

How to Complete the Online Registration Summer School Application For Parents

[Directions in Spanish](#)

[Video \(Download video to view\)](#)

Step 1: Navigate to https://ca-lbusd-psv.edupoint.com//PXP2_OEN_Login.aspx

Step 2: Log in using your ParentVUE User Name and Password. **Do not** create a new account. All LBUSD parents have an existing ParentVUE account. If you need assistance, please contact your child's school site for information.

If you have ever had a student in LBUSD (current or previous), you will use the ParentVUE login that is associated with that student (if you do not know the login to that ParentVUE account, please contact your child's school).

If you forgot your ParentVUE User Name or Password, click on the "Forgot Password" icon.

Next, enter the email address you used to set up the ParentVUE account. If you don't remember the email address that you used, or you no longer use that email, contact your child's school to have it changed.

Step 3: Select **Summer Online Registration** application and then click Begin New Registration.

If accessing the screen from ParentVUE, you will need to click on the "Online Registration" button first.

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Step 4: Read the introduction and click “Continue.”

Home Status My Account ParentVUE Logout
Long Beach Unified School District
Good morning,
Online Registration INTRODUCTION Summer
Introduction
Family
Parent/Guardian
Emergency
Students
Review/Submit
Delete Registration
Welcome
Information
Thank you for your interest in participating in summer school. If you are interested in enrichment classes, please contact your school site directly. This registration is for credit recovery classes only.
Throughout the Online Registration process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.
Continue

Step 5: A list of all students connected to your account will display. Click “Save and Continue.”

Home Status My Account ParentVUE Logout
Long Beach Unified School District
Good morning,
Online Registration INTRODUCTION Summer
Introduction
Family
Parent/Guardian
Emergency
Students
Review/Submit
Delete Registration
Student Summary
Information
Student summary message, enter text here.
Table with 6 columns: First Name, Last Name, Grade, School Year, School, Status.
Row 1: Sally, Smith, Poly High School, You will be updating information for Lizbeth Aguilar Sandoval
Row 2: George, Smith, Oropeza Elementary, This student is excluded due to their grade level
Row 3: Sam, Smith, The student has completed the 12th grade. Students that require additional credits can contact the last school attended for additional information.
Save And Continue

Step 6: Type your name as it appears in the upper right corner in the Electronic Signature box. Click “Save and Continue.”

Home Status My Account Parent
Long Beach Unified School District
Good morning, Diana Prince.
Online Registration INTRODUCTION Summer
Introduction
Family
Parent/Guardian
Emergency
Students
Review/Submit
Delete Registration
Signature
Please enter your first and last name below:
Electronic Signature *
Diana Prince
Save And Continue

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Step 7: Home Address. If you currently, or previously had a student in LBUSD, your information will automatically populate. If you would like to make changes, addresses can be updated in the [Annual Verification](#) application.

Long Beach Unified School District
Good morning, Diana Prince.

Online Registration

- Introduction ✓
- Family**
- Parent/Guardian
- Emergency
- Students
- Review/Submit
- Delete Registration

FAMILY 33% Summer

Home Address

Check here if your address has changed.

Address as entered from above:

419 Disney Way
LONG BEACH, CA 90813

[Save And Continue](#)

Step 8: Mail Address. If you currently, or previously had a student in LBUSD, your information will automatically populate. If you would like to make changes, addresses can be updated in the [Annual Verification](#) application.

Long Beach Unified School District
Good morning, Diana Prince.

Online Registration

- Introduction ✓
- Family** +
- Parent/Guardian
- Emergency
- Students
- Review/Submit
- Delete Registration

FAMILY 100% Summer

Mail Address

Mail address is the same as home address

- OR -

Is PO Box
 Street Number*
 Fraction
 Direction
 Street*

Street Type
 Post Direction
 Unit Type
 Unit Number

City*
 State*
 Zip Code*
 +4

[← Previous](#) [Save And Continue](#)

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Step 9: Parent/Guardian. If you have students currently, this information will automatically populate. You can make edits if needed.

The screenshot shows the 'Parent/Guardian' registration page for Diana Prince. The page title is 'Long Beach Unified School District' with a greeting 'Good morning, Diana Prince.' and the season 'Summer'. A progress bar indicates 33% completion. The left sidebar contains navigation options: Introduction (checked), Family (checked), Parent/Guardian (selected), Emergency, Students, Review/Submit, and Delete Registration. The main form fields are: First Name (Diana), Middle Name (empty), Last Name (Prince), Gender (dropdown), Education Level* (Decline to state or unknown), and Preferred language for written materials (dropdown). The address is 419 Disney Way, LONG BEACH, CA 90813. Navigation buttons are '< Previous' and 'Save And Continue >'.

You can edit parent information if both parents live in the same residence.

The screenshot shows the 'Parent/Guardian' management table. The table has columns for 'First Name', 'Last Name', and 'G'. The rows are: Diana Prince (Complete), Steve Trevor (In Progress), and Keith Griggs (Complete). A callout box with a dashed border contains the text: 'Status must show "Complete" before moving on to the next page.' with a blue arrow pointing to the 'Complete' button for Diana Prince. The left sidebar and navigation buttons are the same as in the previous screenshot.

	First Name	Last Name	G	Status
Edit parent Info	Diana	Prince		Complete
Edit parent Info	Steve	Trevor		In Progress
	Keith	Griggs		Complete

Step 10: Students. To enroll a student for summer school, click on the **Edit student info** button next to the student name. If a student will not be attending summer school, click to exclude them from the application.

Students registering for Summer

	First Name	Last Name	Gender	Grade	Status
Edit student info Click here to exclude student	Sammi	Smith	Male		Not Completed
Edit student info Click here to exclude student	Sally	Smith	Female		Not Completed
Edit student info Click here to exclude student	Sarah	Smith	Female		Not Completed

Student List

First Name	Last Name	Gender	Grade	Notes
Jenny	Smith	Female		Student is inactive
Jessie	Smith	Female		Student is inactive
Jamie	Smith	Female		Student is inactive

Select next year's grade level for the Fall, then click **Save and Continue**.

DEMOGRAPHICS 12%

Demographics:

Perm ID:

First Name:

Middle Name:

No Middle Name:

Last Name:

Suffix:

Gender:

Birth Date:

What is the student's grade level for Fall Kindergarten is 00

Primary Address:

Home Address:

Mail Address:

[Previous](#) [Save And Continue](#)

When all enrolling students are complete, and students not attending summer school have been excluded, click “Save and Continue”.

Students registering for Summer

First Name	Last Name	Gender	Grade	Status
Sally	Smith	Male	11	Complete

[Edit student info](#) [Click here to exclude student](#)

Student List

First Name	Last Name	Gender	Grade	Notes
Sammy	Smith	Male		Student is inactive

[Previous](#) [Save And Continue](#)

After all information is entered, click on the **Submit** button.

[Previous](#) [Submit](#)

Click “OK” on the Confirmation message.

Confirm

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

[OK](#) [Cancel](#)

The application has now been submitted!

Check the status of the application at any time by logging back into your account.

The status will display as “Waiting” until the school accepts the application.

Once the application is accepted, the status will change to “Accepted” and the student should report to school on the first day.

Status of Recent Registration Activity

Summer Online Registration				
 Review Submitted: _____				
Status	Last Name	First Name	Grade	School Name
			12	 Woodrow Wilson High School: Accepted

For additional questions, please contact your child’s school.