Special Education ParentVUE
Update Student Information

Parents or legal guardians residing in the same household will each be able to have their own ParentVUE accounts, allowing for electronic signatures from both parents/legal guardians. This additional account is exclusively available to parents or legal guardians of students with disabilities.

These instructions are intended for the **enrolling adult** to update student contact information to process the request for an additional account.

Once you're logged in to ParentVUE, complete the following steps:

1. Select your student

2. Scroll down the menu on the left side and select **Student Information**.

3. Select **Update Student Information**

4. Select **Students**

5. Select **Contacts**. *If you have multiple students enrolled with CCSD, you will need to select the "Contacts" option under the name of your student with an IEP.*

6. In the Student Contacts section, the person receiving the additional ParentVUE account must have the following:

   - Relationship to Student is Father, Mother, or Legal Guardian

   - Contact Allowed is checked

   - Educational Rights is checked

   (Note: Each Parent/Guardian/Contact should only be listed once)

   Request an additional ParentVUE account

How do I update my contact information? It is shaded and will not allow editing.

As the enrolling adult, you can update your contact information. Each parent/guardian/contact should only be listed one time. The enrolling adult is the primary contact.

Directions can be found here: ParentVUE Support

I am the enrolling adult and am not included in the Call Order.

As the enrolling adult, you will be the first point of contact. Each parent/guardian/contact should only be listed one time. In the event you cannot be reached, then we go to the next contact in line. This is where you provide who is to be called next.

I am not the enrolling adult. What is my first step in obtaining my own login to ParentVUE?

The enrolling adult will need to complete this LINK for Parental Request for Additional ParentVUE Account

I am not the enrolling adult. How can I update the contacts?

Only the enrolling adult can update Student Contacts.

What do I do if I am having trouble logging into ParentVUE?

Have an account but forgot your password? Use the self-serve functionality to retrieve it. Your account remains active for as long as you have a student in the District.

How do I sign electronically?

When you login to ParentVUE, you will see a prompt that request your signature. Once you sign, you can click Accept to approve the signature.

How do I get access to sign documents electronically?

Documents are signed electronically through the ParentVUE app.

If you are the enrolling adult, you already have access through your ParentVUE account. If you're having difficulty logging into your account, use the self-serve functionality to retrieve it. Your account remains active for as long as you have a student in the District.

For the non-enrolling adult, if you need to set-up a ParentVUE account, please have the enrolling adult complete the LINK for Parental Request for Additional ParentVUE Account to begin the process.

I received notification that my contacts needed updating. Who can I call for assistance?

If you have any questions or need technical support, please contact your local school for assistance. School contact information is available on the local school website.

Where can I view my student's current IEP, progress reports and reevaluation?

1. Login to ParentVUE
2. Select your student.
3. Scroll down the menu on the left side and select **Special Ed**. The Special Education screen will show documents available for viewing.
4. To view the special education document, select the date of the document you want to view.