



DENVER
PUBLIC
SCHOOLS

Choice & Enrollment

ANNUAL FAMILY UPDATE FAMILY NAVIGATION GUIDE

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 FAMILY NAVIGATION GUIDE

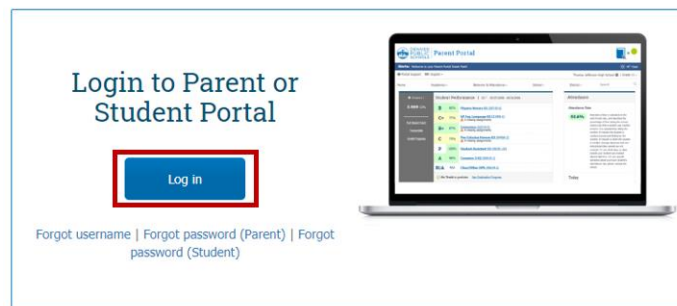
Annual Family Update is an online tool for DPS families to update registration information online. Updating your information online will save you time during the fall registration process.

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:
<https://myportal.dpsk12.org/>
- Enter your **Parent Portal** username and password and click on the **Sign In**

[Click here](#) 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

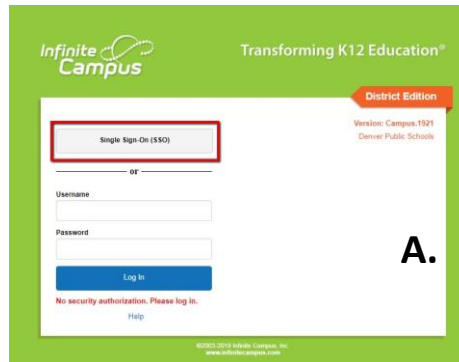


INFINITE CAMPUS (GREEN PAGE)

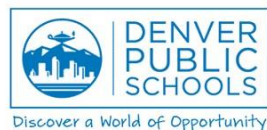
If at any point you arrive at the green Infinite Campus screen, proceed as follows:

A. Click on Single Sign-On (SSO)

B. Enter your **Parent Portal** username and password



A.



Sign in with your DPS username and password

Username

Password

B.

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

ANNUAL FAMILY UPDATE FAMILY NAVIGATION GUIDE

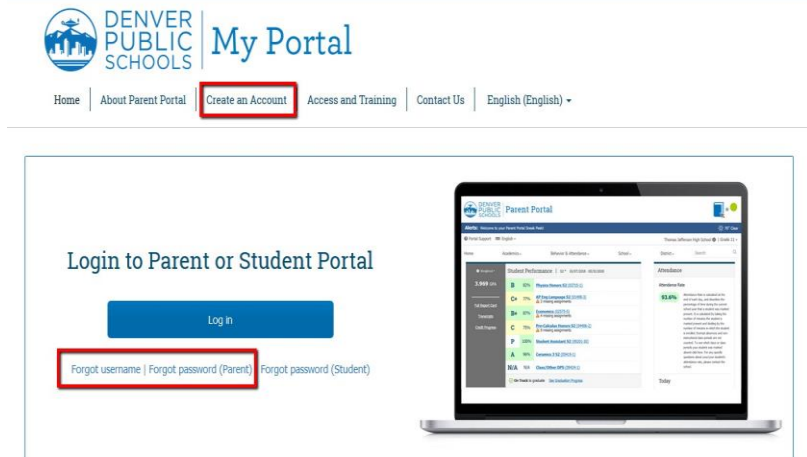
FORGOT ACCOUNT LOGIN / NO PARENT PORTAL ACCOUNT

