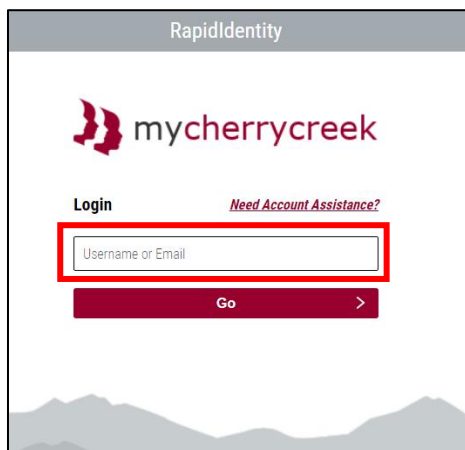


## Parent Forms


The following directions are intended for parents who need to complete Parent Forms for their student(s) for the upcoming school year, through your myCherryCreek Parent Portal. If you are enrolling your student(s) for the first time in the Cherry Creek School District, please visit the [Admissions Student Enrollment](#) website.

### Logging into your myCherryCreek Parent Portal Account

1. Open an internet browser (Chrome, Firefox, etc.).
2. In the address bar type [my.cherrycreekschools.org](http://my.cherrycreekschools.org).
3. Enter **Username or Email and Password** used to log into your PowerSchool Parent Account, then click **Go**.



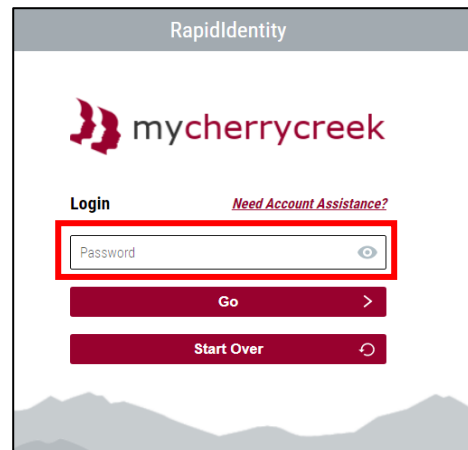
RapidIdentity

 mycherrycreek


Login [Need Account Assistance?](#)

Username or Email

Go >



RapidIdentity

 mycherrycreek

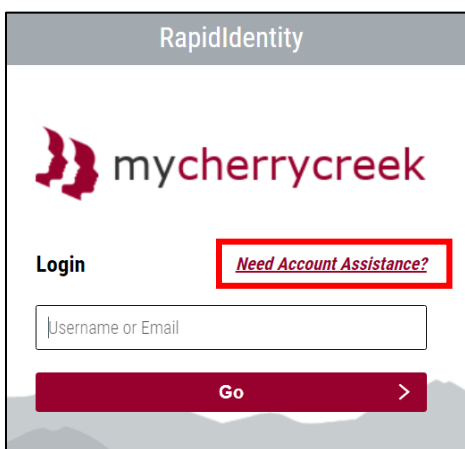
Login [Need Account Assistance?](#)

Password


Go >

Start Over

4. If you do not remember your **Password** click **Need Account Assistance?**



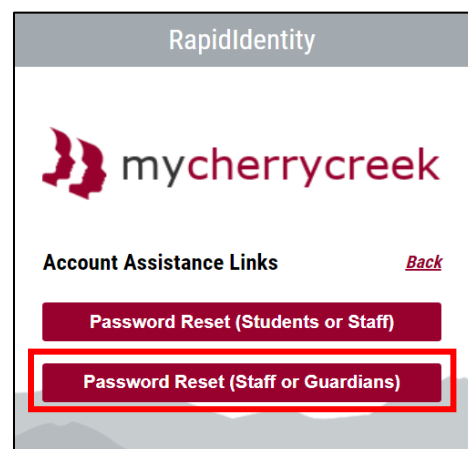
RapidIdentity

 mycherrycreek


Login [Need Account Assistance?](#)

Username or Email

Go >



RapidIdentity

 mycherrycreek

Account Assistance Links [Back](#)

