

Steps to complete 2025-2026 Online Registration Using Synergy ParentVUE

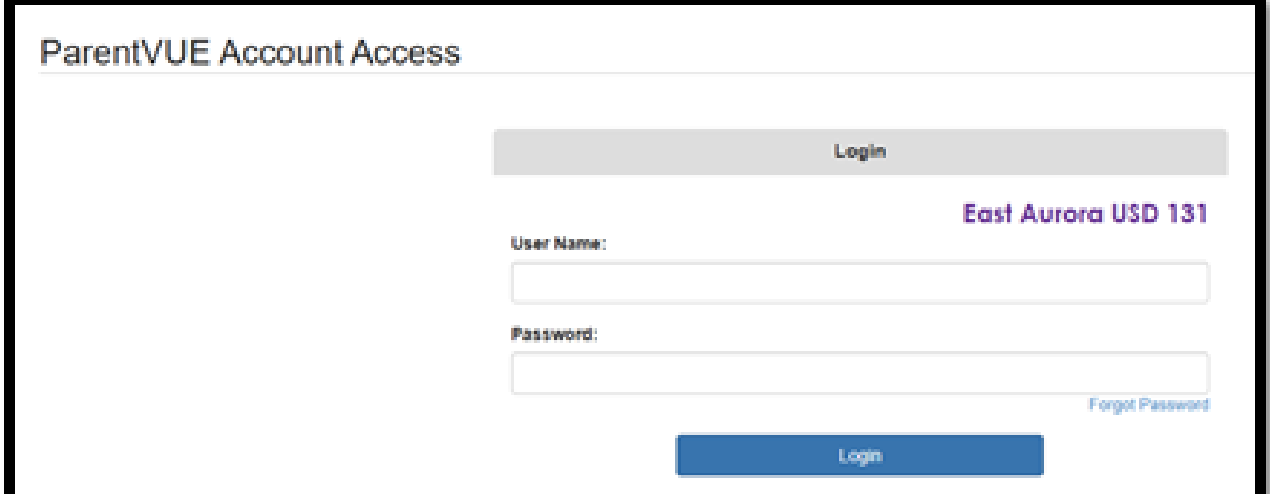


East Aurora School District 131

STEP 1: LOGIN

- Log in to your ParentVUE account via browser or app.
- Enter your User Name and Password.

First-time user? Activate your account by contacting the school office or emailing portalsupport@d131.org for help.



ParentVUE Account Access

Login

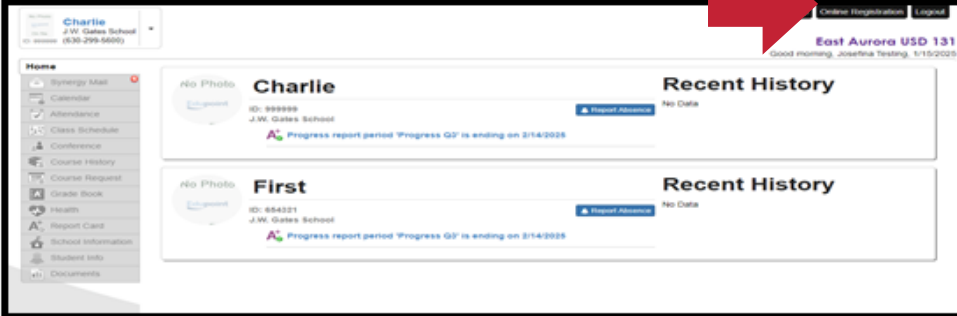
East Aurora USD 131

User Name:

Password:

Forgot Password

Login



Charlie

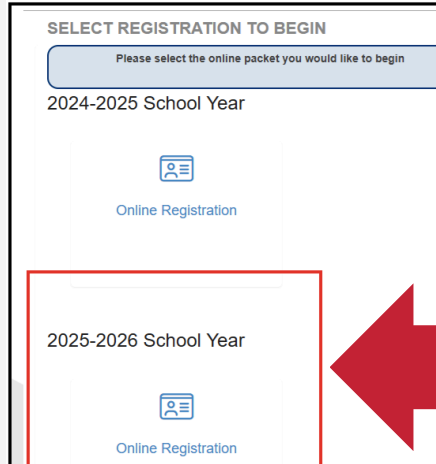
Recent History

First

Recent History

STEP 2: START REGISTRATION

- Click Online Registration.
- Select 2025-2026 School Year.



