

CREEKSIDE MIDDLE SCHOOL

Annual On-Line Registration Information for enrolled students

The registration process does require you to attend a Walk-Through Registration Day on:

Students with Last Names starting with A-L: Wed., August 7th from 8:00 to 11:00 AM

Students with Last Names starting with M-Z: Fri., August 9th from 8:00 to 11:00 AM

OR All last names: Fri., August 9th from 3:00 to 7:00 PM

If you will not be able to attend on one of the dates above, please bring your student to the Counseling Office on the first day of school at 7:45am to turn in the forms and receive their schedule.

The mandatory forms required for registration will be highlighted in yellow. You will read, make changes, print, and sign **only** the forms applicable to your student. The on-line process takes approximately 45 minutes per student and this does not need to be done all at one time. You can save your changes and return to the Parent Portal at a later time.

It will be important for you to provide your email address since most communication from the school and classroom, that you previously received in paper form (i.e.: newsletters, notices, etc.), will be sent to you electronically.

Before you begin on-line registration, you must have created a Parent Portal account.

Starting August 1st, please complete the online registration process by visiting the parent portal at <http://parentportal.cv.k12.ca.us>

Completing the steps for online registration. For each step, please:

1. Fill out the required information in each section. Use capitalization where appropriate.
2. Read the individual forms and complete any additional information as required.
3. If a PDF or external link is available, clicking on the link will open a secondary window or tab. Once you have completed the secondary task (i.e. reviewing information or completing & printing a form), close that window/tab and continue with the registration process.
4. Verify data entered is complete and accurate before proceeding to next step.
5. Click on the "Proceed to STEP" link to move to the next step.
6. You must confirm all steps to complete the online process.

Let's get started! Please sign in to your Parent Portal account and follow the directions for Re-registration. The first step is reading the area that says, **"You have not yet completed the Student Data Confirmation Process. Click here to confirm the information about your student."**

You will be reviewing several sections: *Please carefully review all addresses, phone numbers, contact, health information and medication, etc.*

All Data MUST be confirmed and submitted in order to receive your child's schedule at the end of the Walk-Through process.

Please be sure that the forms are signed by parent and student.

If you don't have access to a computer, the Castro Valley Public Library offers on-line computer access. A Chromebook will be available and blank forms will be available at Walk Through Registration as well.