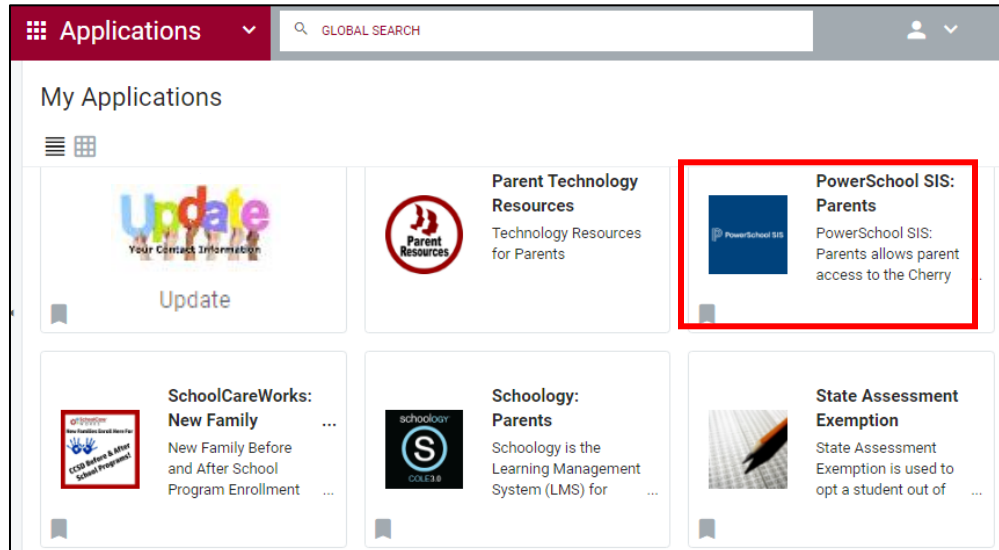
Password Reset (Students or Staff)

Password Reset (Staff or Guardians)

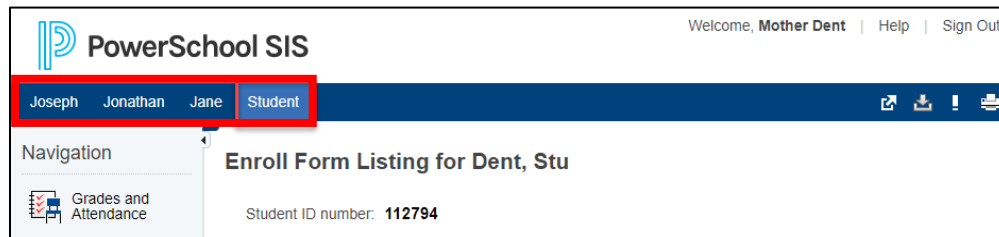
5. [Parent Portal Password Reset Instructions](#) and other parent support documents can be found on the [CCSD Information Systems and Technology](#) website.

## Accessing Parent Forms

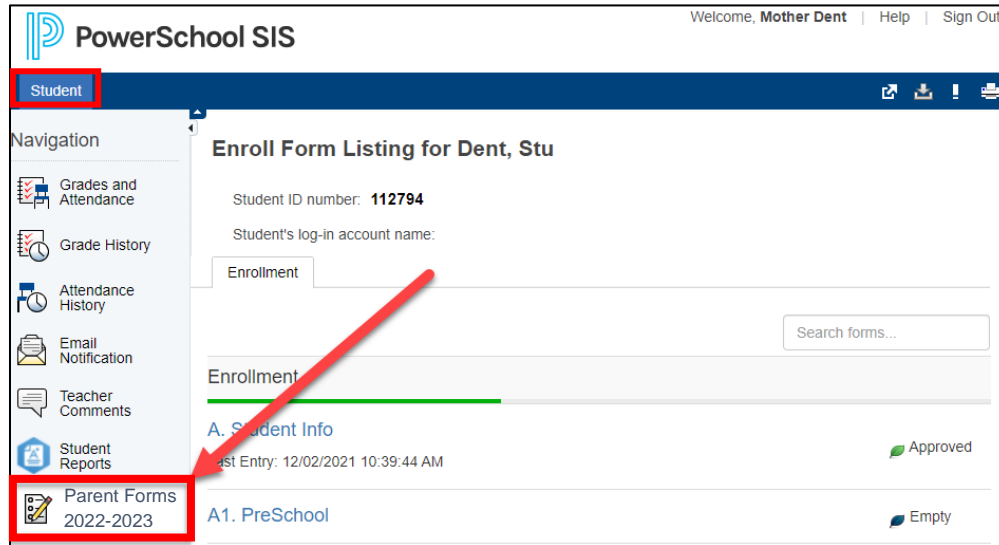
1. After you have successfully logged into your myCherryCreek Parent Portal, select the **PowerSchool SIS: Parents** tile.



