

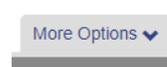
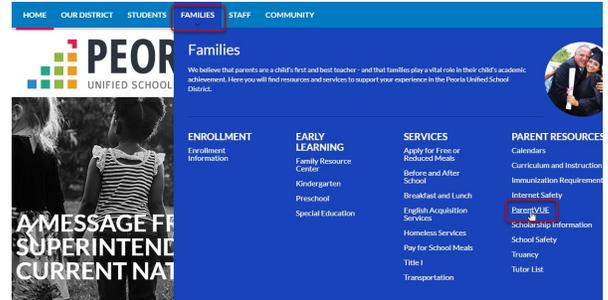


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Activating Your Account

1. Open an Internet browser and go to the Peoria Unified School District home page: <https://www.peoriaunified.org/>
2. Hover over the *Families* tab and then click to select **ParentVUE**.
3. Click the **Click Here to Enter** button.
4. Click **I am a parent >>**.
5. Click **More Options**.
6. Click **Activate Account**.
7. Click **I Accept** to accept the privacy statement.
8. Click **I Accept**.
9. Enter your **First Name**, **Last Name**, and **Activation Key** exactly as they appear in the *Activation Key Letter* you received from your school office.
10. Click the **Continue to Step 3** button.



Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement.

The Federal Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. In order for the Peoria Unified School District to remain compliant with its obligations under the FERPA law, you must agree to the following considerations and rules for the use of the ParentVUE. Your user name and password are confidential and intended for your use only. There is no need for you to share your user name and password with anyone for any reason. You are solely responsible for the use of your user name and password. The Peoria Unified School District accepts no responsibility or liability for any inappropriate use of your user name and password. No School or Peoria Unified School District official will ask you to reveal your user name and password for any reason.

Clicking I Accept means that you agree to the above Privacy Statement.

Step 2 of 3: Sign In with Activation Key

Please enter your first name, last name and the 7 character authentication key (provided to you by the district), to activate your ParentVUE account:

First Name

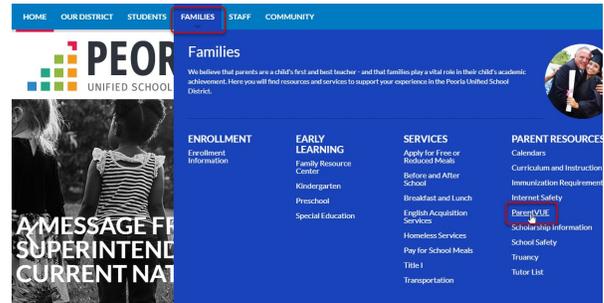
Last Name

Activation Key

11. Create a **User Name, Password (Confirm Password)**, and enter your **Primary Email**.
12. Then click the **Complete Account Activation** button.

Logging into ParentVUE

1. Open an Internet browser and go to the Peoria Unified School District home page: <https://www.peoriaunified.org/>
2. Hover over the *Families* tab and then click to select **ParentVUE**.



3. Click the **Click Here to Enter** button.



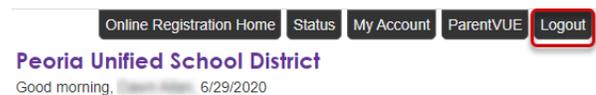
4. Click **I am a parent >>**.



5. Enter your **User Name** and **Password**.
6. Then click the **Login** button.

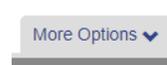
Logging out of Your Account

1. Be sure to click the **Logout** link in the upper right corner of the page when finished.



Forgot Your Password?

