Dedicated to Excellence

June 16, 2018

Cherry Creek Schools Parent Community:

Cherry Creek Schools requires families to update their household and student information each year including emergency contacts, medical, and policy acceptance forms, along with school specific forms. These forms will be made available online beginning July 1, 2018 and are part of the annual check-in processes for the start of the 2018-2019 school year. Parents who submitted information last year can save time by accessing the system to review, update, and save information previously stored. Parents can always return to the online forms to update information that may change during the school year (i.e. phone numbers, emergency contacts, medical updates, etc.).

In July you will receive an email informing you that the Parent Online Forms system is ready for 2018-2019 annual check-in. Some important notes about accessing the system:

1) You can register and/or login to the system at http://my.cherrycreekschools.org .

2) Parents who already registered to use the system in prior years will use <u>the same username and password</u>. Parents can change/reset their password at http://my.cherrycreekschools.org .

3) New parents to CCSD will need to create a username and password to use the system by registering at the Internet address above. To register, parents should have the following information available: ***Parent First and Last Name***, ***Birthdate and Student ID*** for at least one of their children, and a ***Personal Email Address***. Spelling for all personal information must match District Admissions. Student ID Numbers are available on school report cards, as well as original Admissions documents.

4) Students and families not yet admitted to Cherry Creek Schools will not have access to the system.

Cherry Creek Schools requires each family to update their student information. Be aware that updating student forms electronically <u>is only part of the check-in process</u>. Each school has additional steps for each student to complete. Check with your school for more information.