COFFEE CO. RAIDER ACADEMY ON-LINE REGISTRATION**

What you need to know about on-line registration:

- On-Line Registration replaces those horrid "white" cards that must be filled out each and every school year. Once your ParentVUE is set up, it takes a few minutes to go through, check and make any necessary updates. No more filling out a white card for every student in your home.
- ParentVUE accounts allow you to check your student's attendance, grades, missing assignments, discipline, etc.
- The registration process is the tool used to ensure that parents provide the most up to date information and permissions to the school for their student. This includes healthcare, technology and treatment protocols.
- <u>ALL STUDENTS</u> <u>must have the on-line registration completed by their parent/guardian each year.</u> Failure to complete the registration by the deadline will result in the students access to technology being revoked.

Parents of students coming from Coffee County Middle School:

- You already have a ParentVUE account.
- To access your account on your phone, use the ParentVUE App.
  - Enter your username and password
- To access your account on the web, go to https://psv-coffee.tnk12.gov/COF
  - Choose "I am a parent"
  - Enter your username and password

Parents of students coming from Westwood Middle School:

- Students coming from WMS will be entered automatically into the CCRA system.
- If you currently have or have had a student sibling or your WMS student was enrolled in Coffee County Schools in the past, you should already have a ParentVUE account.
- If you have forgotten your password, you can use the "Forgot Password" option to reset it. This will send a link to the email address on file.
- If this is your first time in Coffee County Schools, you will need to set up a ParentVUE account. In order to do so, you must contact Kelli McWhorter (mcwhorterk@k12coffee.net) at CCRA to get an activation code. *Note: activation codes cannot be generated until the registration period opens in May!*

On-line Registration for Updates will begin May 4th, 2026.

Contact Information

- Ms. McWhorter will be back in the office July 27 but will be checking emails periodically when the registration period begins. To reach her please email her at mcwhorterk@k12coffee.net or call 931-570-2830.
- To reach the Director of Attendance, Dr. Keith Cornelius, call 931-723-5150.

Completing On-Line Registration:

- Once you are logged into the ParentVUE application, you will navigate to the online enrollment section. There will be an option for "Registration Update". This is the packet you will choose for registration. DO NOT CHOOSE *NEW STUDENT*!!! Even if your student is coming from Westwood.
- Enter any missing information, update any changes that need to be made, and upload any documents that have changes.
- Your student(s) will be listed in the registration.
- Each student who attends Coffee County Schools will have to be updated.

Tips for Completing On-Line Registration:

- When you are signing the acknowledgements/documents, you must use your legal name as listed on the account.
- Gather any information you may need to add or make changes to, for example, new custody agreements, proofs of address change, phone numbers for emergency contacts, etc.
- Health conditions section: if your child does not have any health conditions, you can check the box that states "my child does not have any health conditions". This may be at the beginning of the list or you may have to scroll to the bottom of the list.
- Emergency Contacts: This section is for anyone who can check your child out of school. If someone is not on the list, they will not be able to check your child out.
  - Use legal names that are on their current ID. Anyone who checks a student out will have to show ID. If the names do not match, they will <u>NOT</u> be able to check them out.
  - You will need to enter phone numbers to add them to the list.
  - List everyone who could possibly check out your child. Examples might include other parents from their sports teams or parents of friends, neighbors, older siblings who can drive or even grandparents or relatives that do not live close.
  - You can have as many emergency contacts as you need. Better to have them and not need them, than need them and not have them.
  - There is more than one page for emergency contacts and on one of the pages it will have a box that says "release to". If this box is not checked, we will not release your child to that person.
  - **<u>For security reasons, we do not allow you to call to add to this list.</u>**
- Documents: This is the last section before you review registration. If you need to add documents, this is where they will be uploaded. Scanning documents in or taking a clear picture will allow you to upload them. If you need to bring them to the school to be uploaded, you can just check the "will provide hard copy" box. Registrations will not be approved until the documents are provided or uploaded.
- The last section is the Review. Everything highlighted in yellow has been added or edited. Once you have ensured that everything is correct, click on the submit button.
- Once your registration is approved, you will get an email from the system telling you that it was approved. If the registrar has questions, you will be contacted. Approval could take several days depending on when you submit the registration.

Si necesitas las instrucciones en otro idioma, envía un correo a la Sra. McWhorter a mcwhorterk@k12coffee.net