

Parents' Guide to Online Registration 2024-2025

PLEASE READ FIRST

ALL NEW students to the district **MUST** report to the school registrar at your zoned school to register for school. Please do not attempt online registration on your own if you have a new student. Students from Manchester City Westwood Middle School are **NOT** new students. They are already **ENROLLED**. All Westwood Middle parents will update using “Enrollment Update 2024-2025”. Westwood Middle parents may contact Mrs. McWhorter at the Raider Academy for assistance.

ALL Kindergarten and Pre-K enrollment will be completed during your assigned phase-in day. Do **NOT** enroll or update any Kindergarten or Pre-K students at this time.

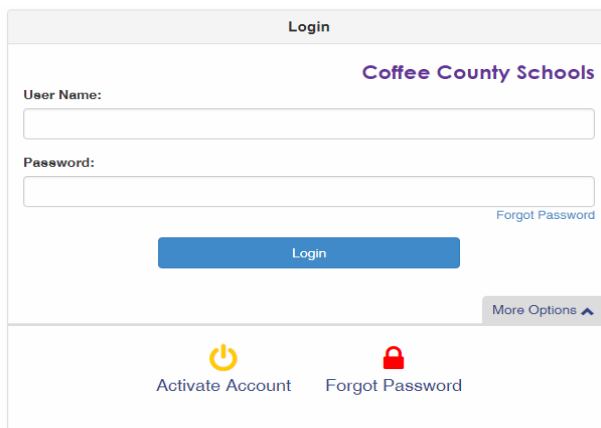
The Enrollment Update opens July 23, 2024.

Enrollment Update

Parents will use ParentVUE to update student information using this link:
<https://psv-coffee.tnk12.gov/COF>

If you forget your password

- Go to <https://psv-coffee.tnk12.gov/COF>
- Click on the “More Options” tab
- Then click on the red pad lock forgot password.
- Synergy will then only send the change password to the email you used to register ParentVUE.



The screenshot shows a web interface for logging into ParentVUE. At the top, it says "Login" and "Coffee County Schools". Below that, there are two input fields: "User Name:" and "Password:". To the right of the password field is a link that says "Forgot Password". In the center, there is a blue button labeled "Login". At the bottom of the page, there are two links: "Activate Account" with a power icon and "Forgot Password" with a red padlock icon. There is also a "More Options" dropdown menu in the bottom right corner.

All enrollment updates must be completed by SEPTEMBER 10. Your student will not be able to use any district technology after this date if the enrollment update is incomplete.