

Dear Elementary Parents,

You are receiving this message because you have selected the virtual education option for your student this fall.

For the 2020-21 school year, elementary families enrolled in virtual instruction have the option of purchasing supplies on your own or purchasing a kit through the school district and purchasing several additional items necessary for virtual instruction on your own to supplement the kit. A complete list of school supplies for virtual instruction is attached.

The kit is \$27 per student and can be purchased through the CPS Families Portal. In addition to the kit, virtual instruction students in grades K-2 will need two notebooks and a dry erase whiteboard and students in grade 3-5 will need three notebooks and a dry erase whiteboard.

Families can order kits online and your student's school will contact you to make arrangements for you to pick them up once the kits arrive.

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 Technology Services 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

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[www.cpsk12.org](http://www.cpsk12.org) | [www.cpsk12.org/fall2020](http://www.cpsk12.org/fall2020)