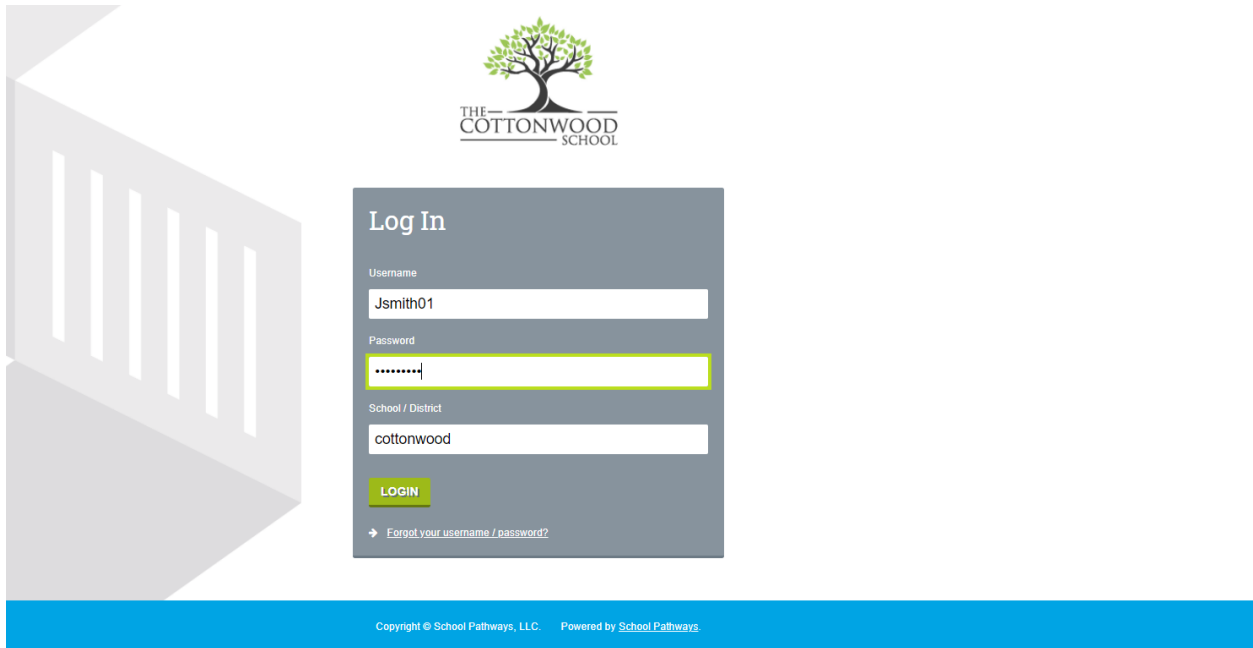


# Parent Portal Navigation

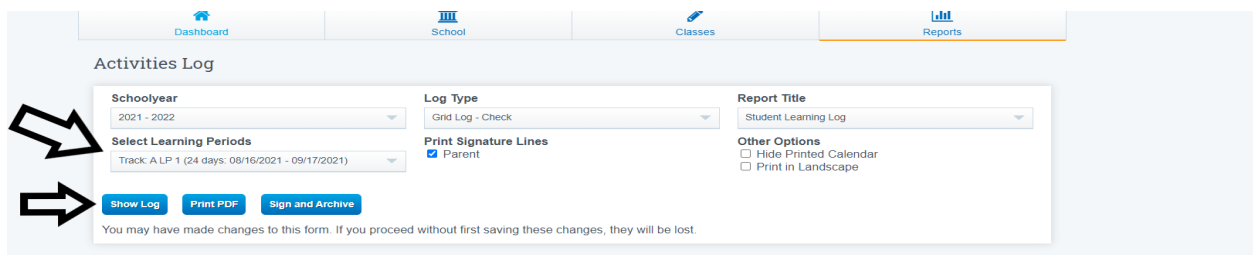
**Step 1:** Go to [Cottonwood.parentstudentportal.com](https://Cottonwood.parentstudentportal.com)

**Step 2:** Log in with your username and password provided to you at the beginning of the school year. If you don't know this information, please contact your teacher and they can provide it for you.



**Step 3:** Attendance, Household Data Collection and Resources

- **Attendance:** Activities Log is where you will land once logged in. This is where you will claim attendance for your student(s)
  - Select the Learning Period from the drop down menu
  - Click on "Show Log"



- Select days your student engaged in assigned educational activities

September 2021						
S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18


<b>Monday 08/16</b> <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	<b>Tuesday 08/17</b> <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	<b>Wednesday 08/18</b> <input type="checkbox"/> Student engaged in assigned educational activities.	<b>Thursday 08/19</b> <input type="checkbox"/> Student engaged in assigned educational activities.	<b>Friday 08/20</b> <input type="checkbox"/> Student engaged in assigned educational activities.
<b>Monday 08/23</b> <input type="checkbox"/> Student engaged in assigned educational activities.	<b>Tuesday 08/24</b> <input type="checkbox"/> Student engaged in assigned educational activities.	<b>Wednesday 08/25</b> <input type="checkbox"/> Student engaged in assigned educational activities.	<b>Thursday 08/26</b> <input type="checkbox"/> Student engaged in assigned educational activities.	<b>Friday 08/27</b> <input type="checkbox"/> Student engaged in assigned educational activities.
<b>Monday 08/30</b>	<b>Tuesday 08/31</b>	<b>Wednesday 09/01</b>	<b>Thursday 09/02</b>	<b>Friday 09/03</b>

**Click “Save Changes” -Done for daily attendance**

[Show Log](#)
[Print PDF](#)
[Sign and Archive](#)

You may have made changes to this form. If you proceed without first saving these changes, they will be lost.