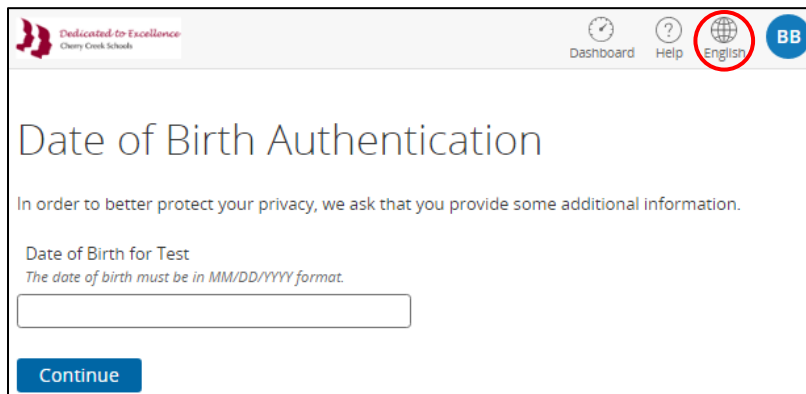
2. On the Parent's PowerSchool SIS home screen in the blue ribbon, you will see student(s) associated with your parent/guardian account.



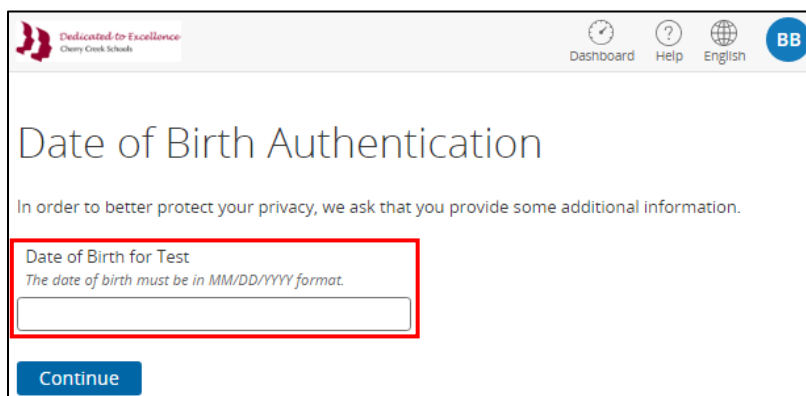
- To begin Parent Forms, select a student in the blue ribbon, then click **Parent Forms 2022-2023** from the left navigation panel.



- Click the globe in the upper right corner of your screen to select a language other than English. Currently, the form is also available in Spanish and Korean.

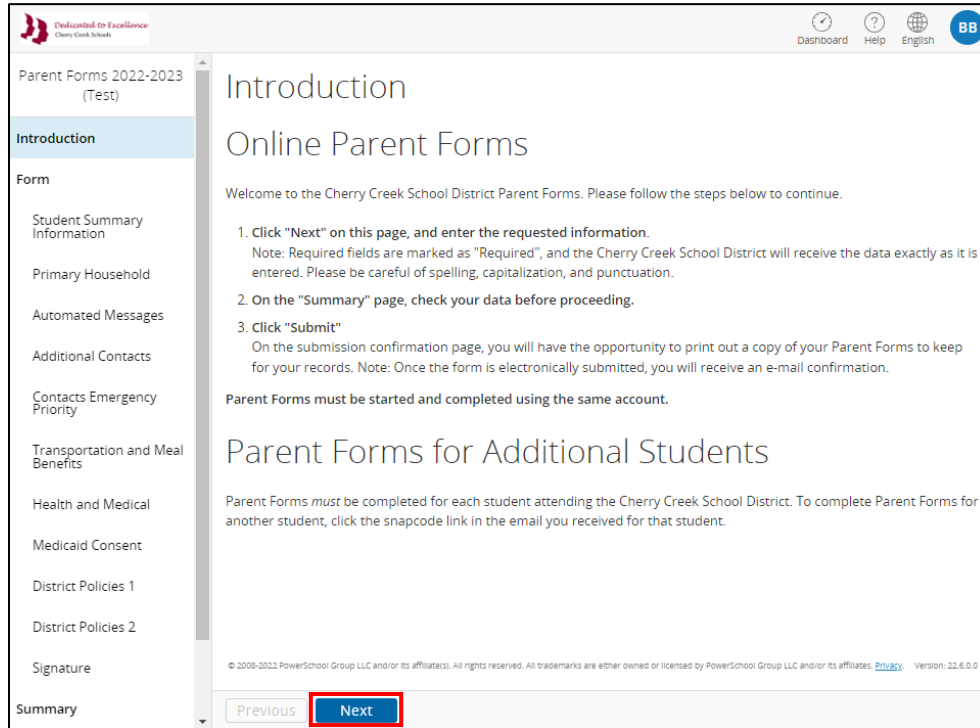


- Enter the student's **Date of Birth**, then click **Continue**.



## Completing Parent Forms

1. Please read the Introduction page, then click **Next** to continue to the next page and begin entering information. The information entered in Parent Forms is automatically saved, if you **have not** submitted the Parent Forms you can return and continue where you left off.



Parent Forms 2022-2023 (Test)

Introduction

### Online Parent Forms

Welcome to the Cherry Creek School District Parent Forms. Please follow the steps below to continue.

1. Click "Next" on this page, and enter the requested information.  
Note: Required fields are marked as "Required", and the Cherry Creek School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Summary" page, check your data before proceeding.
3. Click "Submit"  
On the submission confirmation page, you will have the opportunity to print out a copy of your Parent Forms to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Parent Forms must be started and completed using the same account.

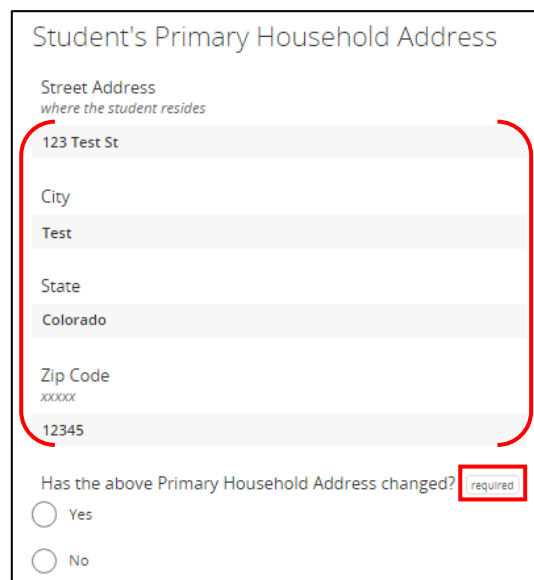
### Parent Forms for Additional Students

Parent Forms *must* be completed for each student attending the Cherry Creek School District. To complete Parent Forms for another student, click the snapcode link in the email you received for that student.

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Previous **Next**

2. Enter information for all required fields, all required fields have **required** next to the question. Some fields may be pre-populated with existing information. You will not be able to change information in the grey boxes.



