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Accessing Parent Forms

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. Enter your login information on the mycherrycreek login page.

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
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.
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.

- Repeat all steps for Parent 2

Step 5. Click Confirm to accept the data you have entered. This will save your parent contact information.
Filling Out Parent Forms - Household 1 (continued)

Add Student 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.**

![Student contact information](image1)

**Step 2.** Add Guardian contact information to be used for computer dialed automated communications and for emergency priorities. Click to expand the Instructions window.  
**Please read the instructions carefully!**

![Add Guardian contact information](image2)

**Step 3.** Select a contact phone number, contact priority for that number, and type(s) of computer dialed messages you wish to receive at that number.

![Add existing guardian phone number contact](image3)

**Step 4.** Click **Save Contact.**
Filling out Parent Forms - Household 1 (continued)

Step 5. Add Optional Additional Student Contacts.

- Enter contact name, phone number and phone type.
- **Save** New Household Contact.

Step 6. Select relationship to student, indicate if this contact can pick up the student from school, select type of computer dialed automated communication and emergency priority for this contact.

- **Save** New Student Contact.

You may add up to 5 additional contacts per student.

Student Cell Phone - OPTIONAL

Step 1. Click in the text box to enter the student cell phone number.

- **This is for High School students ONLY** and is **OPTIONAL**.

Step 2. Click **Next**.
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.

Step 2. Click Next.

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.

![Emergency Facility](image)

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

![Check box](image)

**Step 5.** Click Next.

![Next button](image)

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**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.

![Yes or No choice](image)

**Step 2.** Click Next.

![Next button](image)

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**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

![Check box](image)
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.

Military/Federal Employee Questionnaire

☐ Is the parent/legal guardian on active or reserve duty or working as a civilian employee of the federal government on government owned property?
Filling out Parent Forms - Household 1 (continued)

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.
Filling out Parent Forms - Household 2

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.

Student Contacts

- Review
- Signature

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
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.
**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.
PARENT REGISTRATION (continued)

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.

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 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!!