


# Lewis Elementary

## How do I contact my child's teacher?






### Get the CTLS Parent App



- Download the "CTLS Parent" mobile app from the **App Store** or **Google Play** store.
- Use your existing ParentVue username & password to log-in.
- No ParentVue account? No problem. Go to the user icon  and select the "Don't have a ParentVue Account" option. Follow the steps provided.

### Messaging the Teacher



- Once in the app, tap the menu (3 horizontal bars) at the top left. 
- Select **Students** in the left column and tap your child's name. 
- Choose the **Messages** icon at the bottom.  Reply directly to a received message, or press the  icon to send a new **message**.
- Type the first three letters of the teachers last name, then press the  button for help.

### Help Resources



- Find all **CTLS Parent** Help documents by [clicking here](#) or the following URL: <https://www.cobbk12.org/page/34659/ctls-parent>
- Is the system not accepting your phone number or email (associated with the enrolling adult)? Contact the Lewis ES front office at: 770-975-6673