

This guide contains screen shots, tips and detailed information to help get you to the Annual Family Update site and through the entire process!

Who can do Annual Family Update?

The legal parent/guardian that has a parent portal account for a student who is currently in a DPS school can complete Annual Family Update. This includes new students to DPS who have completed Round 1 or Round 2 applications and are enrolled in a DPS school.

Families have the opportunity to participate in an "Early Bird" period that will begin May 1 and end May 31 at 4 p.m.

Annual Family Update will also be available over the summer, from July 20 until your student's first day of school.

Note: Families need an active Parent Portal account to participate in Annual Family Update; to create a Parent Portal account, visit myportal.dpsk12.org.

Benefits

Families:

- More convenient
 - ✓ Submit your form when it is convenient to you
 - ✓ One application for the whole household
 - ✓ Save and return to it later
- Consistent parent registration experience
 - ✓ Families enter all the information
 - ✓ More or less the same questions for each student
- Quicker process time

✓ Annual Family Update participants don't need to complete a paper registration at the school. Submit one form for all students even if they attend different schools

Restrictions

This tool is available for parent(s)/guardian(s) from May 1 to May 31 at 4pm. During regular period, this tool will be available from July 20 until your student's first day of school.

There are some things that a parent/guardian will not be able to modify. To make these changes, the parent/guardian will need to contact the school and get next steps to provide the necessary supporting documentation. Once the supporting documents have been received, the change can be entered into IC.



FEATURES AND RESTRICTIONS

FEATURES

ADD A PARENT/GUARDIAN

ADD EMERGENCY CONTACTS

HLQ AND PPFS

UPLOAD PROOF OF ADDRESS FOR ADDRESS CHANGE

AVAILABLE IN ENGLISH, SPANISH AND VIETNAMESE

HEALTH INFO REVIEWED THROUGH HEALTH STAFF PROCESSING

GUARDIAN CAN GIVE PERMISSION FOR EDUCATIONAL TECHNOLOGY AND STUDENT DATA PRIVACY

> ALL STUDENTS RECEIVED GOOGLE ACCESS AUTOMATICALLY

GUARDIAN SUBMITS ONLY ONE APPLICATION

ADD CONTINUOUS ENROLLMENT FOR NEW STUDENTS

ADD CONTACT INFORMATION

ASSIGN RELATIONSHIPS

REMOVE EMERGENCY CONTACTS

PARENT PERMISSION RELEASE

HEALTH INFORMATION

FEDERAL PROGRAMS

COMPLETED BY HOUSEHOLD

COMPLETED BY PARENT/GUARDIAN IN PRIMARY HOUSEHOLD ONLY

RESTRICTIONS

ADD OR CHANGE RACE/ETHNICITY

CHANGE NAMES

REMOVE PARENT/GUARDIAN

CHANGE ADDRESS

CHANGE DATE OF BIRTH

CHANGE GENDER

CHANGE GRADE

CHANGE SCHOOL

NEED PORTAL ACCOUNT TO ACCESS



Annual Family Update is an online tool for DPS families to update registration information online. Updating your information online will save you time during the fall registration process.

Contact the school for registration information such as dates, times, uniform purchases, etc.

1. LOG IN

- In Chrome or Firefox, login to your Parent Portal Account: <u>https://myportal.dpsk12.org/</u>
- Enter your *Parent Portal* username and password and click on the Sign In

<u>Click here</u> for information on retrieving your Parent Portal username/password or creating an account AND also for steps to take once logged on to Parent Portal



Login to Parent or

Student Portal

Log in

Forgot username | Forgot password (Parent) | Forgot

ord (Student)



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INFINITE CAMPUS (GREEN PAGE)

If at any point you arrive at the green Infinite Campus screen, proceed as follows:

- A. Click on Single Sign-On (SSO)
- **B.** Enter your *Parent Portal* username and password



accword

By logging on to this system, I hereby certify that I am a

FORGOT ACCOUNT LOGIN / NO PARENT PORTAL ACCOUNT

 Copy and paste the following URL in Chrome or Firefox:

https://myportal.dpsk12.org/

- To retrieve your username or password, click Forgot username or Forgot Password (Parent)
- To create an account, click Create an Account located below the "My Portal" title
 - You will need your student's ID number (lunch number) and your email as it is in our database

2. ANNUAL FAMILY UPDATE

To access Annual Family Update through Parent Portal:

- Click on See All Apps
- Click Annual Family Update
- Scroll down and click on More
- Then click on Annual Family Update





6. Household Tab

- Verify the information in each of the sections
- Your address is displayed under the "Home Address" section; if your address is not correct, click the box to indicate the address is no longer current then click "Upload proof of address" to submit your proof of address.
- Move onto the next section by clicking "Next"
- When you are finished with each section, click "Save/Continue" to move onto the next tab.

When the **"Household"** tab is complete, it will change colors from Blue to Green.

7. Parent Tab

- The parent(s) highlighted in yellow have incomplete information that needs to be verified (image #1).
- Click the **"Edit"** buttons (image #1) for each parent.
- Verify the information in the sections (same as the Household tab) for each parent in your household.
- After all parent information has been verified, the parent(s) will no longer be yellow. You will see a green check mark next to their names. Click "Save/Continue" to proceed to the next tab (image #2).

When the **"Parent"** tab is complete, it will change colors from Blue to Green.



8. Emergency Contact Tab

- The person(s) highlighted in yellow have incomplete information that needs to be verified (image #1).
- Click the **"Edit"** button (image #1) for each person to complete this process.
- Verify the information in each of the sections (same as the previous tabs) for each emergency contact in your household.
- When this is complete, your contacts will no longer be yellow. You will see a green check mark next to their names. Click "Save/Continue" to proceed to the next tab. (image #2).

When the **"Emergency Contact"** tab is complete, it will change colors from <u>Blue</u> to <u>Green</u>.



- If you do not see all students in your household, contact your students school.
- This tab contains the most sections/data and is the bulk of the process. Verify the information in each of the sections (same as the previous tabs) for each student in your household. image #1).
- When this is complete, your students will no longer be highlighted in yellow. You will see a green check mark next to their names. Click
 "Save/Continue" to proceed to the next tab (image #2).

When the **"Student"** tab is complete, it will change colors from Blue to Green.



10. Completed Tab

Click on the **"Annual Family Update Summary PDF"** (circled) to review your information in detail before you click submit.

• Your application is <u>not submitted</u> until you click "Submit".



11. Annual Family Update Summary—Pre Submission

Note: The circled Approval Information is blank because the Annual Family Update has not been approved by a DPS staff. The Annual Family Update needs to be submitted; the time stamps will populate once you have submitted your application successfully.



12. Submission

- Return to the Annual Family Update window and click **Submit**.
- A pop-up box will appear asking if you are ready to submit your application. If you clicked "Submit" by accident, you also have the option to cancel your submission.



13. Confirmation

 Optional: We strongly urge you to click on "Annual Family Update Summary PDF" and save, print, or email a copy to yourself for your records after submitting.



14. Verification Summary—Post Submission

Note: Now that you have submitted your application successfully, a Submission Date and Submission Time are now populated in the top-right corner (circled). This indicates the application has been submitted and is ready for DPS Staff approval.

Note: When the Annual Family Update has been approved, you will see the "Approved By" and the "Approved Date" populated (circled).

