



Millbrae School District
555 Richmond Drive, Millbrae, CA 94030
650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

DEBRA FRENCH
Superintendent

DR. MARIA C. SANTA CRUZ
Chief Business Official

TARA KEITH
Director of Student Services

2020-2021 Annual Parent/Guardian Notifications

The Millbrae School District is required to annually notify pupils, parents and guardians of their rights and responsibilities, pursuant to California Education Code 48980. Pursuant to Education Code 48982, the parent/guardian shall sign and acknowledge the annual notification and return it to the school. Signature on the notice is an acknowledgement by the parent/guardian that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld. Parents/Guardians are also required to annually update each student's Authorization for Emergency Medical Treatment and Emergency Release Information.

As we continue to navigate through the current pandemic, please be aware that some of the language in the annual notifications has been written for traditional, in person instruction. Please understand that all district policies remain applicable to distance learning.

For the 2020-2021 school year, the District is requesting that all parents/guardians establish and activate a ParentVue account per family as the District intends to increase parent communication and future notifications using ParentVue. Once you have established and activated a ParentVue account, you will have the ability to update specific information on behalf of your student at any time of the school year such as emergency contacts and phone numbers, doctor information or medical history and condition updates.

Please follow the detailed instructions below. (Computer kiosks are available at each school site if needed, **by appointment only**. Please contact your school site directly to make an appointment).

The **Parent/Guardian Signature Card** and the Emergency **Medical Treatment/Release Form** must be returned to your school site during the scheduled material pick up day, Tuesday August 25, 2020. Please be sure to pay close attention to all communications from your school regarding this date.

MUST BE
RETURNED TO
SCHOOL

1. **Parent/Guardian Signature Card**

- a. Please complete **SECTION A** of the Signature Card (please print legibly)
- b. Please complete **SECTION B** of the Signature Card (fields left unchecked in this section will default to a "yes" response)
- c. All parent notifications are available for viewing or download on our website at <https://www.millbraeschooldistrict.org/Content2/2020-2021-annual-parent-notifications>. From the home page of our website, under Quick Links, please click 2020-2021 Annual Parent Notifications.
- d. **Please read each notification and sign in the corresponding area of the signature card in SECTION C.**

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2. **Authorization for Emergency Medical Treatment/Emergency Release Information**

- a. Please complete the Authorization for Emergency Medical Treatment/Emergency Release Information Form and submit to your school site along with the Signature Card

3. **ParentVue Activation (DUE IMMEDIATELY)** (Please note: If you are a new parent to our district, you created a ParentVue account during the registration process and **DO NOT** need to re-create an account)

- a. **REQUIRED - If you have not done so already, please immediately create a ParentVUE account.** (If you have not received your ParentVUE Activation Key please contact your school site office immediately to obtain an activation key. At least one parent/guardian per family must have an active ParentVUE account)

4. **ParentVue (Student Info) Updates** - Please ensure that your student's emergency contacts and phone numbers, doctor information or medical history and condition updates are reviewed and updated annually. Simply log in to your ParentVue account, Student Info Tab and click edit to make changes/additions to your account such as phone number, email address, etc. **Please also review your student's emergency contact information and make any changes/additions as necessary.** These changes can be made at any time during the school year and it is important that this information is accurate.



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Address Changes: If your address has changed, please contact your school site office immediately to make an appointment to verify your address. You will be required to provide 2 forms of residency verification for this appointment. (Please visit our website for acceptable residency documents at <https://tinyurl.com/yxe8z224>)

ACTIVATING PARENTVUE

- Step 1: Obtain your **Activation Key** (If you have not received your ParentVUE Activation Key please contact your school site office immediately to obtain a key.)
- Step 2: Navigate to the following website address: <https://ca-mesd-pvue.edupoint.com> Click on the "I'm a parent" link, and then click the 'I have an activation key and need to create my account' link. (**Note:** the 'District URL' needed to configure the mobile app(s) is the same website address listed above.)
- Step 3: Agree to the Privacy Statement by clicking the 'I Accept' button. Enter your first and last name and activation code.
- Step 4: Last step is to enter in what you want for your username, password and primary email address. Note: You will not have full access annually to the system until the school year begins.

IMPORTANT PARENTVUE NOTES:

- At least one parent/guardian per family (not per student) must establish a ParentVUE account.
- If you have more than one student in the District, once you activate your ParentVUE account, you will gain access to ALL of your students within the portal.
- When registering for the ParentVUE website, it's VERY IMPORTANT that you use the exact name you provided to the district, or the system will not recognize your account. The school's administrative office can change your name in the future if it is misspelled or you prefer to go by another name.
- The Synergy ParentVUE portal gives parents/guardians both web and mobile access to grades, assignments, and communication with teachers and the District.

WHAT PARENTVUE OFFERS:

- Annual District notification acknowledgment/approval system (ALL GRADE LEVELS)
- Custom username and passwords for parent accounts.
- New 'Email Alerts' for attendance and grade postings and a new GO GREEN option for report cards. (CURRENTLY GRADES 6-8 ONLY)
- Student data display screens for class schedules, attendance, Academic/course history, report cards, student demographic info, and teacher grade books. (CURRENTLY GRADES 6-8 ONLY)
- A newly integrated calendar that will display all class gradebook assignments in one central location. (CURRENTLY GRADES 6-8 ONLY)
- Mobile application support for Apple iOS and Android devices. Search for 'ParentVUE' by Edupoint Educational Systems.



•For full details about the system; including an account creation tutorial, links to the new Synergy mobile applications, and the Paperless Report card option, please visit the ParentVUE Resource Site located on the Millbrae School District website (www.millbraeschooldistrict.org), Parents Quick Link, ParentVUE Information:

(<http://www.millbraeschooldistrict.org/Content2/ParentVUE>)