1. From the ParentVUE Login page (see Logging into ParentVUE, steps 1-4 above).
2. Click the **More Options** button.



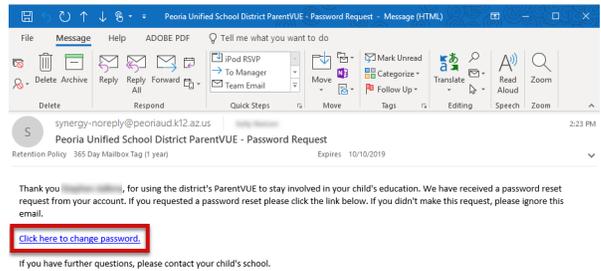
3. Click the **Forget Password** link.
4. Enter the **email** that was used during your account activation.
5. Then click the **Send Email** button.

Forget Password

Send Password Reset Request

Enter your email address or user name and we will email you a link to change your password. knelsen@pusd11.net

6. A message will be sent including a link to change your password.
7. Click the link in the email and complete the form including your first and last name, and the new password.



8. Confirm the new password and then click **Change Password**.

Change Password

To change your password, enter your current First and Last Name (must match name on account), type the new password twice to confirm, then press the Change Password button.

User Name: sadkins

First Name:

Last Name:

New Password:

Confirm New Password:

9. If the password reset page is still open, use the **Click to return to Login** link to enter the password that was emailed.

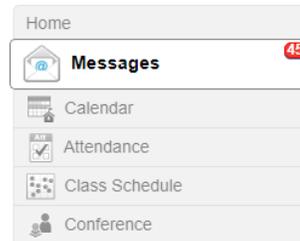
Otherwise, follow steps 1-6 under *Logging into Your Account* above.

ParentVUE Home Screen

1. **Focus Menu** –select from the children actively enrolled in the district
2. **Streams** – allows parents to communicate with teachers
3. **My Account** – access and update account information
4. **Help** – information provided by the district
5. **Online Registration** – access to online registration during the registration period
6. **Logout** –logout when finished
7. **Navigation Bar** – contains links to display records for a selected child
8. **Recent Events** – includes grading period dates, conference events, school events, attendance notes, etc.

Messages

The **Messages** screen will have a list of messages from your child's teacher(s).



1. Click on the message to open it.
2. Use the **Reply** button to respond to the teacher's message.
3. Use the **Close** button to close the message.
4. Use the **Delete** button to delete the message.

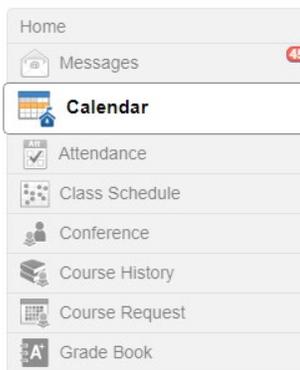
MESSAGES

	Date	Subject
	06/11/2020 11:28:00	 Alexander -



Calendar

The **Calendar** screen displays assignments from the grade book (for the student shown), and other school and district events.



CALENDAR

Classes Assignment Type Assignment Status

Today < > March 2020 Month Week Day

Show Rotation Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 writing and e... Community ...	3 Spelling Test... Argument E... Expressions... Bell work #11 Bell work #12 Bell work #13 Season We...	4 Bell work Te... Serason Vid...	5	6 Bell Work 22 Daily Objecti... Current Eve... Create a flyer Floocab Cards Seasons As...	7
8	9 solving one ... Reason for ...	10 One step eq... PE Grade	11 Daily Objecti... Microsoft W... Tides (fishin...	12	13 Spelling Test... Chapter One Bell Work 23 one step eq... Type Racer ...	14
15	16 Vacation	17 Vacation	18 Vacation	19 Vacation	20 Vacation	21

Events

- Assessments
- Assignments
- Holidays
- School Events

1. **Filter by** classes, Assignment Type, or Assignment Status
2. **View by** Month, Week, or Day
3. **Show rotation** displays the 6-day schedule for elementary school (a=1, b=2, c=3, d=4, e=5, f=6)
4. Click an **assignment** to view more information
NOTE: Red assignments are either missing or have no score.
5. **Show events** (assessments, assignments, holidays, and school events)

Attendance

The **Attendance** screen displays information for the current school year.

