

How to Edit Student Information in the Family Dashboard For Parents of CCS Students

1. Go to <https://ccsprogramchoice.scriborder.com/>
2. Click on the “Start/Log In” button.

Select To Get Started:



3. Log in using the email address and password you used when creating the account. Your username is your email address. If you have forgotten your password, use the “reset password” button.

Email Address:

Password:

[reset password?](#)

4. Click on “View applications and packets.”

Associate Student **View Applications and Packets** View / Add Residency Docs Residency Docs Attached

Hello! You have 6 open, time-sensitive tasks.

5. Click on the pencil icon next to your student’s name.

Associate Student **View Open Tasks** View / Add Residency Docs Residency Docs Attached

You must select the 'Submit Application' button to add an application.

Test Joe
Date of Birth: 12/01/2014

6. Update the student’s information to the current school year. If student information is not correct or up to date, student forms will not be visible at their schools.

Grade Level for Current Year, 2020-2021 School Year:
* Grade:

Current School of Attendance, 2020-2021 School Year: (this is the school your child is currently attending)
* Current School:

Grade Level for Next Year, 2021-2022 School Year:
* Grade:

Zoned School of Attendance, 2021-2022 School Year: (based on home address, the school your child should be attending)
* Zoned School: