

**WELCOME TO THE 2021-2022
PARENT PORTAL AT CORBETT PREP**

Corbett Prep uses Veracross, our student information system, to help you manage your child(ren)'s school life. Through the Parent Portal you can manage your family information, sign up and pay for Bus Transportation, Extended Day, Lunch, After-School Activities (ASA), Community School for Sports (CSS), Community School of the Arts (CSA), Community School for Languages (CSL), Parent/Teacher Conferences, Field Trips, and more.

BACK-TO-SCHOOL CHECKLIST

- 1. UPDATE HOUSEHOLD PROFILE
- 2. COMPLETE SCHOOL POLICIES & FORMS
- 3. COMPLETE MEDICAL PROFILE
- 4. REGISTER FOR VC PAY & AUTO PAY
- 5. COMPLETE IB MOTHER TONGUE SURVEY

PLEASE LOG IN TO THE PARENT PORTAL TO COMPLETE THE ITEMS ON YOUR BACK-TO-SCHOOL CHECKLIST:

1. Review and confirm your Household Profile information is accurate.
2. Complete all School Policies and Forms.
3. Complete IB Mother Tongue Survey
4. Complete all Medical Profile Information.
5. Enroll in VCPay and/or AutoPay.

NEW FAMILIES: YOU WILL NOW ALSO ACCESS YOUR FAMILY'S INFORMATION IN THE PARENT PORTAL!

To find the Parent Portal, click the Veracross column at the top of the Admissions screen to change portals, you will now see "Parent Portal" along with Admissions.

Corbettprep.com/parent

Remember, you can always access the Corbett Prep Parent Portal by going to CorbettPrep.com and clicking "Parents" at the top of the screen.

HOW TO CREATE A CORBETT PREP APP ON YOUR PHONE

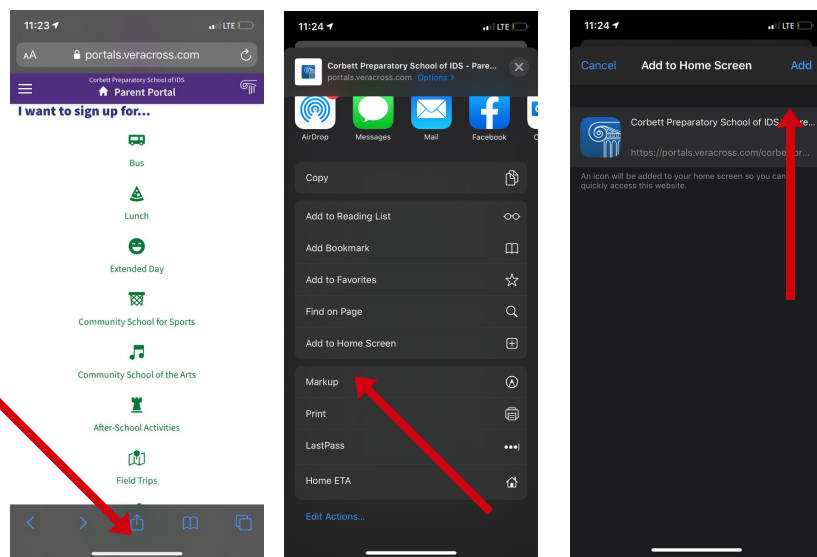
Imagine how easy life will be when you can access your child's Corbett Prep life right from your phone. Follow these easy steps to create a Corbett Prep Parent Portal App on your phone:

APPLE DEVICES

1. Using Safari, navigate to corbettprep.com/parent and click on Parent Portal.
2. Log-in to the portal using your email address and new password.
3. Click on the **share** button.
4. Click "**Add to Home Screen**"
5. Click "**Add**"

ANDROID DEVICES

1. Launch "Chrome" app.
2. Using Chrome, navigate to corbettprep.com/parent and click on Parent Portal.
3. Tap the menu icon (3 dots in upper right-hand corner) and click "**Add to Home Screen**".
4. You'll be able to enter a name for the shortcut and then Chrome will add it to your home screen.



NEED HELP OR HAVE QUESTIONS?

We understand, and we're ready to assist you in all areas of using our new Parent Portal. Call us at school at (813) 961-3087 or email help@corbettprep.com.