### Student's Primary Household Address

Street Address  
*where the student resides*

123 Test St

City  
Test

State  
Colorado

Zip Code  
xxxxxx  
12345

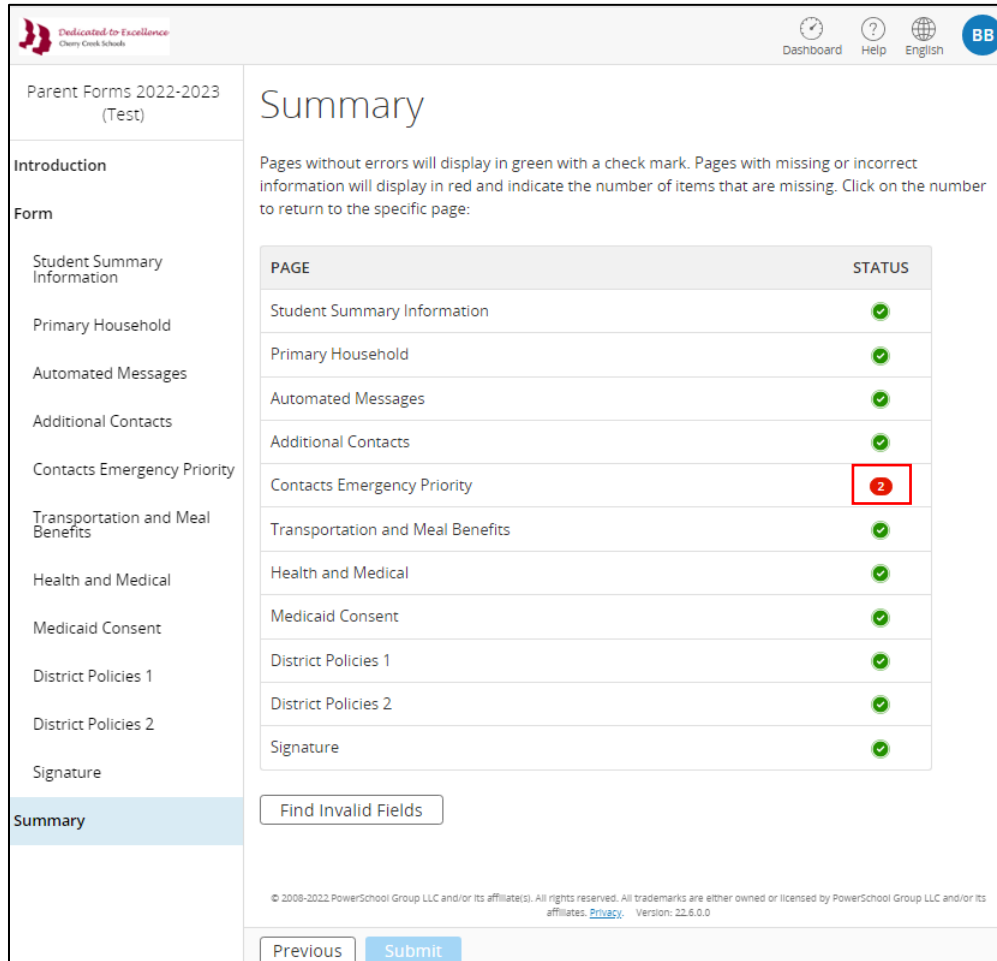
Has the above Primary Household Address changed? **required**

Yes

No

Information cannot be changed

- Once you have entered information for all required fields, on the **Summary** page verify you have all green check marks. Missing or incorrect information will have a red bubble with the number of incorrect fields. Click the **red bubble** to enter missing or incorrect information.



Parent Forms 2022-2023 (Test)

## Summary

Pages without errors will display in green with a check mark. Pages with missing or incorrect information will display in red and indicate the number of items that are missing. Click on the number to return to the specific page:

