

Dear Elementary Families:

You are receiving this message because you have selected in-person classes for your student this fall. This year, school supplies for your child will be prepackaged, sanitized supply kits that will be delivered directly to your student's classroom.

With our current restrictions due to COVID-19, we are not able to share supplies or accept community supplies this year. We need to ensure that the supplies begin at school and stay with that child each day.

Elementary school supply kits are now available for purchase online. Kits are \$27 and include all the supplies your child will need.

To purchase your kit, log in to the CPS Families Portal with your CPS-issued 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/cponline/familyupdate/familyupdate.php#!>
- Forgot your password: <https://launchpad.classlink.com/resetpassword?scode=CPSFamilies>

**Steps to purchase supply kits:**

1. In the CPS Families Portal click on Elementary Supply Kits icon
2. Complete Payer Information (First Name, Last Name, Address, City, State, Zip, Email and Confirm Email)
3. Select your student's grade span (K-2) or (3-5) and click "Submit"
4. Upon hitting the "Submit" button you will be directed to a verification page – login again using your CPS-issued guardian ID and password
5. Enter your payment information
6. A receipt will be emailed to you

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

If you would like to donate to support supply kits for students in need, you can through the CPS Online Donation link: <https://web.cpsk12.org/epayments/donations.asp>

**Steps to donate:**

1. Complete Payer Information
2. Select "Other Departments and Programs"
3. Select "Elementary Supply Kits"
4. Enter your donation dollar amount
5. Complete the payment process
6. A receipt will be emailed to you

Additional instructions to help you are also attached.

Thank you for your continued support as we prepare for the fall.

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)