



**Centennial Academy  
Instructions for Parent Portal**

**To View Your Scholar's Grades and Attendance**

**Activation Key for  
First Time Users**

1. Click on the link:  
<https://ic.apsk12.org/campus/portal/parents/atlanta.jsp>
2. Scroll down and click NEW user
3. Copy and paste the activation key that you requested from the enrollment department. Please contact [enrollment@centennialacademycharter.org](mailto:enrollment@centennialacademycharter.org) for the activation key.
4. Create a username and campus password
5. Login

**Accessing the Parent  
Portal**

1. Click on the link:  
<https://ic.apsk12.org/campus/portal/parents/atlanta.jsp>
2. Enter your Parent/Username
  - a. NOTICE: Send an email to [enrollment@centennialacademycharter.org](mailto:enrollment@centennialacademycharter.org) to request a copy of your Username
3. Enter your password
4. Click **Log In** to Parent Portal