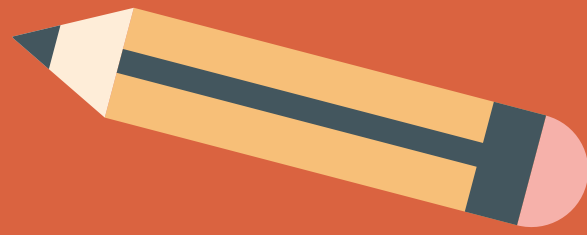


# First Day of School Checklist

## e3 LEARNING



### IF YOU HAVEN'T, REGISTER/ ENROLL FOR SCHOOL

Find enrollment information and tutorials at [www.okcps.org/backtoschool](http://www.okcps.org/backtoschool)! OKCPS offers tutorials for [new families](#) and [returning families](#). Contact your school if you need assistance with enrollment!

### MAKE SURE THE SCHOOL HAS YOUR CURRENT CONTACT INFORMATION

You can update or confirm your family's contact information through [Parent Portal](#). If you need help navigating Parent Portal, view [this tutorial](#) or contact your school for assistance!

### IF YOU HAVE NOT BEEN CONTACTED BY SCHOOL'S e3 COORDINATOR, CONTACT YOUR SCHOOL

You can find your school's contact information and website by visiting [www.okcps.org](http://www.okcps.org)! Locate your school on our school drop down menu.

### PICK UP YOUR STUDENT'S DEVICE

Device pick up is scheduled for Aug. 24 - Aug. 28 between 10 AM to 1 PM and 4 PM to 7 PM. More information can be found on the [empowerOKCPS webpage](#).

### VIEW THE OKCPS e3 & DEVICE TUTORIALS

OKCPS offers tutorials for [navigating your Chromebook](#), [navigating your iPad](#), [installing iPad apps](#), and [logging in to Canvas](#). Additionally, OKCPS offers an [e3 Youtube playlist](#) for families. Remember, devices should be charged every night.

### BEFORE THE 1ST DAY OF SCHOOL, LOG IN TO CANVAS USING THE CLEVER LINK ON YOUR STUDENT'S DEVICE

Follow this [Canvas tutorial](#) if you need assistance! Please note that instructional content will not appear until 12:00 PM on Sunday, August 30.

### IDENTIFY YOUR MENTOR TEACHER'S OFFICE HOURS & CONTACT METHODS

If you haven't made contact with your student's teacher, contact the school.

### VIEW SUPPLY LISTS AND SET UP A HOME LEARNING SPACE

View [supply lists](#) and [tips for setting up a home learning area](#) on the OKCPS website.

### REVIEW OUR FALL MEAL PROGRAM INFORMATION

Plan for travel time to pick up meals between class time. Make sure to have your student ID information or proof of enrollment. Visit [www.okcps.org](http://www.okcps.org) and follow us on social media for updates about our Fall Meal Program!

### REVIEW SCHOOL START TIMES

Find a list of start times and sample schedules at [on the OKCPS website](#).

**If you need help on Monday, please call your child's school for assistance.**