SELECT REGISTRATION TO BEGIN

Please select the online packet you would like to begin

2024-2025 School Year

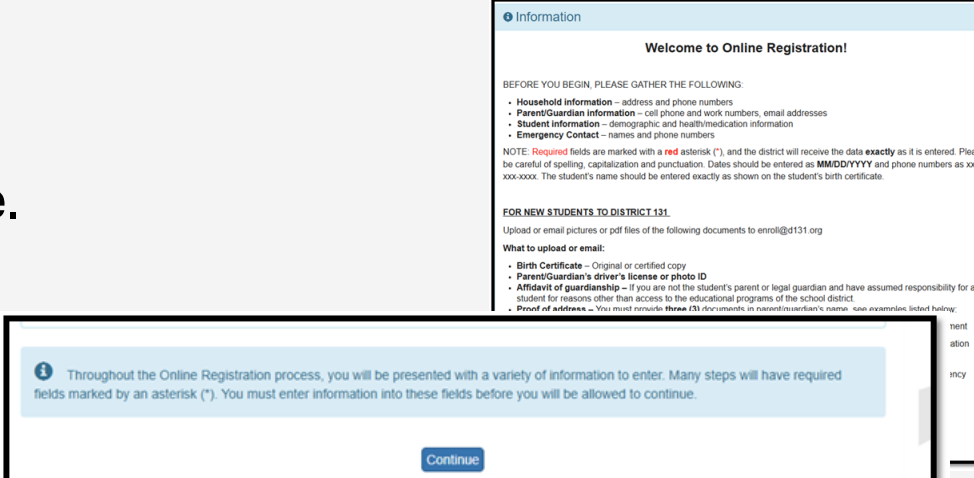
Online Registration

2025-2026 School Year

Online Registration

STEP 3: BEGIN THE PROCESS

- Read the Introduction page and click Continue.
- If documents are required, you can:
 - Upload them at the end.
 - Or email them to enroll@d131.org



Welcome to Online Registration!

BEFORE YOU BEGIN, PLEASE GATHER THE FOLLOWING:

- Household Information - address and phone numbers
- Parent/Guardian Information - cell phone and work numbers, email addresses
- Student Information - demographic and health/immunization information
- Emergency Contact - names and phone numbers

NOTE: Required fields are marked with a red asterisk (*), and the district will receive the data exactly as it is entered. Please be careful of spelling, capitalization and punctuation. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx. The student's name should be entered exactly as shown on the student's birth certificate.

FOR NEW STUDENTS TO DISTRICT 131:

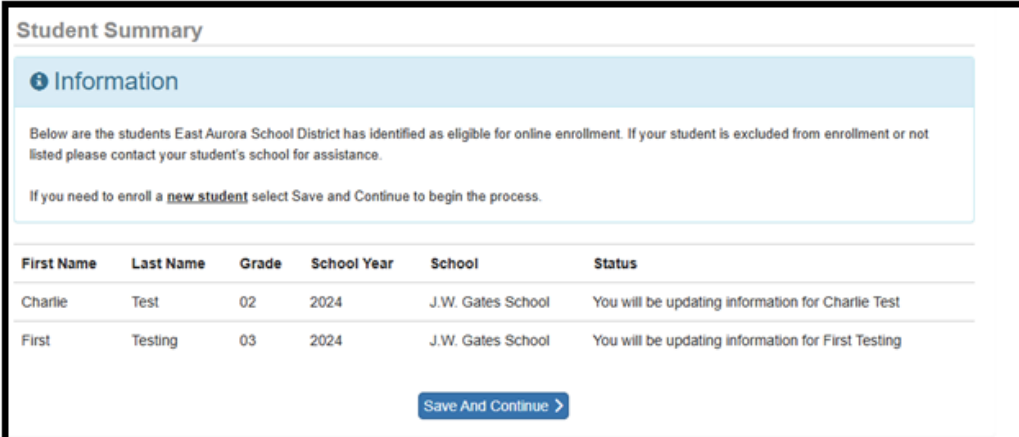
Upload or email pictures or pdf files of the following documents to enroll@d131.org

What to upload or email:

- Birth Certificate - Original or certified copy
- Parent/Guardian's driver's license or photo ID
- Affidavit of guardianship - If you are not the student's parent or legal guardian and have assumed responsibility for a student for reasons other than access to the educational program of the school district
- Proof of address - You must provide three (3) consecutive, in-date utility bills (water, gas, electric, trash, etc.)