- ❖ 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)*

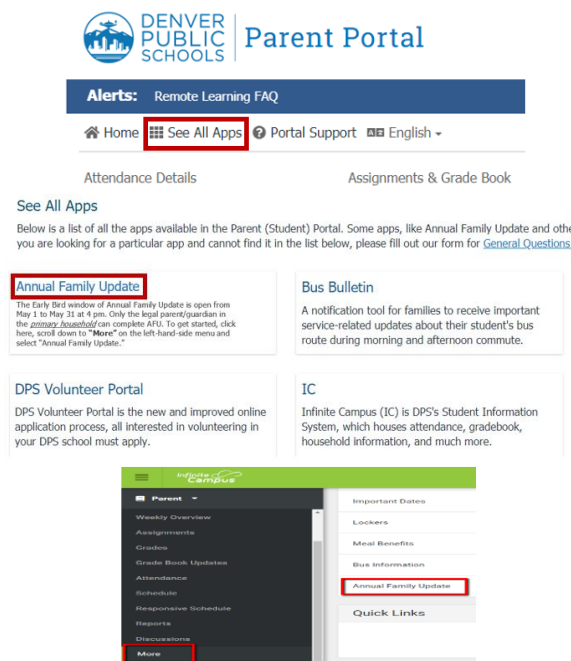
- ❖ To create an account, click **Create an Account** located below the “My Portal” title
 - You will need your student’s ID number (lunch number) and your email as it is in our database



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**



ANNUAL FAMILY UPDATE FAMILY NAVIGATION GUIDE

3. Lets Begin

The following page will display all students in the household.

Note: If there is a student missing from the household, contact the school to update your household information.

- Click **Begin**

Control Panel
Annual Family Update/ Actualización Familiar Anual/ Cập nhật Thông tin Gia đình Hàng năm

Welcome to Annual Family Update. This tool will allow you to verify/modify data for all students in your household that are currently enrolled in Denver Public Schools. You will only be able to complete this process for students in your primary household.
If all of your students are not listed below, or if a student is showing as not in the primary household and you believe this to be an error, contact your student's school or the Office of Choice and Enrollment Services at 720-423-3493.
If all of your students are listed, click "Begin" to get started.

Bienvenido a la Actualización Familiar Anual. Esta herramienta le permitirá verificar/modificar los datos para todos los estudiantes de su grupo familiar actualmente inscritos en las Escuelas Públicas de Denver. Solo podrá llevar a cabo este proceso para los estudiantes de su grupo familiar principal.
Si la lista a continuación no incluye a todos sus estudiantes o si se indica que alguno de los estudiantes no pertenece a su grupo familiar principal y usted piensa que esto es un error, comuníquese con la escuela del estudiante o con la Oficina de Servicios de Opción e Inscripciones al 720-423-3493.
Si la lista incluye a todos sus estudiantes, haga clic en "Comenzar".

Chào mừng quý vị đến với Cập nhật Thông tin Gia đình Hàng năm. Công cụ này sẽ cho phép quý vị xác minh/sửa đổi dữ liệu cho mọi học sinh trong hộ gia đình quý vị hiện đang ghi danh theo học tại Học khu Công lập Denver. Quý vị chỉ có thể hoàn tất quy trình này cho các học sinh trong hộ gia đình chính của quý vị.
Nếu tất cả con em học sinh của quý vị không được liệt kê dưới đây, hoặc nếu một học sinh được hiển thị không ở trong hộ gia đình chính và quý vị tin rằng đây là lỗi, hãy liên hệ với trường của học sinh hoặc Văn phòng Dịch vụ Chọn Trường và Ghi danh tại số 720-423-3493.
Nếu tất cả học sinh con em quý vị đã được liệt kê, hãy bấm nút "Bắt đầu" để bắt đầu.

Student Name/ Nombre del estudiante/ Họ tên Học sinh	Grade/ Grado/ Cấp lớp	Included in App?/ ¿Se incluye en aplicación?/ Đính kèm trong Ứng dụng mới?	Reason if not included/ Motivo, si no se incluye/ Lý do nếu không được bao gồm
		yes	Included/ No

Registration Year: Año de inscripción/ Năm đăng ký 19-19

Begin/Comenzar/ Bắt đầu

4. Language Selection

Select your preferred language

Infinite Campus Online Registration

English Spanish Tiếng Việt

Please select your preferred language.
Por favor, elija su idioma preferida.
Vui lòng chọn ngôn ngữ ưa thích của bạn

5. Electronic Signature

Type in your "formal signature" **required** by the CDE.

Note: Type your name as it is displayed in the welcome message.

English | Spanish | Tiếng Việt

Welcome [Name]! Please type in your first and last name in the box below.

By typing your name into the box above you attest that you are an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Submit

Note: If at any point during Annual Family Update there are red boxes covering the questions/ selections, click on the red box to minimize them.

The following school history is what's on file for this student. Please complete any blank fields. If any of the existing information is incorrect, please contact the school to have it corrected.

What is the first date and grade that the student was enrolled in any school in the US (NOT including preschool)? 08/10/2009

Grade (K-12) Kinder *

What is the most recent date and grade that the student was enrolled in any school in the US (Not including preschool and kindergarten)? 07/02/2010

Grade (1-12) 1st *

What is the most recent date and grade that the student was enrolled in a Colorado public school (Not including preschool and kindergarten)? 07/02/2010

Grade (1-12) 1st *

Click to Remove: * Please select an option(s)

☐ Yes ☐ No

Click the red box to make it disappear

ANNUAL FAMILY UPDATE FAMILY NAVIGATION GUIDE

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**.

* Indicates a required field

▼ Household ▼ Parent ✓ Emergency Contact ✓ Student ✓ Review ✓ Staff Ap

Home Phone
Home Address

Verify the current Household address from our Infinite Campus database:
535 S
Denver, CO 80219

Select this checkbox if the Household address listed is no longer current.

Please upload proof of address if your address has changed.
Upload proof of address

NOTE: If your mailing address is different than your household address, call or email your school to update this information.

Previous

Household Linked to ID: 140931
Notice: AddressID 16314 is occupied by the Florez/Sanchez household, HouseholdID: 281702

Save/Continue

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**.

#1

* Indicates a required field

✓ Household ▼ Parent Emergency Contact Student Completed

Parent

First Name	Last Name	Gender	Completed	Record Type	Edit
		F		Existing	Edit

Click on the parent/guardian(s) above to verify/update demographic and contact information.
Yellow - Indicates that this person still needs to be reviewed or is missing required information. Select the highlighted row to verify/update this information.
✓ - Indicates that the verification process has been completed for this person.

Add New Parent
Back Save/Continue

#2

* Indicates a required field

✓ Household ▼ Parent Emergency Contact Student Completed

Parent

First Name	Last Name	Gender	Completed	Record Type	Edit
		F	✓	Existing	Edit

Click on the parent/guardian(s) above to verify/update demographic and contact information.
Yellow - Indicates that this person still needs to be reviewed or is missing required information. Select the highlighted row to verify/update this information.
✓ - Indicates that the verification process has been completed for this person.

Add New Parent
Back **Save/Continue**

ANNUAL FAMILY UPDATE FAMILY NAVIGATION GUIDE

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 **Blue** to **Green**.

#1

* Indicates a required field

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
[Name]	[Name]	F		Existing	[Edit]
[Name]	[Name]	F		Existing	[Edit]
[Name]	[Name]	M		Existing	[Edit]
[Name]	[Name]	F		Existing	[Edit]

Click on an emergency contact name above to verify/update demographic and contact information. Click Add New Emergency Contact below to add a new contact.
Yellow - Indicates that this person still needs to be reviewed or is missing required information. Select the highlighted row to verify/update this information.
✓ - Indicates that the verification process has been completed for this person.

