

Updating Student Contacts in Focus

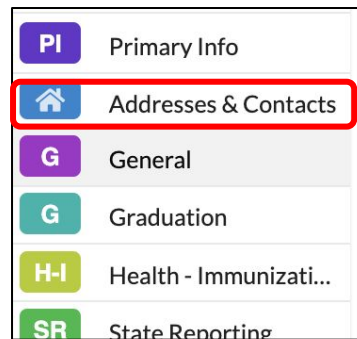
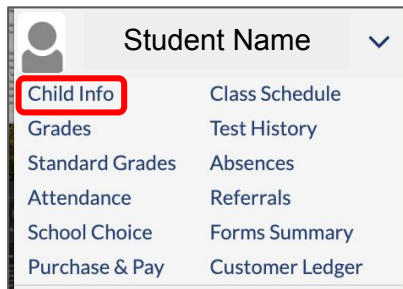
Quick Guide

Update, add and/or remove a student's contact information to ensure accurate communication information is available to the school.

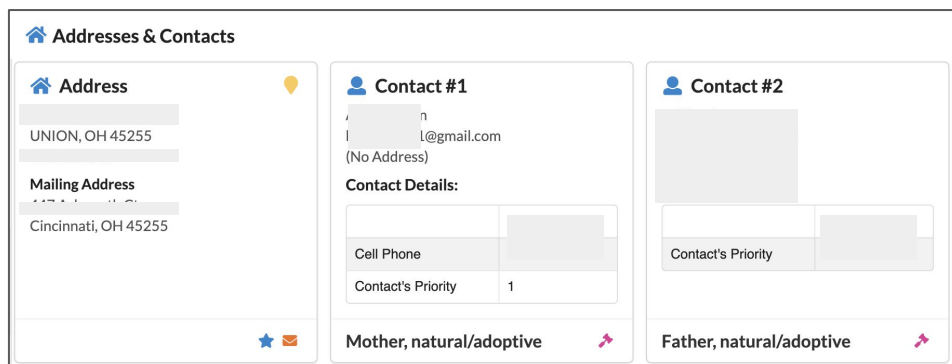
1

Access & Review Current Contacts

- Login to the CPS Focus Parent Portal:
<https://www.cps-k12.org/parentportal>
- Below your student's name, click *Child Info*, then *Address & Contacts*.



- Review all contacts listed. If the contact information is accurate you do not need to complete any additional steps.



- If any contacts need to be updated, including added or removed, continue to the next step.

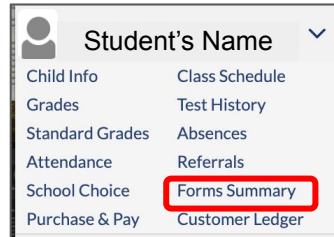
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Quick Guide

2

Complete Form Summary

- Below your student's name, click *Form Summary*, then *Request to Change Address or Emergency and Other Contact*.



Student's Name	
Child Info	Class Schedule
Grades	Test History
Standard Grades	Absences
Attendance	Referrals
School Choice	Forms Summary
Purchase & Pay	Customer Ledger

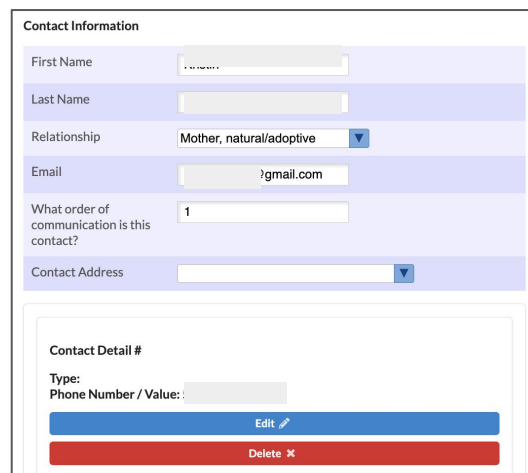
Available forms for **Name of Student**

Request to Change Address or Emergency & Other Contacts

Back To School

Health Related Information

- This is a multi-page form allowing users to request a change of address and/or contacts. Enter/Update the addresses of all contacts associated with a student. If all the addresses are current, click *Next Page*.
- Edit, delete and/or add necessary contacts. It is recommended that a phone number be provided for each contact.
- Click *Submit and Finish*. Repeat this process for all students.



Contact Information	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Relationship	Mother, natural/adoptive
Email	<input type="text"/> @gmail.com
What order of communication is this contact?	1
Contact Address	<input type="text"/>
Contact Detail #	
Type:	<input type="text"/>
Phone Number / Value:	<input type="text"/>
<input type="button" value="Edit"/>	
<input type="button" value="Delete"/>	

3

Await Approved Updated Contacts

School staff will review updated contact information and will approve and/or request additional information if needed.