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



Student Summary

Information

Below are the students East Aurora School District has identified as eligible for online enrollment. If your student is excluded from enrollment or not listed please contact your student's school for assistance.

If you need to enroll a **new student** select Save and Continue to begin the process.

First Name	Last Name	Grade	School Year	School	Status
Charlie	Test	02	2024	J.W. Gates School	You will be updating information for Charlie Test
First	Testing	03	2024	J.W. Gates School	You will be updating information for First Testing

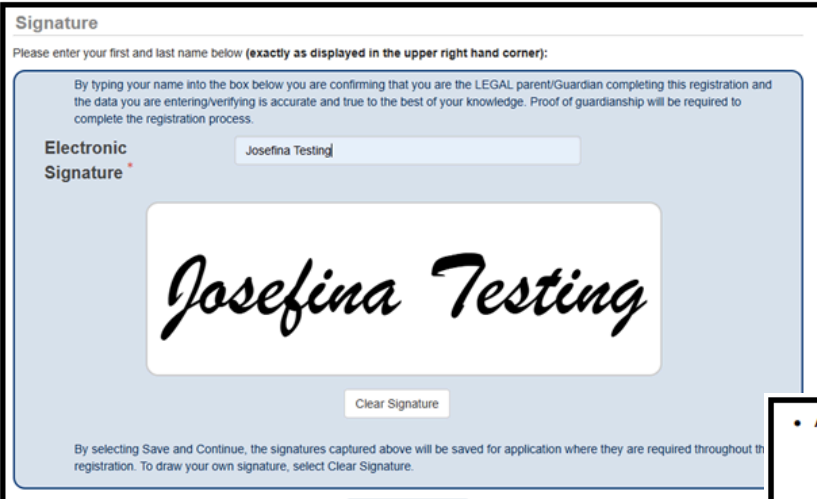
Save And Continue >

STEP 4: REVIEW STUDENT SUMMARY

- Confirm the listed student(s).
- Add a new student if needed.
- Click Save and Continue.

STEP 5: ENTER PARENT/GUARDIAN INFORMATION

- Provide your full name.
- Follow the prompts for each section,
- A progress bar displays as you advance.
- A red asterisk(*) indicates required information.



Signature

Please enter your first and last name below (exactly as displayed in the upper right hand corner):

By typing your name into the box below you are confirming that you are the LEGAL parent/Guardian completing this registration and the data you are entering/verifying is accurate and true to the best of your knowledge. Proof of guardianship will be required to complete the registration process.

Electronic Signature *

Josefina Testing

Josefina Testing

Clear Signature

By selecting Save and Continue, the signatures captured above will be saved for application where they are required throughout the registration. To draw your own signature, select Clear Signature

Save And Continue >

• A progress bar displays as you advance through a section.

50%
Online Registration, Progress Bar

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East Aurora School District 131

STEP 6: UPDATE FAMILY INFORMATION

Home Address

Check here if your address has changed.

Address as entered from above:

310 Seminary Ave
Aurora, IL 60505

Save And Continue >

- Indicate if your home or mailing address has changed.
- Update Parents/Guardians of all students in the family. Click on Edit one by one until both show complete

	First Name	Last Name	Gender	Status
Edit	Josefina	Testing	Female	Complete
Edit	Martha	Morales-Dixon	Female	Complete
+ Add New Parent/Guardian				
< Previous Save And Continue >				

STEP 7: ADD EMERGENCY CONTACTS

- Add/Update Emergency contacts.
- Provide at least two emergency contacts for your family

First Name	Last Name	Gender	Status
+ Add New Emergency Contact			
<input type="checkbox"/> Decline to specify any Emergency Contacts			
< Previous Save And Continue >			

STEP 8: EDIT STUDENT INFORMATION

- Edit each student's information until marked complete.
- Adding a new student?
- Include children turning five before September 1st (eligible for kindergarten).