Home

Messages 45

Calendar

Attendance

Class Schedule

Conference

Course History

ATTENDANCE

1

August 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

🟢 Excused 🟡 Tardy 🔴 Unexcused 🟩 Activity 🕒 Not Scheduled

All (08/07/2019-06/30/2020) >

Days of Attendance

2 Detail:

🟢 Excused 🟡 Tardy 🔴 Unexcused 🟩 Activity 🕒 Not Scheduled

Pioneer Elementary			
Date	Reason	Reason (PM)	Note
10/15/2019	🔴 Unexcused Absence	🔴 Unexcused Absence	9:35 - Left message
08/07/2019	🟢 Other Absence	🟢 Other Absence	Waiting to get immunization - per mom - Mom signed him in at 1:10

- Calendar View** – displays a series of calendars showing days this child was absent or tardy. Click on a date to view more attendance detail.
- Attendance Detail** – displays absences per course and period. Toggle Detail to ‘on’ to see a list of absences including reason, and notes.

Class Schedule

The **Class Schedule** screen lists the Period, Course Title, Room Name, and the Teacher for each class in separate columns.

- Home
- Messages 45
- Calendar
- Attendance
- Class Schedule**
- Conference
- Course History

CLASS SCHEDULE

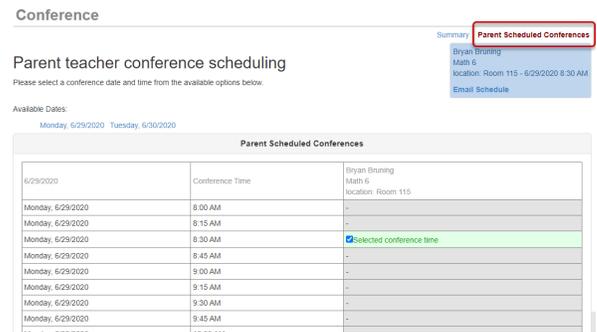
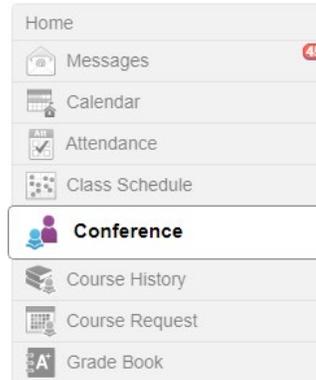
01: 12806 Science/Health 6 - 12806-00002 12:00 AM-12:00 AM	Krahn, Amy Room: 15
02: 11806 Math 6 - 11806-00003 12:00 AM-12:00 AM	Bruning, Bryan Room: 19
03: 14826 Choir 6 - 14826-00003 12:00 AM-12:00 AM	Hunter, Anna Room: 48
04: 13806 Social Studies 6 - 13806-00002 12:00 AM-12:00 AM	Emerick, Kyle Room: 33

- Teachers can easily be contacted by clicking the name link or the envelope icon.

Conference

The **Conference** screen allows parents to schedule (or reschedule) parent-teacher conferences. Not all teachers use this feature. If a teacher does not allow for electronic scheduling of conferences, the page will display a note that there are no conferences available at this time.

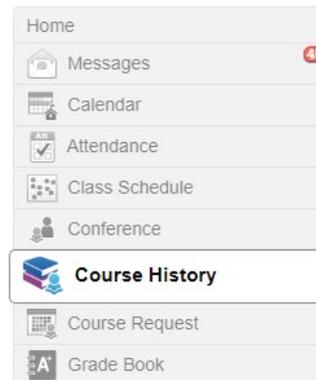
To learn more about how to schedule a conference, if available, [click to view the step-by-step directions](#).



Course History

Course History displays courses and grades received for all years and all schools in the Peoria Unified School District.

