

Parent/Guardian Guide to Back to School Verification

Welcome to the 2021-2022 school year! Each year, all parents are required to verify some family and student information, submit important acknowledgements, and provide permissions related to all District students.

This year's back to school updates will be completed online in the district's ParentVUE portal. All parents with educational rights for children in the District should have received an automated email from DMUSD-Synergy-NoReply@dmusd.org with information and a link to activate a ParentVUE account.

If you did not receive this email, please check your spam folder first. If you do not have an email in your spam folder, please contact Audrey Shepard in Student Services to verify the email address on file and get a new activation key.

1. Start the Back to School Packet by logging in to ParentVUE.
 - a. **Current DMUSD parents** [may login using their existing ParentVUE credentials.](#)
 - b. **Forgot your username or password?** [Click here and enter your email address](#) to retrieve your username or reset your password.

2. After logging in, select the Back to School Packet from the drop down box, then check or select “Begin New Registration”.



[Home](#) [Status](#) [My Account](#) [ParentVUE](#) [Logout](#)

Del Mar Union School District

Good afternoon, Audrey Shepard, 7/16/2021

Please select the online packet you would like to begin*

2021-2022 Back to School Packet

[Begin New Registration >](#)

3. Verify that all of your children who are currently enrolled in DMUSD appear on the Student Summary page. If any children are missing, please contact the school to ensure that the correct information is on file.

Back to School Packet

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Documents
- Review/Submit
- Delete Back to School

INTRODUCTION

Student Summary

Information

Below are the students currently enrolled in the Del Mar Union School District. If your student is not listed, please contact your student's school for assistance.

| First Name | Last Name | Grade | School Year | School | Status |
|------------|------------|------------|-------------|------------|---|
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | You will be updating information for [REDACTED] |
| [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | You will be updating information for [REDACTED] |

Save And Continue

4. You will see a yellow “Requires Verification” alert next to each student. Click the blue “Resume Back to School” button to continue the verification process.

Del Mar Union School District
Good afternoon, [REDACTED]
2021-2022

Back to School Packet

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ⓘ
- Students ⓘ
- Documents ✓
- Review/Submit** ⓘ

REVIEW/SUBMIT

[Review](#)

Your registration has NOT yet been submitted.

To submit your registration, click the "Review" button below, and then click the "Submit" button on the Review page.

| Status | Verify Information | Student | Grade Level | School Selection | Data Changes | Comments |
|-----------------------|--------------------|------------|-------------|------------------|--|----------|
| Requires Verification | | [REDACTED] | | | No changes were made to this student's information | |
| Requires Verification | | [REDACTED] | | | No changes were made to this student's information | |

There are still some incomplete items. Please complete all entries before continuing.

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5. Add at least one emergency contact for your family, including at least one phone number.
6. On the Student screen, click the yellow “Edit” icon to verify and update the information for each enrolled student.
7. Click through the rest of the Back to School Packet to complete all information relevant to your family.
8. On the Documents page, you will have an opportunity to upload medication or doctor forms, instead of submitting a hard copy to the school. You will also have an opportunity to attach two proofs of residence if your address has changed from what is currently in the system. If you do not have any documents to upload, or will submit them later to the school, click “Save and Continue.”

9. Once all necessary information has been entered, you will arrive at the Review/Submit page and a green check mark will appear next to all other modules. To submit your registration, click the “Review” button and review the information in the system for accuracy. If no changes are needed, click the “Previous” button at the bottom of the page.

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Back to School Packet

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- Parent/Guardian ✔
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- Documents ✔
- Review/Submit** !

REVIEW/SUBMIT

Review

Your registration has NOT yet been submitted.

To submit your registration, click the "Review" button below, and then click the "Submit" button on the Review page.

| Status | Verify Information | Student | Grade Level | School Selection | Data Changes | Comments |
|--|--------------------|-------------|-------------|---------------------------|-----------------------------------|----------|
| ✔ Ready To Submit | | New Student | 04 | 1. Del Mar Heights School | New student added to registration | |

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Review

10. Once you have reviewed, click the green “Submit” button at the bottom of the Review/Submit page.

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- Review/Submit**

Delete
Back to School

REVIEW/SUBMIT

Review

Your registration has NOT yet been submitted.

To submit your registration, click the "Review" button below, and then click the "Submit" button on the Review page.

| Status | Verify Information | Student | Grade Level | School Selection | Data Changes | Comments |
|--|--------------------|-------------|-------------|------------------|-----------------------------------|----------|
| ✔ Ready To Submit | N/A | New Student | | | New student added to registration | |

< Previous
Submit

11. You will receive a popup box asking you to confirm. Press “OK” to finalize your Back to School Packet submission.

Confirm

Pressing OK will submit the student Back to School information for the 2021-2022 school year. From this point on you will not be able to make any further changes to the Back to School information in this portal; however, you may return to Back to School Packet to check the status of your submission.

OK

Cancel

12. Once you have successfully submitted, you will see the message below.

2021-2022 Back to School

Status

Thank you for completing the required Back to School parent reading and acknowledgements. We hope your student has a wonderful school year!

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

Have a wonderful school year!