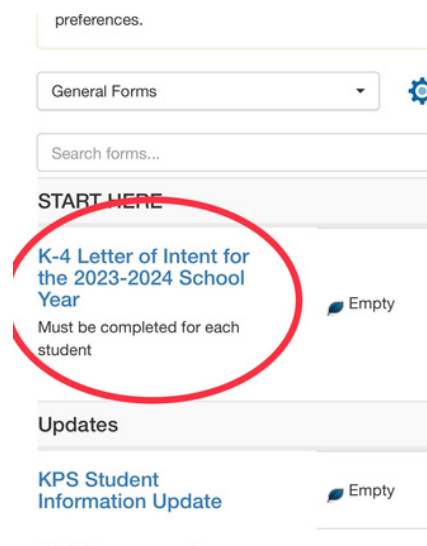
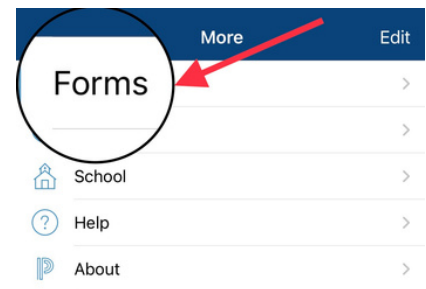
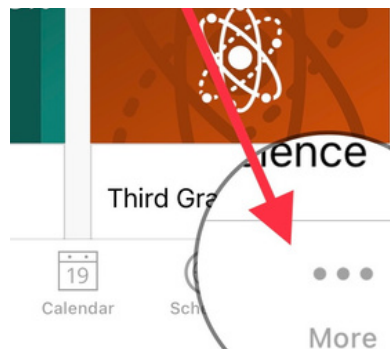
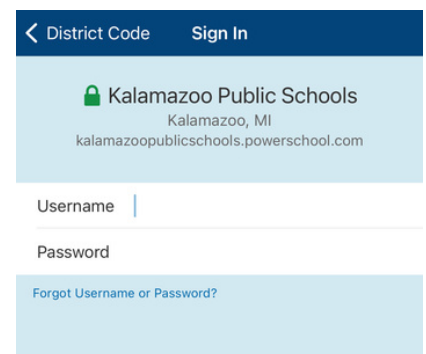
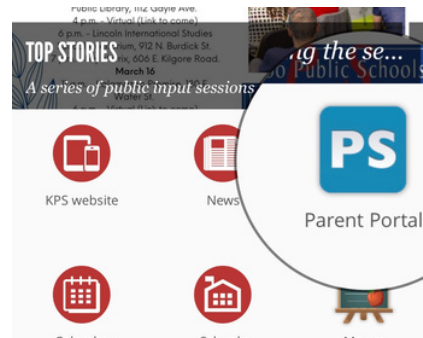


Filling out Letter of Intent on Phone App

1. Download the KPS App in your phone's application store.
2. Click on Parent Portal in the KPS app.
3. If you have never logged into the app from your phone, enter the KPS code of KXRB.
4. Your username is the email we have for you on file. Click forgot password if you don't have one and it will be emailed to you. If you don't get the email please contact your school office so they can check your records.
5. Once logged in, click on "More" in the bottom corner.
6. Click on "Forms"
7. Click on the link for your student's letter of intent form. Follow the prompts throughout the form and hit submit when done.
8. If you have more than one student in KPS, you can switch to your next student in the top right hand corner.



*If you get a sync error, log out and log back in.