This page intentionally left blank.
Table of Contents

Accessing Parent Forms ----------------------------------------------- 4
Navigating Parent Forms ----------------------------------------------- 5
Filling Our Parent Forms----------------------------------------------- 6
  • Confirm Parent Information ---------------------------------------- 6
  • Student Contacts -------------------------------------------------- 7
  • Student Cell Phone ------------------------------------------------- 8
  • Health and Medical ------------------------------------------------- 9
  • Medication Information --------------------------------------------- 9
  • Insurance and Health Provider ------------------------------------- 10
  • Medicaid Release--------------------------------------------------- 11
  • District Policies--------------------------------------------------- 11
  • Military/Federal Employee------------------------------------------ 12
  • Review ------------------------------------------------------------- 13
  • Signature ----------------------------------------------------------- 13

Filling Out Parent forms - Household 2 ------------------------------- 14

Appendix - Parent Portal Registration Guide--------------------------- 15
Accessing Parent Forms

**Step 1.** Launch an internet browser. Enter this URL address.  [https://my.cherrycreekschools.org](https://my.cherrycreekschools.org)
It is strongly recommended that you use Internet Explorer 9 or later.

**Step 2.** Enter your login information on the mycherrycreek login page.

Returning parents login using the same email address and password from last year, then click the Log In button.

**Forgot your password?** Click here! Please contact your school if you have changed your email address since last year.

Parents new to the district click here to set up an account.

For directions on setting up a Parent Account, click here to access the Parent Portal Registration Guide.

**Step 3.** The my.cherrycreek portal will open.

**Step 4.** Click on the Parent Forms Tile. Online Parent Forms will open to the Parent Messages page.

**Step 5.** Review the information and Click Next.

**Note:** Your Household Address is automatically populated from the CCSD Admissions system. Parents needing to change their address are required to provide proof of Residency (in person) to the District Admissions Office.

For information regarding District Admissions, go to :  
[http://www.cherrycreekschools.org/Admissions](http://www.cherrycreekschools.org/Admissions)
Navigating Parent Forms

Navigate through Parent Forms by using the arrows on the navigation bar, or by using the navigation buttons at the bottom of the screen.

Hover the cursor over the navigation bar to view an indication of your progress through Parent Forms.

Depending on the screen, navigation button options may be Confirm, Next, Back, Cancel or Exit. **AVOID using the Browser’s back / forward buttons.**

**Household 2 will not see all of the screens that are listed for Household 1.**

**IMPORTANT:**
- Parent Forms does not have an auto-save feature.
- Once you begin you must complete all sections and provide an electronic signature at the end for each student.
- Clicking cancel will remove all non-confirmed changes and return you to the Student Summary page.
- Clicking Exit will cancel all non-confirmed changes and exit Parents Forms.

**Tooltips**
Parent Forms utilizes built-in Tooltips to provide additional information. These are activated by hovering the cursor over a title or piece of text on the screen.

**Expandable Instructions**
Always “Click here for instructions” to show an expanded window with detailed information.

**Error Messages**
An error message will appear when a piece of required information is missing or incorrect.
Filling Out Parent Forms - Household 1

Confirm Parent Contact Information

Step 1. Click inside text boxes to enter your contact information. Required fields are indicated by an asterisk (*).

Step 2. Select your preferred communication language from the dropdown menu.

Step 3. Select your primary spoken language from the dropdown menu. If your primary spoken language is not listed, choose ‘Other’ for more language options.

Step 4. Select PTO/PTCO and directory preferences by clicking the Yes or No button.

Step 5. Verify and/or change selection for Automated Messages phone numbers.

Step 6. Click Confirm to accept the information entered.

- Repeat all steps for Parent 2
Filling Out Parent Forms - Household 1 (continued)

Checkin Student / Add or Update Additional Contact Information

Step 1. Select the student you want to check in. A Red X indicates Check In is not complete. Only Household 1 may check the student in.

Step 2. Click to expand the Direct and Emergency Priority Contacts Instructions window.

Please read the instructions carefully!
- Select or change the Emergency Priority for Guardian and additional student contacts.
- Click the Add Student Contact button to add a contact. Edit or Delete existing contacts.

Step 3. When finished, click Save Guardian Priority or Save All Data. Click Next to continue.
Filling out Parent Forms - Household 1 (continued)

Enter / Update Student Cell Phone Number

Step 1. Click to expand the Student Cell Collection Information instructions window.

    Please read the instructions carefully!

Step 2. Enter the student cell phone number.
    • See instructions to opt in or opt out.

Step 3. Click Next to continue.
Filling out Parent Forms - Household 1 (continued)

Health and Medical Information

Step 1. Click inside circles and boxes as they apply to your student’s medical information.

- If you check Yes for health conditions you must select at least one condition.
- If you check the box for either Allergies you must list the specific allergy in the box provided.
- If you check the box for Asthma, Diabetes or Vision you must make a secondary selection pertaining to the condition.

Step 2. Click Next to continue.

Prescription / Homeopathic Medication

Step 1. Select Yes or No.

- If you select ‘Yes’, please list medications in the boxes provided.
Filling out Parent Forms - Household 1 (continued)

OTC Medication

Medication Taken at HOME

Step 1. Select Yes or No.

Step 2. If Yes is selected please list OTC medications taken at HOME.

Medication Taken at SCHOOL

Step 3. Select Yes or No.