	First Name	Middle Name	Last Name	Gender	Entering Grade	Status
Edit Exclude	Charlie		Test	Male	02	Complete
Edit Exclude	First	Born	Testing	Male	03	In Progress
+ Add New Student						
Students that will not be enrolled in this application:						
Students to exclude from 2024-2025						
	First Name	Middle Name	Last Name	Gender	Entering Grade	Reason
< Previous Save And Continue >						

STEP 9: UPLOAD DOCUMENTS

- Upload required documents in this section.
- Alternatively, email them to enroll@d131.org.

Family

1st Home Address Verification

Document Type * Other

Select document *

2nd Home Address Verification

Document Type * Other

Select document *

If applicable, a hard copy will be delivered to Central Registration or via enroll@d131.org

Students

Family

1st Home Address Verification

If applicable, a hard copy will be delivered to Central Registration or via enroll@d131.org

2nd Home Address Verification

If applicable, a hard copy will be delivered to Central Registration or via enroll@d131.org

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STEP 10: SUBMIT REGISTRATION

- Review all information carefully.
- Click Submit to complete your registration.

Does your student have a current 504 plan?: No

Confirm

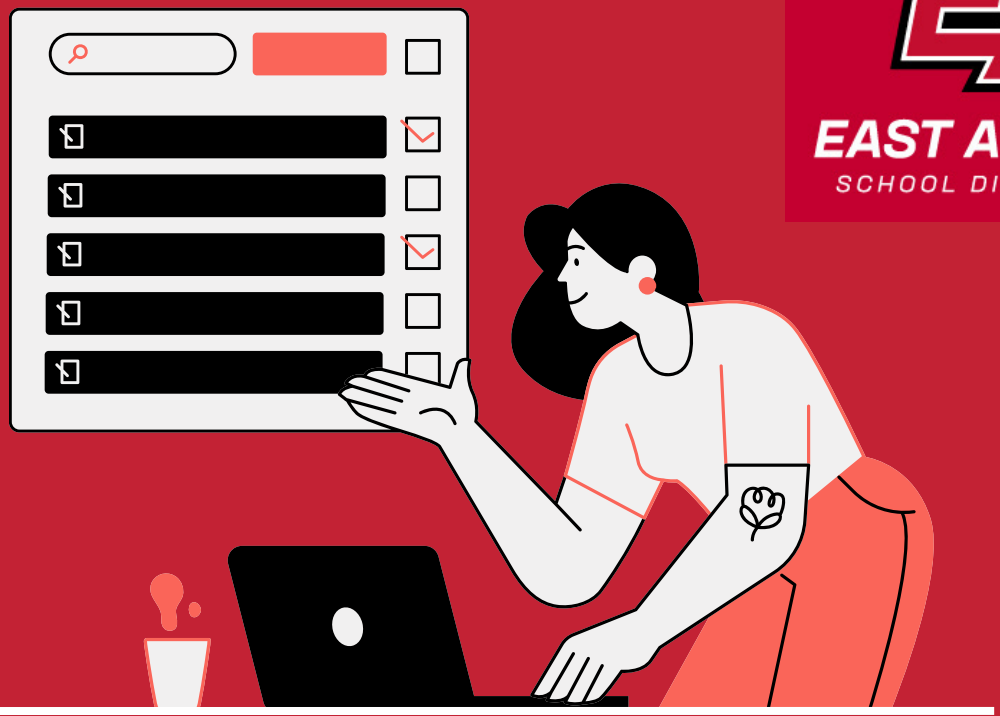
Pressing OK will submit the student OLR information for the 2025-2026 school year. From this point on you will not be able to make any further changes to the OLR information in this portal; however, you may return to Online Registration to check the status of your submission.

OK Cancel

WHAT'S NEXT?

- Registration for current students is complete!
- If additional steps are required, a Registrar will contact you.
- For assistance, email portalsupport@d131.org or contact your school office.