1. Toggle Details '**on**' for Graduation Status, Test Requirements, or Student Course History.

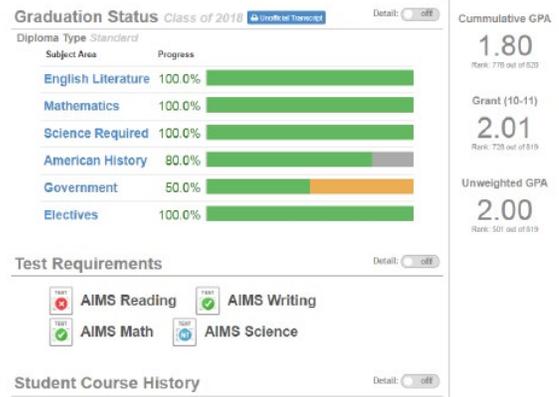


The **Graduation Status** section provides detailed credit and test requirement information, if appropriate to the student school grade level.

- a. Click a course title to view more information.

The **Test Requirements** section display scores for required test for graduation.

The **Student Course History** section displays the mark earned, credit attempted, credit completed, and verified credit.

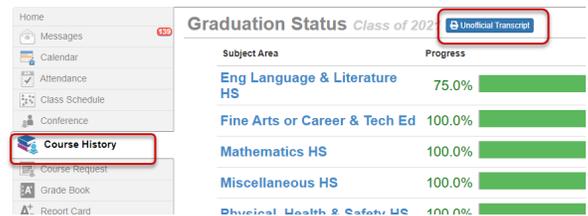


Course Title (ID)	Mark	Credit Attempted	Credit Completed	Verified Credit
Edupoint High School Year: 2018 Term: S1				
EXPLORATORY TEEN LIVING 8 (HEB210)	A	0.00	0.00	
Edupoint High School Year: 2018 Term: YR				
ADVANCED ENGLISH 8 (LA1124)	A-	0.00	0.00	
ALGEBRA 1 HONORS (MA3220)	B	1.00	1.00	Mathematics
CORE SOCIAL STUDIES 8 (SO2106)	A	0.00	0.00	
EARTH SCIENCE (SC4210)	A-	1.00	1.00	Science
SPANISH I (FL5510)	B	1.00	1.00	
Edupoint High School Year: 2018 Term: S2				
TECHNOLOGY EDUCATION 8 (TEB483)	A	0.00	0.00	

Unofficial Transcript: High School Students

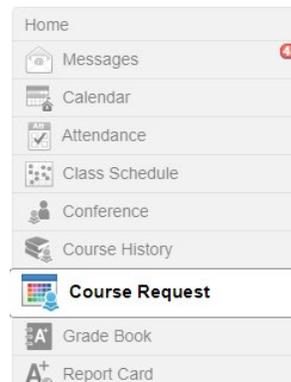
NOTE: The unofficial transcript button is visible for both elementary and high school accounts. However, reports will only generate for students in grades 9-12.

Click the blue **Unofficial Transcript** button next to Graduation Status. A PDF document will be downloaded.



Course Request

The **Course Request** screen displays a read-only list of the courses your child(ren) can request for the following year.



COURSE REQUEST
 Cactus High School (823-412-6000) Selection Time Period: 12/6/2019 - 12/31/2019
 2020-2021 School Year, Grade: 10

Selected Course Requests

LN	Department	Course ID	Course Title	Section	College Prep	Costs	Comments
1	Language Arts	10101	AP/APC American I	Yes		1,000	
2	Language Arts	10200	English I			1,000	
3	Math	11144	Algebra 1A			1,000	
4	Math	11144	College Algebra			1,000	
5	Math	10701	Math 1			0,000	
6	Math	10702	Math 2			0,000	
7	Performing Arts	14100	Band/Handring			1,000	Band - 10 GPA 4.0
8	Performing Arts	14100	Band/Handring	Yes		1,000	Conducting included
9	Science	10200	Chemistry			1,000	Pre-req: chem 1 (10200 or 12200)
10	Social Studies	10200	World History			1,000	
Total						8,000	

