

Quick Facts

Registering in Cherry Creek School District

Students must be registered at either District Admissions Office prior to attending school. The documentation required for registration is provided in this “Welcome to Cherry Creek Schools” document.

Online Parent Forms

The Cherry Creek School District requires parents to log in and fill out the online Parent Forms for each student each school year. These forms provide essential information regarding the safety of your child which include emergency contact information, who can pick up your child from school, medical information and policy forms, as well as choosing whether or not to share information with PTCO. Once the Parent Forms are complete, information can be updated at any time by logging into the Parent Forms system again.

Creating a New Account

Go to <https://my.cherrycreekschools.org>, then click on Create Parent Account. Parents will need to provide the following information to create an account:

- **Parent First and Last Name**, as registered with the CCSD Admissions Office. Spelling must be accurate.
- **Birthdate and Student ID** for at least one child. Parents only need to register once to gain access to all children within the same household. The student ID number can be found on the student’s original Admissions documentation.
- **Personal Email Address** which will serve as the username for logging into the system. Parents must be able to access the email address used for the username in order to complete the registration process.

Once the account has been created, go back to: <https://my.cherrycreekschools.org>. Enter the username and password for your new account, then select the Parent Forms tile. Click next on the Parent Messages screen, enter the parent contact information, and then click Confirm to save the information. Click the Check-in button for your child to complete the required forms. When all forms have been completed, enter your name in the Electronic Signature box, then click Confirm to save the information.

Accessing an Existing Account/Changing Contact Information

Go to <https://my.cherrycreekschools.org>. Enter your username and password.

- *If you forgot your password, you can change it by selecting **Forgot Password?** prior to logging in. Enter your username (email address) to request the password change.*
- *If you forgot your username, or no longer have access to the email address used as your username, please call Kathy Clark, Registrar, at 720-554-5163, for assistance.*

Select the Parent Forms tile. Click next on the Parent Messages screen, update the parent contact information if needed, and then click Confirm. Click the Check-in (or Update) button for your child to complete the required forms. When all forms have been completed, enter your name in the Electronic Signature box, then click Confirm to save the information.

Change of Address

If you have moved, please contact the Counseling Office at 720-554-5156 or 720-554-5163 to determine the necessary paperwork to change your address.

Medication Permission

If applicable, download and sign the “Permission to Give Prescription/Homeopathic Medication at School” form. This form is available on the WMS website at: <http://west.cherrycreekschools.org>. Select Check-in from the Quick Links menu, then select District & Other Important Forms from the WMS Check-in list. *Note: A doctor’s signature is required for prescription medications.*

Fees/Yearbooks

Student fees can be paid by cash, by check made payable to WMS, or online. Your fees will be reviewed at check-in. If you would like to pay online via credit card instructions will be given to you at check-in.

- PE Uniform - \$15.00 complete (or \$10.00 for shorts and \$5.00 for shirt) all students are required to wear a WMS uniform for physical education classes.
- Student Athletic and Activity Fee (optional CCSD donation) – \$10.00
- Class fees, ex: Art, Technology, Spanish, French
- *Yearbooks – pre-order* (optional) – \$35.00
- Athletic Fee – Varies (only if participating), scholarships are available

Lunches

Lunch credits can be purchased online, with cash, or by check made payable to CC Food Services. To access the online payment option or the free & reduced lunch application, go to <http://ccsdcafe.org>.

Lunch, with milk, is \$3.15 and breakfast is \$1.95 (subject to change). A la carte items are also available at additional cost.

Student IDs

Picture Day is scheduled on August 22, retake day is September 19. Once Picture Day and Retake Day have occurred and all student ID's have been distributed, they will be required to ride the PM bus or check out books in the library. There is a \$3.00 replacement fee for lost ID's.

Power School

Parents can log on to PowerSchool to view current grades, monitor attendance, update email notification preferences, etc. Parents can access PowerSchool by logging in to <https://my.cherrycreekschools.org> and clicking the PowerSchool Parent tile (names of all students in the household will be displayed in the menu bar).

Teacher Emails

To receive teacher emails, you must set up an <https://my.cherrycreekschools.org> account. See Online Parent Forms above.

Email Notifications

To receive periodic email notifications from PowerSchool, select Email Notification from the Navigation pane, check the boxes next to the information you would like to receive, choose how often you would like to receive that information, enter your email address in the Email Address(es) box, and then click Submit. (*Multiple email addresses must be separated by a comma.*)

If you have questions regarding PowerSchool, contact Kathy Clark, at 720-554-5163 or kclark26@cherrycreekschools.org, or Chuck Hill, at 720-554-5102 or chill37@cherrycreekschools.org.

Schoology (COLE 3.0)

Schoology, an online Learning Management System, provides access for parents and students to obtain teacher assignments and other classroom information. Parents can access Schoology by logging in to <https://my.cherrycreekschools.org> and clicking the COLE 3.0 tile (if more than one child attends West, there will be a list to choose the specific child).

If you have questions regarding Schoology, contact Bryan Winterhalter, at bwinterhalter@cherrycreekschools.org, or Chuck Hill, at 720-554-5102 or chill37@cherrycreekschools.org.