

ONLINE REGISTRATION

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- INTRODUCTORY VIDEO WITH POWER POINT PRESENTATION
 - ENROLLMENT UPDATE VIDEO
 - NEW STUDENT VIDEO

PARENT VUE (PVUE)

- How to obtain my Parent VUE account.
 1. If you have used PVUE before, simply sign into the account. At the beginning of each year, you will have documents to download and electronically acknowledge before advancing to student information.
 2. If you have never used PVUE and you are not registering for the first time, then contact the school for an activation key letter. More details will follow in the next few slides which cover this situation.
 3. You may also download the app onto your Android or I-phone.

PARENT DEFINITIONS IN PARENT VUE

- New Parent Definition

A new parent is one who has never enrolled a student into any of our schools.

If your child has an enrollment history in Coffee County Schools, then you will be defined as an existing parent. At this point, you should contact the school registrar for assistance with enrollment at which time an activation key letter will be given or sent to you by the registrar.

- Existing Parent Definition

An existing parent is one with an established PVUE account or a parent whose child has a previous enrollment history with our school system. If you are an existing parent and have never used PVUE, then contact the registrar for an activation key letter.

Only one parent completes the enrollment update. The other custodial parent will have a unique activation key letter. PVUE allows parents to view discipline, grades, and attendance in real time.

STUDENT DEFINITIONS IN PARENT VUE (PVUE)

- New Student

A new student is one who has never attended any Coffee County School from Pre-K onward. Parents of new student will choose “New Student Registration”.

Parents may add new students to existing accounts. The online registration system will then directly send you to the new student registration module. *Caution*---If your new student has attended our schools before, contact the registrar before attempting to add the student. In this case, your student has enrollment history with our system.

STUDENT DEFINITIONS IN PARENT VUE (PVUE) CONT'D

- Enrolled Student

Any student who is enrolled in our schools on the LAST day of school, is automatically enrolled in the next school year. Parents will choose “Enrollment Update” in this situation.

All Manchester City Schools 8th grade students enrolled at Westwood Middle school on the LAST day of school are automatically enrolled in Coffee County Schools at the Raider Academy. City schools will transfer records. However, former City parents will be required to complete the “Enrollment Update” for the new year. Parents of Manchester City 8th grade students will contact the Raider Academy Registrar for an activation key letter.

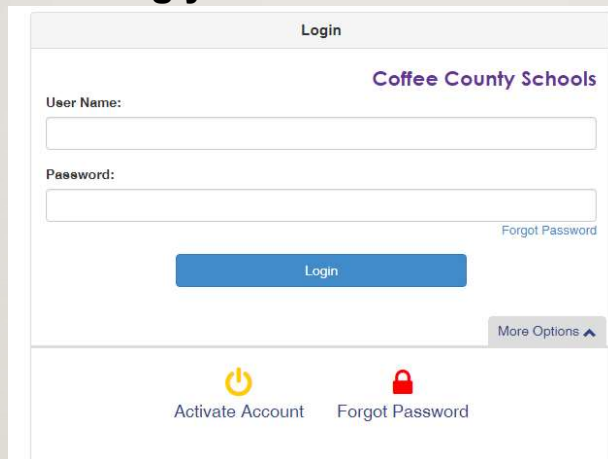
HELPFUL INFORMATION NAVIGATING THE ONLINE REGISTRATION PLATFORM

The next few slides will contain various important information and helpful tips to assist parents with navigating through the process.

Parent Password Recovery

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.
- It is very important to remember the email you used when creating your PVUE account.



The screenshot shows the login interface for Coffee County Schools. At the top, it says "Login" and "Coffee County Schools". Below this, there are two input fields: "User Name:" and "Password:". To the right of the password field is a link that says "Forgot Password". Below the input fields is a blue "Login" button. At the bottom right of the login area is a "More Options" link with a downward arrow. Below the login area, there are two icons: a yellow power button icon labeled "Activate Account" and a red padlock icon labeled "Forgot Password".

EXAMPLE OF AN ACTIVATION KEY LETTER

The activation key letter will contain an activation code which is only used ONE time. Once the code is used, parents will login using the user name and password created.