Add New Emergency Contact
 Back Save/Continue

#2

* Indicates a required field

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
[Name]	[Name]	F	✓	Existing	[Edit]
[Name]	[Name]	F	✓	Existing	[Edit]
[Name]	[Name]	M	✓	Existing	[Edit]
[Name]	[Name]	F	✓	Existing	[Edit]

Click on an emergency contact name above to verify/update demographic and contact information. Click Add New Emergency Contact below to add a new contact.
Yellow - Indicates that this person still needs to be reviewed or is missing required information. Select the highlighted row to verify/update this information.
✓ - Indicates that the verification process has been completed for this person.

Add New Emergency Contact
 Back Save/Continue

9. Student Tab

- 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**.

#1

* Indicates a required field

Student

First Name	Last Name	Gender	Completed	Record Type
[Name]	[Name]	F		Existing
[Name]	[Name]	M		Existing
[Name]	[Name]	M		Existing
[Name]	[Name]	F		Existing

Click on the student name(s) above to verify demographics/race/ethnicity, contact information, parent permissions and health information.
Yellow - Indicates that this person still needs to be reviewed or is missing required information. Select the highlighted row to verify/update this information.
✓ - Indicates that the verification process has been completed for this person.
 If all students in your household are not visible here, contact your school for assistance. Please DO NOT add a student at this time.

Add New Student
 Back Save/Continue

#2

* Indicates a required field

Student

First Name	Last Name	Gender	Completed	Record Type
[Name]	[Name]	F	✓	Existing
[Name]	[Name]	M	✓	Existing
[Name]	[Name]	M	✓	Existing
[Name]	[Name]	F	✓	Existing

Click on the student name(s) above to verify demographics/race/ethnicity, contact information, parent permissions and health information.
Yellow - Indicates that this person still needs to be reviewed or is missing required information. Select the highlighted row to verify/update this information.
✓ - Indicates that the verification process has been completed for this person.
 If all students in your household are not visible here, contact your school for assistance. Please DO NOT add a student at this time.

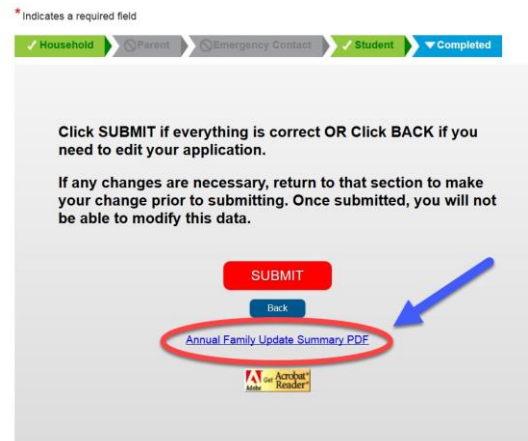
Add New Student
 Back Save/Continue

ANNUAL FAMILY UPDATE FAMILY NAVIGATION GUIDE

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 **not submitted** 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.

Page 1 / 5
51070

Annual Family Update Summary

Approved By:
 Approved Date:
 Application End Year: 2021

Application Number: # 51070
 Application Created By:

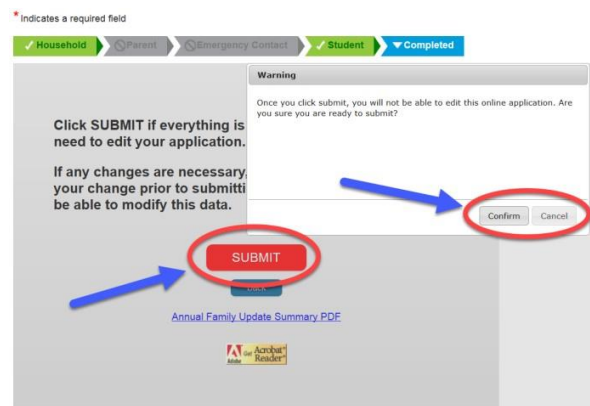
Household																																	
Home Phone																																	
Home Phone: 																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Emergency</th> <th>Priority</th> <th>Attendance</th> <th>Behavior</th> <th>General</th> <th>Teacher</th> <th>Private</th> </tr> </thead> <tbody> <tr> <td>Home Phone: Voice</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Text</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Emergency	Priority	Attendance	Behavior	General	Teacher	Private	Home Phone: Voice	X	X	X	X	X	X	X	Text							
	Emergency	Priority	Attendance	Behavior	General	Teacher	Private																										
Home Phone: Voice	X	X	X	X	X	X	X																										
Text																																	
Home Address																																	
From Portal																																	
21514 E																																	
Denver, CO																																	
Denver																																	
Household has no separate Mailing Address																																	
Parent																																	

