2018-2019 school year. Your submission will be forwarded to the appropriate staff member for review. If you updated your address and elected to hand-deliver address verification documentation, please bring the related documents to your student’s school. You will receive a confirmation email once the changes/additions you made have been reviewed and updated into the student information system. You may return to Online Student Data Verification to check the status of your submission by clicking on the **Status** tab. If you completed this process on a public computer, please collect any supporting documents from the area, printer/scanner and delete any scanned and/or downloaded documents saved to the computer. Thank you for submitting via the Bellevue School District’s ParentVUE portal for the Online Student Data Verification process.

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**Online Student Data Verification Screen, Verification Page**

2018-2019 Verification

**Additionals Links to BSD Services and Departments**

Bellevue School District
- To visit the main BSD website, please click the link below.

- **Reduction Services**
  - Your child may qualify for a reduced price meal as well as other benefits including a waiver for some school fees. Qualification is based on household income. You must supply a copy of Tax Return Form(s) and/or Reduced Price Meals page to apply.

- **Transportation Department**
  - For Transportation information, including bus routes, bus rules and snow schedules, visit our Transportation page.

- **Services**
  - For information about other Bellevue School District services, visit the BSD website and hover over the Services menu at the top of the BSD website, or follow the links here to see some of the available services.

- **Department of Equity**
  - Working collaboratively, we strive to raise the achievement of all students, raise achievement at poverty levels, improve the academic climate for all students, and ensure that all students, regardless of their race, ethnicity, or socioeconomic background, have access to rigorous academic programs. It is the goal of the Bellevue School District to provide all students with a quality education experience and to help all students achieve success.

- **Athletics & Activities**
  - The purpose of the Bellevue School District Athletic and Activities Department is to provide guidance to students through athletics and activities as they develop into productive adults who understand that participation, competition, and respect for one another are important aspects of life.

- **Bellevue Schools Foundation**
  - You want the best possible education for your child, so do we.

The Bellevue Schools Foundation works with parents, businesses and community to generate the revenue to give every student the high-quality education they need to thrive in school and life. Together we ensure students have access to innovative programs, cutting-edge facilities, updated curriculum, and engaging learning environments that prepare them for success. For more information, visit [www.bellevuenschoolfoundation.org](http://www.bellevuenschoolfoundation.org) or [Get Involved in our KAISD Annual Fund Campaign](http://www.bellevuenschoolfoundation.org/get-involved-in-our-kaisd-annual-fund-campaign).

The status of your registration(s) that are in progress can be found on the status page.

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After submitting the completed registration, BSD enrollment staff reviews the information and accepts the changes into the Synergy student information system. During the review period you will only be able to review the submissions you have made. Once accepted, access to student data verification is available and you can make additional changes if necessary.