Selected Alternate Course Requests

LN	Department	Course ID	Course Title	Section	College Prep	Costs	Comments
1	Math	20000	College Preps	Yes		1,000	
2	Career/Tech	20000	Introduction to Robotics	Yes		1,000	
3	Career/Tech	20000	General Justice	Yes		1,000	
Total						3,000	

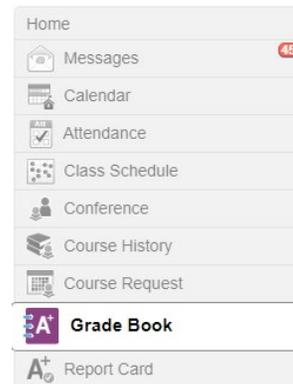
Graduation Status Summary

Student Area	Required	Completed	In Progress	Credit for Required Course	Remaining
Eng Language & Literature 10	4,000	1,000	0,000	1,000	2,000
Eng Arts or Career & Tech Ed	1,000	1,000	0,000	0,000	0,000
Mathematics 10	4,000	1,000	1,000	0,000	2,000

Grade Book

The **Grade Book** screen allows parents to keep track of their child's grades, assignments and test scores that have been posted by the teacher(s).

1. **Course Name** – click to view a list of assignments, their scores, and course content.
2. **Teacher Email** – click the name or envelope icon link to send an email to the teacher
3. **Class Resources** – Click the Class Level Resource link to open the list. Then click the name of the resource.



1 Science/Health 6 **2 Amy Krahn** Room: 15

- Grade Report 4: 100%, 0 Missing Assignments
- Final Grade: B, 86%, 0 Missing Assignments

2: Math 6 **Bryan Bruning** Room: 19

- Grade Report 4: A, 98%, 0 Missing Assignments, 5 Class Level Resources
- Final Grade: C, 78%, 0 Missing Assignments, 5 Class Level Resources

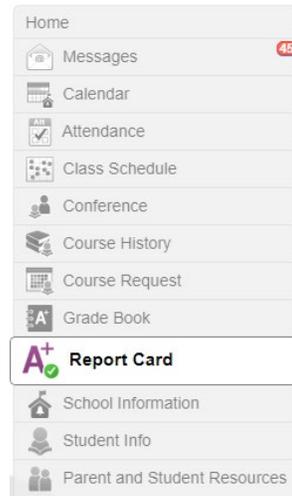
NOTE: Click the drop-down arrow in the upper-right corner to view a different grading period.



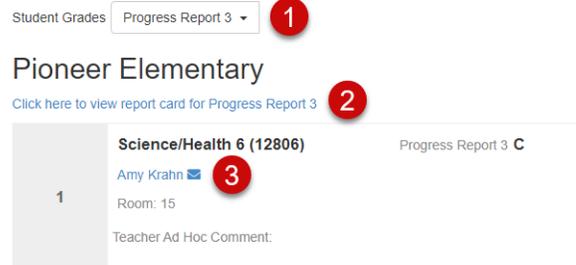
Report Card

The **Report Card** screen shows grades for each quarter and for periods between quarters.

1. **Reporting Period** - Click drop-down arrow to view a specific grading period.
2. **Progress/Report Card** - Click the link to view or print the report for that term.
3. **Email** - Click a teacher's name to send an email.

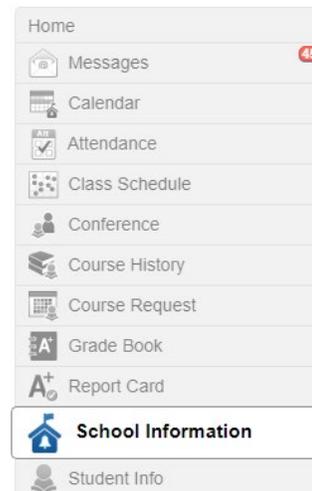


REPORT CARD



School Information

The **School Information** screen displays contact information for that school, including email for the principal, address, phone numbers, and the school's website URL.

