CPS Families Portal Directions
This year you will need to log onto the CPS Families Portal to complete your required back to
school documents. You will log in using your Guardian ID and Password. Contact Shawna at
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1) There are detailed instructions under #1 if you have any questions.
2) Fill out the acknowledgements for all your students.
3) Update Registration – Click on this folder.
Once this folder opens, click on “Update Registration”

Then you will click on the blue “New” under last year’s registration update.

Once you complete this form, hit “Submit” at the bottom. There are MANY tiny red
asterisks on this form – these all must have answers to submit. It is recommended
to do this form on a computer and NOT a cell phone, as it is hard to see all the
asterisks.

If you have more than one student, you will see the first child in the upper right-hand