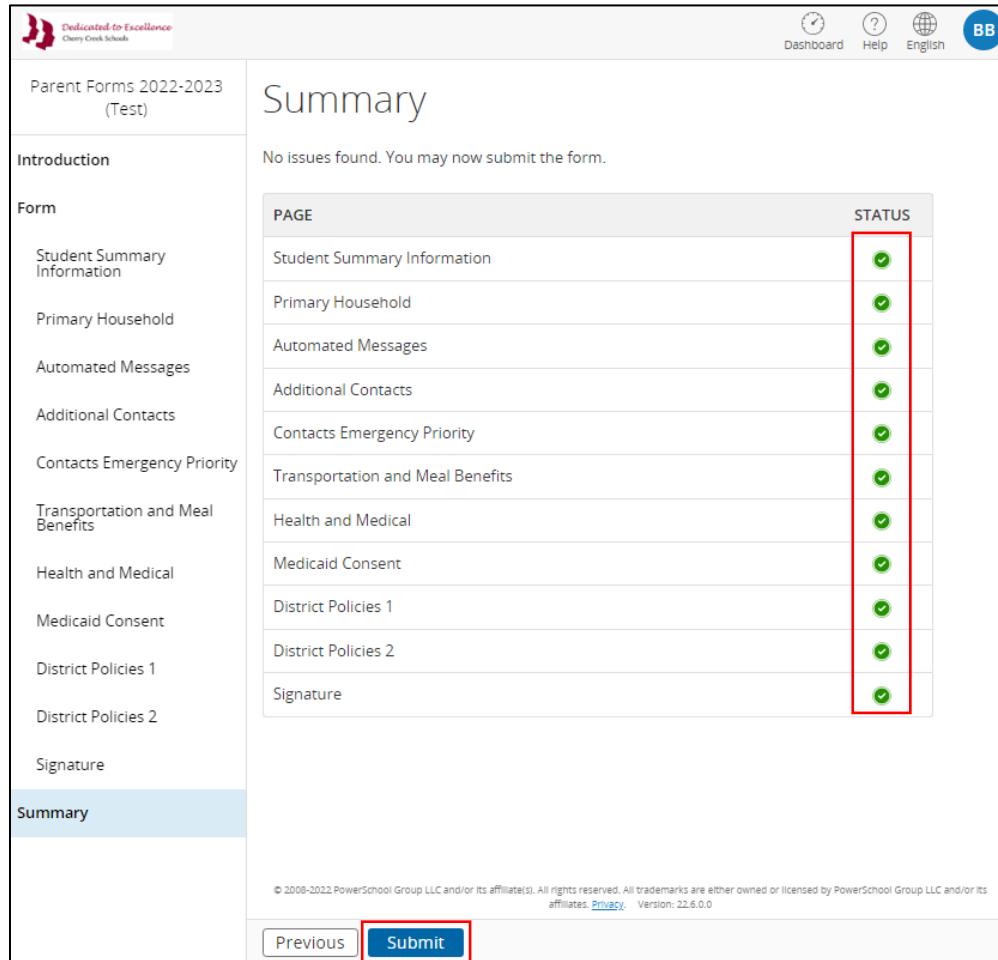
PAGE	STATUS
Student Summary Information	✓
Primary Household	✓
Automated Messages	✓
Additional Contacts	✓
Contacts Emergency Priority	2
Transportation and Meal Benefits	✓
Health and Medical	✓
Medicaid Consent	✓
District Policies 1	✓
District Policies 2	✓
Signature	✓

Find Invalid Fields

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Previous Submit

- After you have made all corrections, click **Summary** in the left navigation panel. On the Summary page verify you have all green check marks, then click **Submit**.



Parent Forms 2022-2023 (Test)

## Summary

No issues found. You may now submit the form.

PAGE	STATUS
Student Summary Information	✓
Primary Household	✓
Automated Messages	✓
Additional Contacts	✓
Contacts Emergency Priority	✓
Transportation and Meal Benefits	✓
Health and Medical	✓
Medicaid Consent	✓
District Policies 1	✓
District Policies 2	✓
Signature	✓

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Previous **Submit**

- If you are experiencing problems with Parent Forms, please contact your student's school. Summer hours are in effect and staff will be available Monday through Friday 9:00 am – 3:00 pm. Please leave a message if no one answers or your call is after hours.
- Parent Forms support documentation can be found on the [CCSD Information Systems and Technology](#) website.

## Update Information Entered in Parent Forms

Once Parent Forms have been submitted for a student, you are not able to make any updates. To update your Parent Forms information, log into your myCherryCreek Parent Portal and click the **Update Your Contact Information** tile.