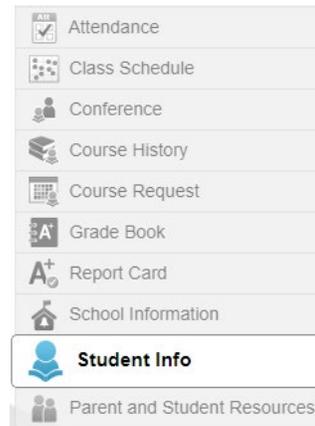


SCHOOL INFORMATION

School Information			
Principal David Snyder	School Name Pioneer Elementary	Address 6315 W Port au Prince Ln Glendale, AZ 85306	
Phone 623-412-4550	Fax 623-412-4561	Website URL https://www.peoriaunified.org/pioneer	
School Staff Contact List			
Staff Name	Job Title	Phone	Extension
Q	Q		
No data			

Student Info

The **Student Information** screen displays your child's demographic information.



STUDENT INFO

[Edit Information](#)

Student Information							
IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility							
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Wiefenich, Danielle	N	Other				602-502-2463
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Donoghue, Cristine	N	Grandmother				623-628-7314
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Morpew, Shari	N	Grandfather				623-340-8517
Orderby	Name	Release To	Relationship	Home Phone	Work Phone	Mobile Phone	Other Phone
	Donoghue, Mike	N	Grandfather	602-615-7236			602-615-7236

1. To edit the student information, click the **Edit Information** button located in the upper-left side of the screen.
2. Make any preferred changes, and then click the **Save Changes** button.
3. Your changes must be approved by the school's front office staff.

[Edit Information](#)

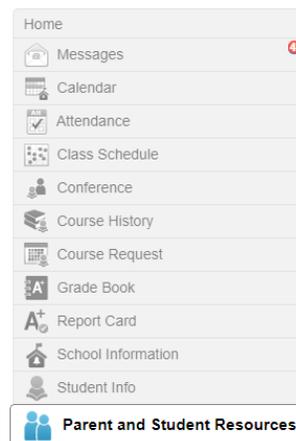
[Save Changes](#)

[Cancel Changes](#)

Changes submitted on 06/30/2020 14:50 PM, are still waiting approval.

Parent and Student Resources

The **Parent and Student Resources** page includes links to College Scholarship Eligibility as well as Student Login Information.



PARENT AND STUDENT RESOURCES

College Scholarship Eligibility

Student login Information

College Scholarship Eligibility

The screenshot displays the 'Student Profile' page. At the top left, there is a header for 'Cactus High School (602) 327-6445'. On the right, it says 'Peoria Unified School District' and 'Good morning, 06/30/20'. A navigation menu on the left is numbered 1 through 5. The main content area shows a 'Student Profile' header with a 'Go Back' button. Below this is a section for 'Announcements' which states 'No Announcement as of this time.' There is also a notification that says 'You have no new notification'. At the bottom, there is a 'Scholarships' section with tabs for 'Scholarships', 'Demographic Profile', 'Tests Profile', and 'FAFSA & Links'. Under the 'Scholarships' tab, it lists four scholarships: 'All About Education Scholarship', 'Apply to Colleges - College Board Drawing', 'B. Davis Scholarship', and 'Brockman Scholars Program'.

1. **Dashboard** - student profile, ID and contact information
 - a. **Scholarships** – eligible scholarships
 - b. **Demographic Profile** – age, GPA, Ethnicity
 - c. **Tests Profile** – test name, type, performance level, score, date taken
 - d. **FAFSA & Links** – dates and link to student aid site
2. **Notifications** – alerts for students
3. **Edit Profile** – students can view their scholarship profile, they cannot edit it
4. **Favorites** – students can set scholarships to save as a favorite
5. **Close \ Return to StudentVUE**

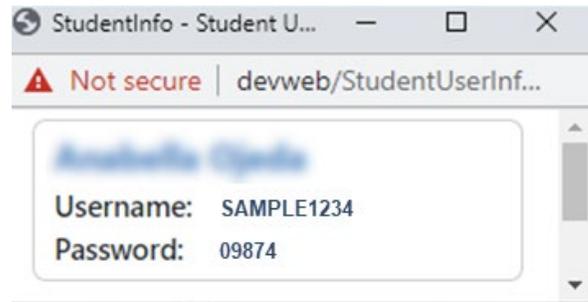
Student Login Information

Clicking the **Student Login Information** link will open a pop-out window with that child's username and password.

