

This year you will be able to go into the [CPS Families Portal](#) to complete your required back to school documents. You will need to login using your Guardian ID and password ([Help with my ID and password](#)). NOTE: You may be asked by your web browser to **install “ClassLink Browser Extension”**; please do so. The extension is safe to use and allows the CPS Families Portal to automatically log you into CPS digital resources. Safari users on macOS devices will likely need to grant permissions to the ClassLink extension.

Once you are logged into the CPS Families Portal you will click on the “K-12 Back 2 School” tab. **Before you begin, if you have had a change in address you will need a new proof of residency.** Proof of residency can be a current (dated within the last 30 days) utility bill showing your address, contract for a home purchase, a real estate lease, or a notarized letter from the owner of the residence.

1. **Complete Acknowledgements K-12.** Please read and acknowledge each section. Click NEXT at the bottom of the screen to advance to the next section. Click submit at the end to complete the process.
2. **Complete Registration Update K-12.** Please click on the “Update Registration” tab then click on “NEW” to update your student’s registration. Please confirm all required fields are accurate and click “I AGREE” at the end of the application to submit. **All student address changes require and uploaded digital image of your current lease or utility (gas/electric/water) bill in the “Documents” section of the form.**
3. **Registration Progress K-12** - Check the progress of your registration to be sure you are not missing information. If the dot is green, then all forms are submitted. If a dot is yellow the form is started but not complete. If a dot is red you have not started the process.
4. **View Schedule K-12** – Your homeroom teacher will be available here on September 3, 2020 at 9:00 am.

\*You will need to complete this process for each of your students.

If you encounter issues using the CPS Families Portal, please visit our FAQ: <https://www.cpsk12.org/familyportalfaq>.