Emergency Contact	
Home: 	Gender: M
Birthdate: 	Household: No
Contact Information	
Home: 	
Cell: 	
Work: 	
Email: 	

Emergency Contact	
Home: 	Gender: F
Birthdate: 	Household: No
Contact Information	
Home: 	
Cell: 	
Work: 	

12. Submission

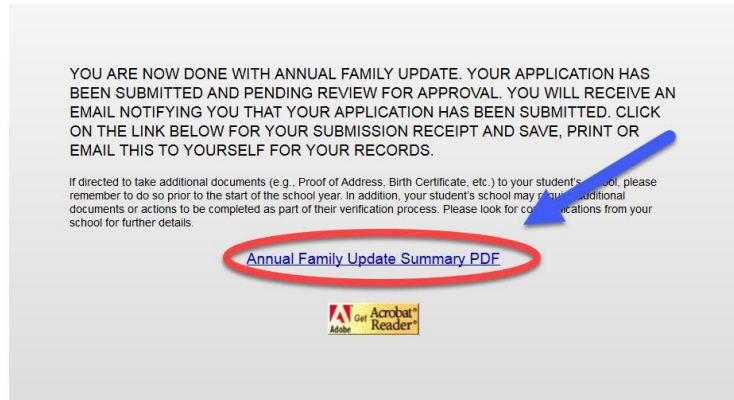
- Return to the Annual Family Update window and click **Submit**.
- A pop-up box will appear asking if you are ready to submit your application. If you clicked “**Submit**” by accident, you also have the option to **cancel** your submission.



ANNUAL FAMILY UPDATE FAMILY NAVIGATION GUIDE

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).

Annual Family Update Summary Page 1 / 5
51070

Approved By: _____
Approved Date: _____
Application End Year: 2021

Submission Date 05/24/2020
Application Number: # 51070
Application Created By: _____

Household

Home Phone
Home Phone: _____
Phone: _____

Emergency Priority Attendance Behavior General/Teacher Private
Home Phone: Voice X X X X X X X
Text

Home Address
From Portal
21514 E
Denver, CO 80249
Denver
Household has no separate Mailing Address

Parent

Emergency Contact

Name: _____ Gender: M
Birthdate: _____ Household: No

Contact Information

Home: _____
Cell: _____
Work: _____
Email: _____

Emergency Contact

Name: _____ Gender: F
Birthdate: _____ Household: No

Contact Information

Home: _____
Cell: _____
Work: _____

Annual Family Update Summary Page 1 / 5
51070

Approved By: Allison Lopez
Approved Date: 05/24/2020
Application End Year: 2021

Submission Date 05/24/2020
Application Number: # 51070
Application Created By: Priscilla Hopkins

Household

Home Phone
Home Phone: _____
Phone: _____

Emergency Priority Attendance Behavior General/Teacher Private
Home Phone: Voice X X X X X X X
Text

Home Address
From Portal
21514 E 43rd Pl
Denver, CO 80249
Denver
Household has no separate Mailing Address

Parent

Emergency Contact

Name: _____ Gender: M
Birthdate: _____ Household: No

Contact Information

Home: _____
Cell: _____
Work: _____
Email: _____

Emergency Contact

Name: _____ Gender: F
Birthdate: _____ Household: No

Contact Information

Home: _____
Cell: _____
Work: _____