



Registration Gateway Parent Guide to the Student Update Site

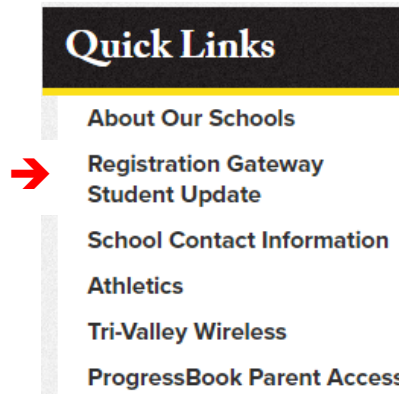


Welcome to the Registration Gateway Student Update site for returning Tri-Valley students. We hope that this online system will streamline our communications and reduce the amount of paperwork parents need to complete at the start of the new school year. If your student attends the Joint Vocational School or is a full-time Post-Secondary student, you will need to complete the update as well.

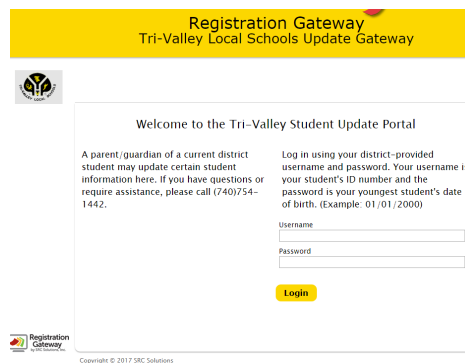
Parents will update demographics, emergency contacts, review student handbooks and acknowledge the technology usage agreement and other district policies. **Failure to complete the student update will result in your student losing all internet privileges.**

Parents are asked to complete the update information by midnight, Sunday, September 17th, at which time the site will become unavailable. It will take approximately 10 minutes to complete.

1. Access our website, www.tvschools.org. Click on the Registration Gateway Student Update link.




2. Parents will log in using the following unique username and password.
 - The username will be your youngest child's student ID number. (This is the same number your student uses to access their lunch account, computer access, etc.)
 - The password will be your youngest child's date of birth. (Example: 00/00/0000)



3. Update Status Page

Registration Gateway
Tri-Valley Local Schools Update Gateway



Update Status Page

This page displays the name of each student associated with the primary guardian. To change information on one student, click the Edit button beside the student’s name OR to update the information on the entire family, click the Family Review button. The Family Review button will allow you to review the information more quickly and will copy certain information from one student to the next. If a student(s) is missing from a family group or a student(s) should to be removed from a family group, please contact Barbara Jennings or Mary Ann Champion at (740)754-1442.

After the update is completed, click the “Save” button. If all the required information has been completed, each **student’s status** will change from a “Your Action Needed” to “Finalized” on the Update Status Page. If the student status is “Pending”, this requires action by the school office to verify certain information and requires no further action by the parent. When the status changes to “Pending or Finalized”, student information cannot be edited, and you must contact the school office.

First Name	Last Name	Status	
Harry	Smith	Your Action Needed	Edit
Marilyn	Conner	Your Action Needed	Edit
			Edit

Family Review **Checklist**

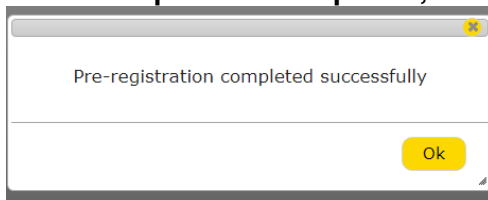
Registration Gateway
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Family Group Information:

The Family Review button will allow you to review the information more quickly and will copy certain information from one student to the next. The Edit button allows you to change a specific student’s information.

After the update is completed, be sure to click the “Saved” until the following message appears.



Certain updated information **may** require new documents for the school office. A “Checklist” is provided at the end of the update to review which new documents may need to be provided.

Any student missing from a family group can be accessed by using that student’s ID and birthdate to complete their update information.

If a student is missing from a family group or you have students who need to be removed from a family group, please contact Barbara Jennings or Mary Ann Champion at (740)754-1442.