You may enter descriptions of your activities and time spent in school on this page. Your teacher will be able to review it from their computer.


[Save Changes](#)


The Cottonwood School

**At the end of the Learning Period, you can click “sign and archive” to submit your attendance for the learning period**

Activities Log

<b>Schoolyear</b> 2021 - 2022	<b>Log Type</b> Grid Log - Check	<b>Report Title</b> Student Learning Log
<b>Select Learning Periods</b> Track: A.LP.1 (24 days: 08/16/2021 - 09/17/2021)	<b>Print Signature Lines</b> <input checked="" type="checkbox"/> Parent	<b>Other Options</b> <input type="checkbox"/> Hide Printed Calendar <input type="checkbox"/> Print in Landscape

[Show Log](#)
[Print PDF](#)
[Sign and Archive](#)


You may have made changes to this form. If you proceed without first saving these changes, they will be lost.

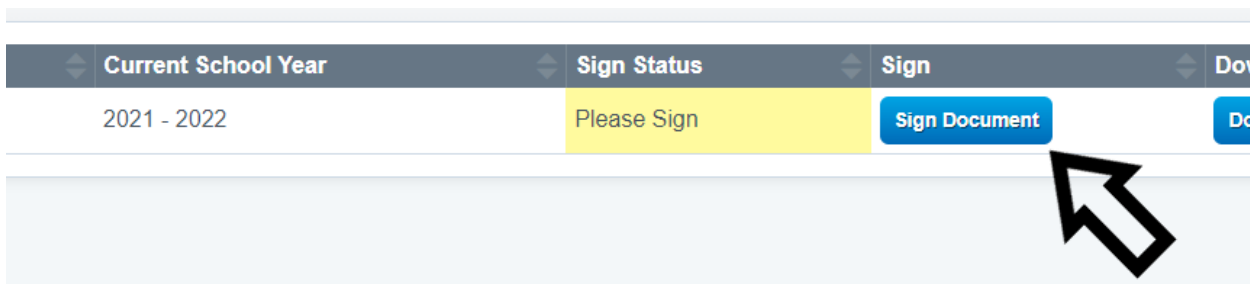
You may enter descriptions of your activities and time spent in school on this page. Your teacher will be able to review it from their computer.

[Save Changes](#)

- **Household Data Collection:** We are required to collect this information by the state of California. Please fill out the total number of adults and children living in your household. Include total monthly or yearly/annual income. Then sign and print your name. Please click on **“School”**-->**“Household Data Collection”**



- **This information is confidential and not reviewed by teachers.** If filled out correctly, your information will be imported straight to the State of California’s database. The Cottonwood School is provided additional funding by this program, so we can provide your students with additional support and resources.



**HOUSEHOLD INFORMATION**

1. Select the total number of adults and children living in your household.	<input type="radio"/> 0 <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> Other <input type="text"/>
2a. Total MONTHLY Household Income	\$ <input type="text"/>
2b. <u>OR</u> Total YEARLY/ANNUAL Household Income	\$ <input type="text"/>

**Parent/Guardian Signature**

**i** I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

*Parent  
Sign Here*

Print Parent/Guardian Name Name

Signature Date


- **You can choose to opt out, if you would like to!** You will enter “0” for household size under “other”, and then enter “0” for your Yearly/Annual income amount.

**Household Information**


1. Select the total number of adults and children living in your household.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input checked="" type="radio"/> Other <input type="text" value="0"/>
2a. Total MONTHLY Household Income	\$ <input type="text"/>
2b. <u>OR</u> Total YEARLY/ANNUAL Household Income	\$ <input type="text" value="0"/>

**Parent/Guardian Signature**

**i** I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.



Print Parent/Guardian Name Name

Signature Date  
 

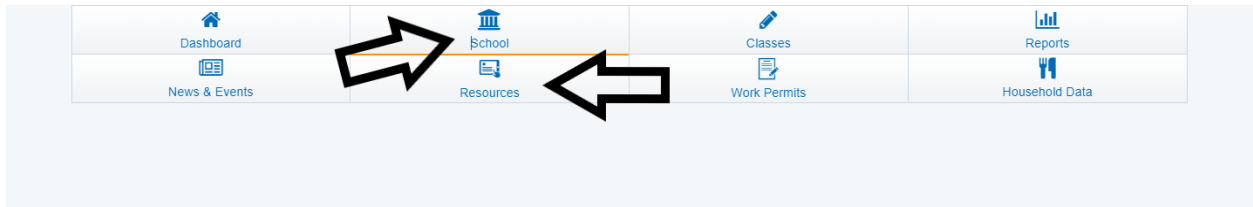
Sign, type/print your name out in the provided space, and then click “**submit agreement**”

**i** The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

[Submit Agreement](#)

- **Resources:** Proof of residency and Parent-Student Handbook signature
  - Signed yearly

- Please click on the “JotForm” link for each form, and complete the steps
- You will receive a confirmation email for each one. You must complete the **P/S Handbook** for every student you have enrolled with The Cottonwood School. **POR Jotform**-->if multiple siblings, please list all in the space provided. Only complete **one** POR jotform, but make sure you list all students in your family.



Proof of Residency: [JotForm](#)

Parent-Student Handbook Signature: [JotForm](#)

\*Please note, you must upload an acceptable proof of residence. Examples are shown in the JotForm. If you are **newly enrolling**, and previously submit a POR for registration, you **MUST** upload a new POR.