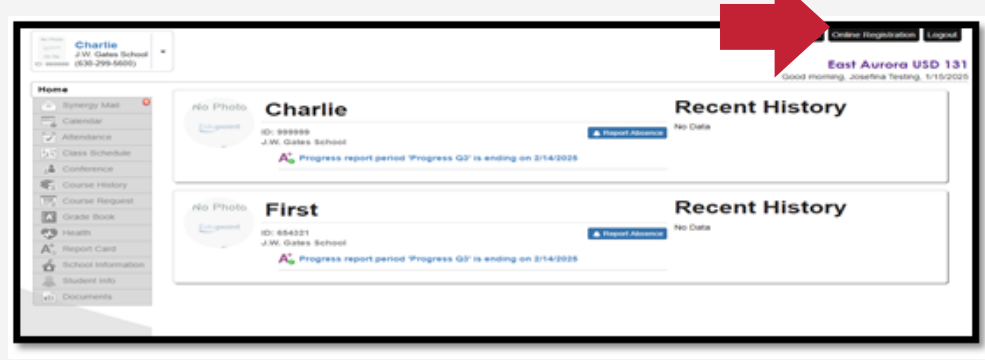
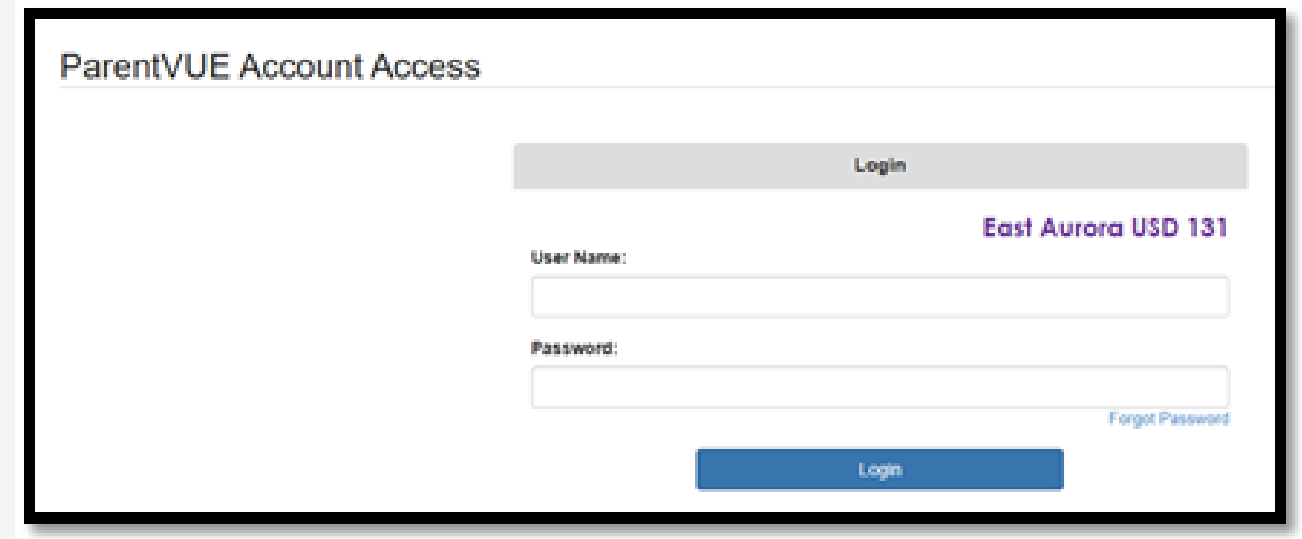
Pasos para completar la inscripción en línea 2025-2026 Usando Synergy ParentVUE



East Aurora School District 131

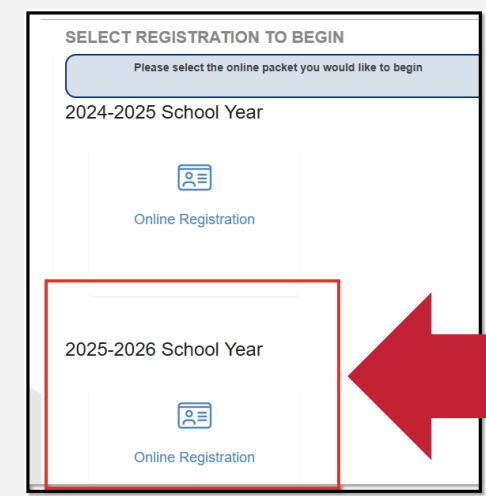
PASO 1: INICIAR SESIÓN

- Inicie sesión en su cuenta ParentVUE a través del navegador o la aplicación.
 - Ingrese su Nombre de Usuario y Contraseña.
- ¿Usuario por primera vez? Active su cuenta comunicándose con la oficina de la escuela o enviando un correo electrónico al portalsupport@d131.org para obtener ayuda.



