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Dear Middle and High School Families:

Columbia Public Schools has begun preparations for the 2020-2021 school year.

Annually, parents/guardians must complete registration updates and family connection sign ups. This is now being done online.

To get started, log in to the [CPS Families Portal](#) with your CPS-issued 6-digit guardian ID and password.

If needed, guardian ID and/or password (typically your email address) information can be found here: [www.cpsk12.org/familyupdate](http://www.cpsk12.org/familyupdate).

- Forgot your ID: <https://web.cpsk12.org/cpsonline/familyupdate/familyupdate.php#!>
- Forgot your password: <https://launchpad.classlink.com/resetpassword?scode=CPSFamilies>

In the CPS Families Portal you will have access to:

- Guardian acknowledgements
- School registration update
- 2020-21 school year schedule (available August 18, 2020, via the CPS Families Portal)

Additional instructions to help you are also attached. For technical assistance with the registration update or the CPS Families Portal, please contact the CPS Helpdesk at [Helpdesk@cpsk12.org](mailto:Helpdesk@cpsk12.org) or 573-214-3333.

We look forward to the eventual return to our school buildings and can't wait to welcome you back.

Stay safe and healthy,

Columbia Public Schools  
1818 W. Worley Street  
Columbia, MO 65203  
[www.cpsk12.org](http://www.cpsk12.org) | [www.cpsk12.org/fall2020](http://www.cpsk12.org/fall2020)

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## **VIRTUAL SCHEDULE PICKUP: Registration Update (step3) procedures**

### **INSTRUCTIONS FOR PARENTS**

#### **6-12 Back-2-School Registration Update**

**Before you begin, if you have had a change in address you will need proof of residency.** Proof of residency can be a current utility bill showing your address, contract of a home purchase, a real estate lease or notarized letter from the owner of the residence.

**Complete** "2~Acknowledgments 6-12" and "3~Registration Update 6-12." You can view your progress at any time by selecting "4~Registration Process 6-12." Once all steps are completed "5~View Schedule 6-12" will be available August 18<sup>th</sup>. All student schedules will be available in the portal through icon "5~View Schedule" on August 23<sup>rd</sup>.

**NOTE:** You may be asked by your web browser to **install a "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.

**"2~Acknowledgments 6-12,"** read and acknowledge each section. Click Next at the bottom of the screen to advance to the next section. Click submit to complete the process.

**"3~Registration Update 6-12,"** 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 an uploaded digital image of your current lease or utility (gas/electric/water) bill in the 'Documents' section of the form.**

**"4~Registration Process 6-12,"** **Check the progress of your registration to be sure you are not missing information.** If the dot is green, then all forms are submitted. Your schedule will be available in the CPS Families Portal at 9:00 a.m. on August 18<sup>th</sup>, 2020. If a dot is yellow, the form is started but not completed and submitted. If a dot is red, you have not started the process.

**"5~View Schedule 6-12,"** *click the PDF document to **see your student schedule on August 18<sup>th</sup>.***

**Guardians will use their CPS issued ID/password to access the acknowledgment pages. You must be flagged as the student's Guardian in our student information system in order to see your student's information.**