CCPS Online
New Student Registration
for School Year 2019-2020

PreK and Kindergarten Year Begins on April 15, 2019
Registering students entering first through twelfth grade will begin on June 13, 2019
Online Registration Link:
• Parents will login to https://sis.ccboe.com/PXP2_OEN_Login.aspx
Online Registration in Spanish

- Online registration is also available in Spanish.
- Click Español to see the Spanish translation.
Current CCPS Parents enter username and passwords:

- Enter username or password
- Parents can click More Options to reset password.
- Parents can contact their child’s school or email ParentVue@ccboe.com for assistance.
Parents new to CCPS:

Click Create a New Account
Parents new to CCPS:

- If the parent enters no to each question, then he or she will create a new account.
- If the parent answers yes to any of the questions then he or she will receive this message.
New CCPS Parents Create Temporary ParentVue Account

• Step 1: Accept privacy statement.
New CCPS Parents Create Temporary ParentVue Account

Step 2: Create Account
- Enter first and last name
- Enter email address
- Type characters listed on the screen
- Parents MUST have an email account.
New CCPS Parents Create Temporary ParentVue Account

Step 4: Check email for account verification.

• Log in to email account listed for new ParentVue account.
• Click here in email from ParentVue Registration.
New CCPS Parents Create Temporary ParentVue Account

Step 5: Enter password
- Enter password
- Confirm password
- Click Save and Continue button
Begin New Student Registration

• Click Begin New Registration button.

You are registering your child for the 2019-2020 school year. The 2019-2020 school year will start on September 3, 2019. To register your child to start school immediately for the 2018-2019 school year, please visit your child’s school.
Introduction Page:

- Welcome page provides general information about new student registration.
- Click Continue to begin.
Current CCPS Parents Registering a Child:

- Parents will see a list of their children currently enrolled in CCPS.
- New CCPS parents will enter children to be enrolled in CCPS.
• The enrolling parent will be prompted to type his or her first and last name as it’s entered in Synergy.
Family Information:

- Parents verify or enter new domicile and mailing addresses.
Parent/Guardian Information:

- Enrolling parent adds information for each parent, such as phone numbers and parental rights.
Parent Work Information:

Enter the work address for the parent/guardian:

- OR -

Employer Name: COPS

Job Title:

Uniformed Military: [ ]

Parent/guardian is an employee of this school district: [ ]

Enter the work address for the parent/guardian:

Street Number

Street Name

Type

Suite
• Parents enter contact information for each parent listed on the birth certificate.
Parents Military Service:

• Parents enter military service. This assists the Office of Accountability in counting active duty parents who count in our Impact Aid.
Emergency Contacts:

- Parents list emergency contacts.
Emergency Contact Information:

- Enter name, gender, language, and contact phone numbers for each person listed as an emergency contact.
Enter New Student Information:

- Legal First Name: Poppy
- Legal Middle Name: Cole
- Legal Last Name: Bayer
- Gender: Female
- Birth Date: 05/16/2000
- Entering Grade: 10
Student Demographics:

- Parents enter birth country, city and birth verification documentation.
- For students born outside the US, OLR prompts additional questions that are federally required.
Student Demographics: Ethnicity and Race

- Parents select ethnicity and race(s).
Student Health Information:

- Physician and dentist contact information is optional.
Health Conditions:

- Parent can enter any health conditions their child may have or if none they simply check the Student has no health conditions box.
Medications:

• Parents can add medications taken at home or at school (prompts parents to upload doctor’s order).
Immunizations:

- Parents may enter immunization dates or leave it blank for the school nurse to enter from immunization form.
Information Release (photo) and Military Recruiting for 11th and 12th Graders:

INFORMATION RELEASE

Information Release: Poppy Bayer

Instructions

Provide the following information about the release of student information:

Throughout the year, photographs, audio and video may be taken of CCPS students and used or published for educational purposes or to promote school or school system activities. Select YES or NO to opt-in or NO to opt-out.
• Parents answer MSDE’s required information about language (default is English).
Previously Attended Schools:

- Parents can enter students’ previous schools attended history on this page if enrolling from another school (in district/out of district).
Parental Rights Associated with Student:

- Parents can select parental rights as explained in the information box at the bottom of the screen.
Enter Relationship of Emergency Contacts to the Student:

- Enter and order emergency contacts for student.
**Special Services:**

- Parents indicate if their child has been tested for or received special services/programs including special education, 504 plan, or ESOL.
Discipline Information:

- If parents indicate previous suspension or expulsion, fields for dates and reasons appear.
School Selection:

• School selection appears based on address, grade, or International/Pre-Kindergarten registration.
Pre-Kindergarten Application:

- PreK students will be routed to the PreK application.
Pre-Kindergarten Application:

• Step 1: Select local school based on zoning found in CCPS School Locator.

• Step 2: Pick PreK Category
  • Category 1 - Food Supplement recipient or Income
  • Category 2 - Special Circumstances
  • Category 3 – If space is available
  • IFSP Placement – Children receiving services through F.B. Gwynn Center
PreK Category 1:

- Select enrolled in Food Supplement Program or
- Enter Earnings from Work and Other Children Living at Home.
- Enter optional information text, if necessary.
- Enter enrolling parent’s name and date.
PreK Category 2:

- Click yes if any of the special circumstances apply.
- If Household income is within 10% of the limit for Category 1 is checked, then parent will be directed to enter earnings for each household member.
- Enter optional information text, if necessary.
- Enter enrolling parent’s name and date.
PreK Category 3:

- Click yes to the statements confirming applicant understands the conditions of a Category 3 application.
Documents:

- Parents are prompted to upload or bring documents to school.
- Prompted documents are based on special circumstances, e.g. IEP
Download Required Documents:

• Click download all documents to proceed:
  • Maryland Schools Record of Physical Examination form
  • Medical Authorization form
Additional Questions for Kindergarten Students

The Maryland State Department of Education (MSDE) requires CCPS to collect information about the early care experiences of all kindergarten students. Parents are asked to prove Prekindergarten experience during the registration process.

- Parents indicate the type of care the child received in the last year. Parents may choose half day, full day or leave blank.
Additional Questions for Kindergarten Students (continued)

2. Please indicate in what type of early care your child spent most of his/her time since last September. Please select only one. If you are unsure, please refer to the definitions below.

- Licensed Family Child Care
- Head Start Program
- Public Prekindergarten
- Non-Public Nursery School
- Licensed Child Care Center
- Repeating Kindergarten

**MSDE Defined Categories of Early Care Experiences**

- Public PreKindergarten: Preschool education program for 4-year-old children, administered by the local board of education and regulated by MSDE or another state’s department of education.
- Head Start: Preschool program for 2-5 year-olds from low income families, provided by local public school system or non-public organization and licensed by the MSDE Office of Child Care.
- Non-Public Nursery School: Preschool program with an “education” focus for 3 and 4-year-old children, usually part-day, nine months a year and regulated by MSDE or another state’s department of education.
- Licensed Child Care Center: Care provided in a facility, usually non-residential, that for part or all of the day provides care in the absence of the parent and licensed by the MSDE Office of Child Care.
- Licensed Family Child Care: Care provided in a residence other than the child’s and for which the provider is paid and licensed by the Maryland State Department of Education Office of Child Care.
Review and Submit Registration:

- Click review to see enrollment information.
- Parents may make changes to information while reviewing the registration.
- If parents are bringing documents to school or a registration center, **DO NOT** click submit until all documents have been uploaded, simply log out until you visit the registration center.