Step 4. If Yes is selected please indicate approved medications by checking the appropriate boxes.

NOTE: If your student is permitted to take all OTC medications listed, select Check / Un-Check All.

Step 5. Click Next.

Insurance and Health Provider Information

Step 1. Select Yes or No.
  • If Yes, please enter the provider name.

Step 2. Enter Physician and Dentist information.
  • (OPTIONAL)
Filling out Parent Forms - Household 1 (continued)

Step 3. Enter Emergency Facility information. This field is required. If you do not have a specific emergency facility to be used in the event it is needed for your student, select the ‘No Preference’ indicator.

Step 4. Policy JLCD Authorization Statement. You must check to acknowledge that you and your student have read and accept this policy.

Step 5. Click Next.

Medicaid Release & Consent

Step 1. You must choose to authorize or not authorize the District to share information for the purpose of applying for Medicaid. This is a required field.

Step 2. Click Next.

District Policies

Step 1. You must check to acknowledge that you and your student have read and accept these policies:

- Weapons & Code of Conduct Policy Acknowledgement
- Transportation Code of Conduct Policy Acknowledgement
- Student Accounts, Terms of Service, & Children’s Online Privacy and Protection Act (COPPA) Acknowledgement
- 2021 Graduation Requirements

Please check here to acknowledge that you and your student have read and accept / understand the above.
Filling out Parent Forms - Household 1 (continued)

Step 2. You must answer Yes or No to give permission for the following Waivers:

- Outside Media Waiver
- District Media Waiver
- Internet Publishing Waiver
- Internet & Network Resources Acceptable Use Waiver

Step 3. Click Next.

Military/Federal Employee

If any guardian of the student is employed by the military branch of government, please select the box and fill in the corresponding information for the guardian for which it applies.
Review Information

This page displays all of the information you have entered in Parent Forms.

Review all the information you have entered. If you need to change or correct any information, click on the “Back to” button associated to the section you need to change or correct.

Once you have reviewed all information, click Next.

Electronic Signature

- REQUIRED for each student

To complete the online forms for this student, please type in your full name and click Confirm. The student’s information is permanently saved when Confirm is clicked. You should receive an email confirming that the student’s information was changed.

CheckIn for Little Ricky Ricardo is now complete. Note the CheckIn Status is now a green check mark. CheckIn for Bart Simpson can be done now or the parent can come back later to Check In Bart.
Parents in Household 2 have limited access to Parent Forms.

They are able to:
- Confirm Household 2 - Parent / Guardian information.
- Enter student / household contact information, define computer dialed messaging preferences and emergency priority.
- Review other information if entered by Household 1 such as Health and Medical Information, Medication Information and District Policy Information.

1. Login to myCherryCreek (page 3).
2. Confirm contact information (page 5).
3. Click Contacts / Review for the student for whom you want to add information.
4. Add Household and Student contact information (pages 6 and 7).
5. Review information (page 11).
   - You will receive an email confirming student information was changed.

**NOTE:** CheckIn status is determined by Household 1 CheckIn actions
Appendix

Cherry Creek School District
Information Systems

Parent Portal

Registration Guide
PARENT REGISTRATION

Step 1: Launch an internet browser.

- Enter this URL address: https://my.cherrycreekschools.org
- It is strongly recommended that you use Internet Explorer 9 or later.

Step 2: Click HERE to begin the registration process.

Step 3: Click HERE to enter the Portal.

CCSD Parent Portal Registration

The Parent Portal provides parents the ability to access common district resources online.

When registering, your information must match information that is contained in the district’s admissions system. If the information does not match, you will be given an error messages noting the failure of the registration process.

If you think the information you are providing is correct, please contact the Cherry Creek Admissions Department to verify and/or correct our admissions information before you can successfully register in the portal.

For instructions on how to register, please use the Parent Portal Registration Guide - (Español)
Step 4: Enter the first and last names of the parent whose email address is being used below. The name must match exactly with the name provided when the student was registered at the District Admissions Office.

Step 5: Enter the parent’s email address. This email address will serve as the Username when parents login to the system.

Step 6: Only one student’s ID number and date of birth is required. The Student ID can be found on the child’s report card. Other students within the same household will be linked to the parent account automatically.

NOTE: Click in the Birth Date box, then use the pop-up calendar widget to enter the date of birth for the student who was issued the Student ID above.

Step 7: Parent creates their own password. The password must contain at least one number.

(Re-enter the password)

Step 8: Click on Create Account. An activation email will be sent to the email address entered above in Step 5. The parent must check their email and click the link provided within 3 hours of completing this step.
Thank you for submitting a request for an account.

Your account must be activated prior to use. An activation email has been sent to the email address that you provided.

**Your account is not active until you click the activation link in the email!**

If you fail to receive the activation email within 4 hours you will need to re-register. Be sure you check your Junk Mail or SPAM folder.

**Step 9:** This message will appear after clicking on Create Account. Exit this page and go to the email account entered in Step 5.

---

**SAMPLE OF ACTIVATION EMAIL**

**NOTE:** A confirmation email message will appear in your inbox with this address.

---

**Step 10:** Click here to activate your account.
Logging In

Step 11: Click here to access the login page.

Your account has been created.

Click here to login

Your username is the email address you entered during the registration process. The password is the unique password you created during the registration process.

Welcome to the my.cherrycreek portal!!