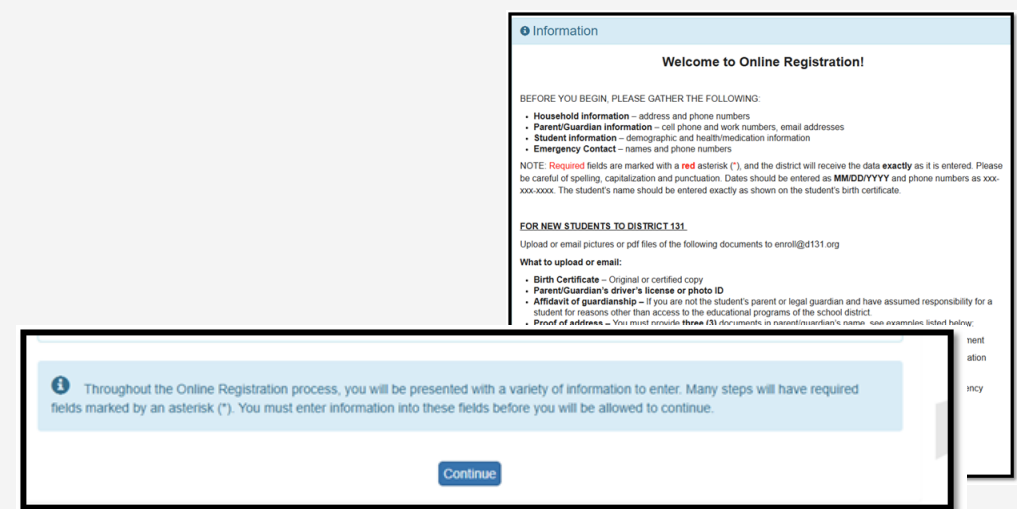
PASO 2: INICIAR EL REGISTRO

- Haga clic en Registro en línea.
- Seleccione Año escolar 2025-2026.



PASO 3: COMIENZE EL PROCESO

- Lea la página de Introducción y haga clic en Continuar.
- Si se requieren documentos, puede:
 - O envíelos por correo electrónico a enroll@d131.org



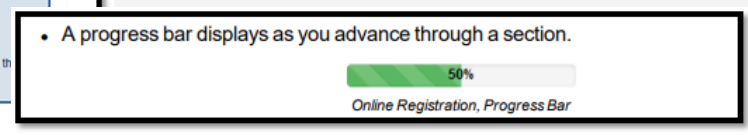
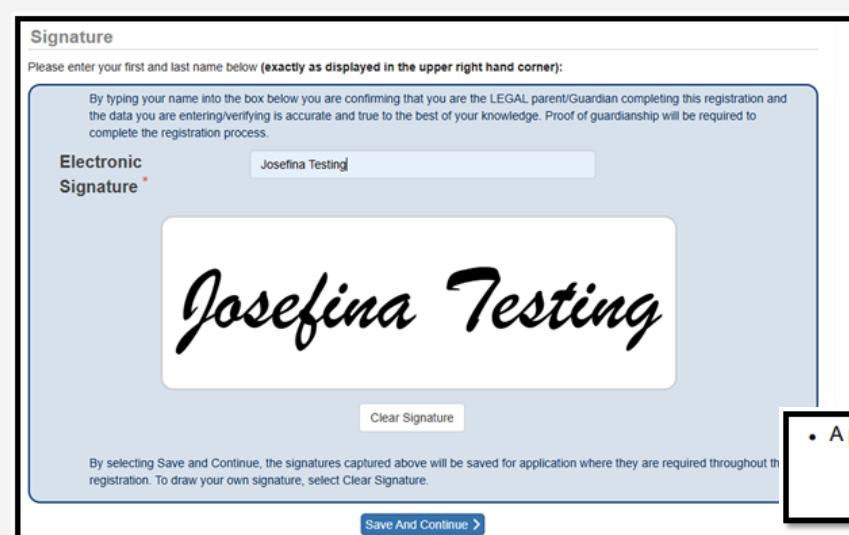
First Name	Last Name	Grade	School Year	School	Status
Charlie	Test	02	2024	J.W. Gates School	You will be updating information for Charlie Test
First	Testing	03	2024	J.W. Gates School	You will be updating information for First Testing

