

# SAVE TIME DURING SCHOOL REGISTRATION!

Update your family's information online this summer



Mark your calendars for Annual Family Update, open July 16 through Aug. 6, 2018

Reduce the time and effort of school registration by updating your family's information online – it's quick and easy!



What is Annual Family Update?

It's the required process during which you verify/update your student's information, including address and emergency contacts. By reviewing your info online, you avoid paper forms and decrease the time you spend at school during registration.



Who can complete Annual Family Update?

Any family with a currently enrolled DPS student and a Parent Portal account can take part. However, only the primary parent or guardian registered in Infinite Campus can complete Annual Family Update. Check out the steps below, and start saving time!

Save time...update online! July 16-Aug. 6

HOW DO I GET STARTED? If you already have a Parent Portal account, log in now to make sure it is active and ready. Then go to No. 2 for next steps.

## 1. TO CREATE YOUR PARENT PORTAL ACCOUNT:

- Visit <https://myportal.dpsk12.org>
- Click the "Create an Account" tab at the top. **Note:** You will need your student's ID number when creating your account. If you don't know or don't have this number, contact your school or email [schoolchoice@dpsk12.org](mailto:schoolchoice@dpsk12.org) and include your student's first name, last name and date of birth.
- Follow the instructions and fill out the form on the left side to create your own account.
- You will receive an email from the DPS Portal Team with a link to activate your account. Click the link to verify your email address.

## 2. TO SUBMIT YOUR ANNUAL FAMILY UPDATE ONLINE BEGINNING JULY 16:

- Visit <http://schoolchoice.dpsk12.org> and navigate to the Annual Family Update page.
- Follow the instructions and complete by Aug. 6.
- Some changes can't be completed online and will require you to take documentation to your school. If you receive this prompt while completing the process, please gather the appropriate documents to complete the update during registration. This includes changes in names or guardians.
- You must complete the update for every student enrolling in a DPS school.

**NOTE:** Updating your student's information online is not required. Paper forms are still available at all DPS schools, and you are welcome to complete the process at your student's school.

QUESTIONS? Call 720-423-3493, or visit [schoolchoice.dpsk12.org](http://schoolchoice.dpsk12.org)