Deerfield Elementary ParentVUE Activation Key

Dear Mike Fisher,

Welcome to ParentVUE!

ParentVUE is a wonderful tool to monitor what is happening with your child's education. It provides you with the latest information about your child's attendance and grades and a lot more.

To logon to the web portal for the first time:

1. Open an internet browser (Internet Explorer, Edge, Chrome, etc.).
2. Navigate to <https://psv-coffee.tnk12.gov>
3. On the Access Page, click I AM A PARENT.
4. On the ParentVUE Access Page, click "MORE OPTIONS" and then "ACTIVATE ACCOUNT".
5. Click I ACCEPT to the Privacy Statement.
6. Enter FIRST NAME, LAST NAME, and ACTIVATION KEY exactly as it appears below.
7. Click CONTINUE TO STEP 3.
8. Enter your username, password (6 characters) and email address (for password recovery).
9. Click COMPLETE ACCOUNT ACTIVATION to finish setting up the account.

Configuring ParentVUE App on your Mobile Device:

Once you have activated your ParentVUE account, follow the link: <https://psv-coffee.tnk12.gov> then go to More Options and click on the appropriate App.

When opening the App, sign in with your account information.

DO NOT click Coffee County Schools in the list that may populate. Click Enter Manually and enter this URL: <https://psv-coffee.tnk12.gov/COF> to connect to Coffee County Schools.

We hope you enjoy this new tool. If you have questions, please call your child's school.

Activation First Name: **Mike**

Activation Last Name: **Fisher**

Activation Key: **MWF9KCZ**

Web Address: <https://psv-coffee.tnk12.gov/COF>

Your activation key has no expiration date.

LIST OF CURRENT SCHOOL REGISTRARS

School registrars serve as your contact person for questions and assistance in completing enrollment updates, new enrollment, or making changes to student information.

School	Registrar	Phone Number
Central High School	Arlana Hendricks	931-723-5163
Raider Academy (9 th gr)	Kelli McWhorter	931-723-3309
Coffee County Middle	Melody Keasling	931-723-5177
Deerfield Elementary	Carah Morgan	931-570-2652
East Coffee Elementary	Jill Abed	931-723-5185
Hickerson Elementary	Bonni Scott	931-455-9576
Hillsboro Elementary	Tammy Townsend	931-596-2775
New Union Elementary	Liz Lawson	931-723-5187
North Coffee Elementary	Jennifer Dennison	931-723-5183

REQUIRED ITEMS FOR NEW REGISTRATION OR RE-ENROLLMENT OF STUDENTS

- Birth Certificate or proof of birth. Mother's copy is acceptable. This information is requested at enrollment.
- Social security card (not required but is preferred)
- Parent Driver's License OR State issued photo identification card. Passport also acceptable.
- TWO proofs of legal residency in Coffee County Schools zone. For example, utility bills, lease agreements, insurance bills, bank statements, or any **official** document listing current address. Mail flyers are not acceptable.
- Immunization record on official Tennessee form which can be obtained at the local health department or your health care provider. The health department can easily convert to TN form if coming from out of state.
- Parenting plan if parents are divorced. (more on this on the next slide)

CUSTODY EXPLAINED

- Tennessee uses a “PARENTING PLAN” to define custody. The word custody has been replaced with “PRIMARY RESIDENTIAL PARENT”. The primary residential parent is the parent whom the student resides. Naturally, it is possible for both parents to have custody but one is defined as primary residential. ALL parenting plans must be signed by a Judge from a court indicating the plan is valid. An attorney only signature is not official.
- A POWER OF ATTORNEY (POA) is not a custodial document. A POA is only allowed in hardship cases as defined by (1) parent is jailed (2) parent is deceased or (3) parent is in long-term rehab or long-term hospitalization. POAs will not be used to designate custody unless one of the aforementioned conditions exist.
- Birth Certificates---In TN, if the father is on the birth certificate and NOT married to the mother, for the father to have any legal custody, a parenting plan heard by and signed by a Judge must be in effect and a copy provided.