PASO 4: REVISAR EL RESUMEN DEL ESTUDIANTE

- Confirme los estudiantes enumerados.
- Agregue un nuevo estudiante si es necesario.
- Haga clic en Guardar y continuar.

PASO 5: INGRESE LA INFORMACIÓN DEL PADRE/TUTOR

- Proporcione su nombre completo.
 - Siga las indicaciones de cada sección,
 - Aparecerá una barra de progreso a medida que avanza.
- Un asterisco rojo (*) indica la información requerida.



Pasos para completar la inscripción en línea 2025-2026

Usando Synergy ParentVUE



East Aurora School District 131

PASO 6: ACTUALICE LA INFORMACIÓN FAMILIAR

- Indique si su domicilio o dirección postal ha cambiado.
- Actualize a los padres/tutores de todos los estudiantes de la familia.
- Haga clic en Editar uno por uno hasta que ambos se muestren completos.

Home Address

Check here if your address has changed.

Address as entered from above:

310 Seminary Ave
Aurora, IL 60505

Save And Continue >

	First Name	Last Name	Gender	Status
Edit	Josefina	Testing	Female	Complete
Edit	Martha	Morales-Dixon	Female	Complete
+ Add New Parent/Guardian				

< Previous Save And Continue >

PASO 7: AGREGAR CONTACTOS DE EMERGENCIA

- Agregar/actualizar contactos de emergencia.
- Proporcione al menos dos contactos de emergencia para su familia.

First Name	Last Name	Gender	Status
+ Add New Emergency Contact			
<input type="checkbox"/> Decline to specify any Emergency Contacts			

< Previous Save And Continue >

PASO 8: EDITAR LA INFORMACIÓN DEL ESTUDIANTE

- Edite la información de cada estudiante hasta que se marque como completa.
- ¿Agregar un nuevo estudiante?
- Incluya a los niños que cumplan cinco años antes del 1ero de septiembre (elegibles para kinder).

	First Name	Middle Name	Last Name	Gender	Entering Grade	Status
Edit	Charlie		Test	Male	02	Completa
Edit	First	Born	Testing	Male	03	In Progress
+ Add New Student						

Students that will not be enrolled in this application:

Students to exclude from 2024-2025

First Name	Middle Name	Last Name	Gender	Entering Grade	Reason
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< Previous Save And Continue >

PASO 9: CARGAR DOCUMENTOS

- Suba los documentos requeridos en esta sección.
- Alternativamente, envíelos por correo electrónico a enroll@d131.org.

Family

1st Home Address Verification

Document Type * Other

Select document *

2nd Home Address Verification

Document Type * Other

Select document *

If applicable, a hard copy will be delivered to Central Registration or via enroll@d131.org

Students

Family

1st Home Address Verification

If applicable, a hard copy will be delivered to Central Registration or via enroll@d131.org

2nd Home Address Verification

If applicable, a hard copy will be delivered to Central Registration or via enroll@d131.org

PASO 10: ENVIAR REGISTRO

- Revise toda la información detenidamente
- Haga clic en Enviar para completar su registro.

Does your student have a current 504 plan?: No

Confirm

Pressing OK will submit the student OLR information for the 2025-2026 school year. From this point on you will not be able to make any further changes to the OLR information in this portal; however, you may return to Online Registration to check the status of your submission.

OK Cancel

¿QUÉ SIGUE?

- ¡La inscripción para estudiantes actuales está completa!
- Si se requieren pasos adicionales, alguien de registro se comunicará con usted.
- Para obtener ayuda, envíe un correo electrónico a portalsupport@d131.org o comuníquese con la oficina de su escuela.