PARENT AND STUDENT RESOURCES

College Scholarship Eligibility

Student login Information



Streams

Sending a Message via Streams

1. Click the **Streams** button in the upper-right corner of the ParentVUE homepage.
2. Click the **name of the teacher** to send a message.
3. Add a message and then click **Post**.

NOTE: The teacher will receive the message on the Streams page and will have the option to respond.

4. When the teacher responds, an alert will appear on the Streams page.
5. Click the teacher's name to view the message.



My Account

1. Click **My Account** in the upper-right corner of the screen.
2. Click **Update Account** to edit personal information.

My Account

Update Account

1 Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click [Change Password](#)

Update Account **Cancel**

Account Detail and Options

2 Personal Information: NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID QAParent	Home Address	Mail Address Same as Home Address	Phone Numbers * Home: 602-555-1234 * * Indicates primary contact phone
Adult ID				

3 Go Paperless! I only want to receive my child's report card on-line, do not send me a printed report card

4 Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children.

Attendance *Notify me when my child is tardy or misses a class*

Grades *Notify me when my child's current term grades are posted*

Grade Book *Notify me with my child's grade book scores*

Send Messages Every Sunday

Only Send Messages when Grades are below: %

5 Auto Notify E-Mail: Enter the e-mail addresses (primary is required) that you want all active notifications sent to:

Primary Email:

Email #1:

6 Phone Numbers

Delete	Primary	Type	Phone	Extension	Contact	Listed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Home	602-555-1234		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7 Acknowledged Documents

Date	Time	Document (click to download)	Response
No data			

8 Account Access History

Date	Time	Logged in Successful?	IP Address Accessed From
07/07/2020	7:45 AM	Yes	
07/02/2020	10:08 AM	Yes	

1. **Change Password** – Click this link to change the account password
2. **Personal Information** – This information can only be changed by school personnel
3. **Paperless Reports** – click the checkbox to sign up for paperless reporting
4. **Auto Notify** – Set up automatic notifications for attendance, posted term grades, and grade book scores
5. **Auto Notify Email** – Add any emails to which notifications should be sent
6. **Phone Numbers** – add or delete phone numbers as preferred
7. **Acknowledged Documents** – acknowledged documents are not currently available in Peoria School District
8. **Account Access History** – this lists all login attempts by the user

ParentVUE: Frequently Asked Questions (FAQs)

- | | |
|--|---|
| <p>1. Do I have to register at each school if I have a child in elementary school and another in high school?</p> | <p><i>ParentVUE offers a single sign-on to view school information for all siblings, regardless of the grade level or school of attendance.</i></p> |
| <p>2. Is there a way to contact the teacher or counselor if I have a question about what I see on the screen?</p> | <p><i>Easy access to communication tools throughout the various ParentVUE screens promotes easy communication between home and school that is necessary for student success. Simply click any teacher link or envelope icon to send an email message. Click the Streams icon to add a message to the discussion thread.</i></p> |
| <p>3. Is my child's school information available to anyone on the Internet?</p> | <p><i>While the website is accessible over the Internet, access is secured via a user name and password. Parents can see information about their children only, and cannot see the records of other students.</i></p> |
| <p>4. How can I navigate from one child to another within the same ParentVUE account?</p> | <p><i>All children linked to a parent in the district will have their first names listed in the menu at the top of the ParentVUE homepage. Click the drop-down arrow and select a child's name to view the information.</i></p> |