

ONLINE REGISTRATION EMAIL LINK

provides a convenient and quick way to register your child(ren) for school.

Contact your school for additional registration information, or if you have any questions or problems while completing Online Registration.

1. LOGIN



Link provided in email sent by the school or Enrollment Services

*check your spam or junk folder if you do not receive the email



Choice/Zone students must enroll and have a seat before registering.

For more information, visit

Enrollment Services at

<https://schoolchoice.dpsk12.org/>



Open link; use browsers **Chrome** or **Firefox**

Please have these documents ready to upload



Valid proof of address (Acceptable documents include a copy of current lease, proof of home ownership, or utility bill such as gas, electric, water or cable)



Student(s) birth verification (Acceptable documents include a copy of the child's birth certificate, baptismal record, passport/visa or hospital record)



Vaccination records

Dear John Doe,

Welcome to Online Registration. Before you begin, please gather the following:

- Household information -- address and phone numbers
 - If you haven't already provided your school with your proof of address, please have a utility bill with service address, mortgage statement or rental agreement available to upload or bring to school by the start date;
- Parent information -- work and cell phone numbers, email addresses;
- Student information -- demographic and health/medication information
 - If you haven't already provided the school with your student's proof of birth and immunization record, please have it available to upload or bring to school by the start date;
- Emergency contact -- phone numbers

Note: Required fields are marked with a red asterisk. The district will receive the data exactly as it is entered, so please be careful of spelling, capitalization and punctuation and use legal names. Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, visit the [School Choice Enrollment website](#) (find Navigation Guide - New at bottom of page and choose from one of 9 languages), or reach out to your school.

Please click the link below (or copy/paste it into a browser) to begin your Online Registration application. If you need to stop before completing the application, select Save/Continue to save the information and click the below link to resume.

<https://campusdev.dpsk12.org/campus/OLRLoginEmail/identity?appGUID=D563CDA1-25B1>



2. LANGUAGE SELECTION

- Select your preferred language

*For help with navigating Online Registration in your language, please call your school.



Application Num

[English](#) | [Español](#) | [Tiếng Việt](#)

Please select your preferred language.

Por favor, elija su idioma preferida.

Vui lòng chọn ngôn ngữ ưa thích của bạn

3. ELECTRONIC SIGNATURE

- In the box, enter your **first** and **last name**
- Click **Submit**

A new window will open

- Click **Begin** at the bottom of the page

***Your session will time out after 60 minutes of no activity.** Remember to Save if you need to exit and return at a later time. Use the link provided in your email to return to the saved application.

Welcome John Doe. Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the legal guardian for the student(s) you are registering, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Submit



[English](#) | [Español](#) | [Tiếng Việt](#)

Welcome to Online Registration

For help with navigating this application in your language, please call your school. Click here for an application guide in different languages: [Navigation Guide](#)

ይህንን መተግበሪያ በቋንቋዎ ስለመጠቀም እገዛ ለማግኘት እባክዎ ለትምህርት ቤትዎ ይደውሉ።

للمساعدة في التعامل مع هذا الطلب بلغتك، اتصل على.

مدرستك

Si vous avez besoin d'aide pour parcourir cette application dans votre langue, veuillez contacter votre école.

यो आवेदनलाई आफ्नो भाषामा नेभिगेट गर्नमा मद्दतको लागि, कृपया आफ्नो विद्यालयमा फोन गर्नुहोस्।

Llame a su escuela para obtener ayuda con esta solicitud en su idioma.

Si lagaaga caawiyo adeegsiga codsiga oo luuqadaada ku qoran, fadlan wac dugsigaaga.

Để được hỗ trợ điều hướng cho mẫu đơn này bằng ngôn ngữ của quý vị, vui lòng gọi trường quý vị.

Begin

4. HOUSEHOLD TAB

Enter the information in each section

- 🖱️ **Home Phone**
- 🖱️ Click **Next** to move onto next section
- 🖱️ **Student's Primary Residence**

- 🖱️ Start by adding your household number, then select the student's primary address from the dropdown results.

If the address is **not** listed in the dropdown results, enter the address by typing in each applicable field.

*Note that there is a field for Prefix (ex. N or S) and Tag (ex. St or Ave) and these should NOT be included in the Street name.

★ Click **Upload proof of address**; submit your valid proof of address (lease, proof of home ownership, utility bill such as gas, water, or cable)

When the Household section is complete

- 🖱️ Click **Save/Continue** to proceed to the next tab

✔ Once you complete all sections in a tab and save, the tab will change to **Green**. The next tab will turn to **Blue**

▼ Household

⊗ Parent

⊗ Emergency

▼ Home Phone

Next

▶ Student's Primary Residence

Save/Continue

▼ Student's Primary Residence

*Verify or add the information below. Update any in

Number 1860 *	Prefix ▼	Street L
City *	State ▼ *	

1860 Lincoln St, Denver CO 80020 Denver
1860 Xavier St, Denver CO 80020 Denver

Number 1860 *	Prefix N ▼	Street Lincoln *	Tag St ▼
City Denver *	State CO ▼ *	Zip 80020 *	Ext. County

New students, or returning students that have a change of address, please upload a valid proof of address.

★ Upload proof of address

Save/Continue

✔ Household

▼ Parent





⊗ Emergency



5. PARENT TAB

The parent/guardian(s) that resides with the student must be added

Enter the information in each section

-  **Demographics**
-  Click **Next** to move onto next section
-  **Contact Information**
-  Click **Save/Continue**

✓ A green check mark indicates all sections are complete



Add New Parent

If another legal Parent/ Guardian needs to be added to the household, select **Add New Parent** and enter information as above.

Second Parent/Guardian Address

If the second parent/guardian added *does not live* at the student's primary residence, indicate this by unchecking the box.

Shared Custody

You must contact the school if a second household needs to be added to the student's record.

When finished adding all Parents/Guardians

-  Click on **Save/Continue** to proceed to the next tab

✓ Household

▼ Parent

Parent Name:

▼ Demographics

Next

► Contact Information

Cancel Save/Continue

Legal First Name	Legal Last Name	Gender Identity	Completed	
Jane	Doe	F	✓	Edit



Add New Parent

☒ Please uncheck this box if this parent/guardian does not live at the primary household of the student(s). Contact the school to update the address.

1860 N Lincoln Ave
Denver, CO 80020

Back Save/Continue

6. EMERGENCY CONTACT TAB

Please consider adding one Emergency Contact

Click **Add New Emergency Contact**

Enter the information in each section

Click **Demographics**

Click **Next** to move onto next section

Click **Contact Information**

Click **Save/Continue**

✓ A green check mark indicates all sections are complete

★ If another Emergency Contact needs to be added to the household, select **Add New Emergency Contact** and enter information as above.

When finished adding all Emergency Contacts

Click **Save/Continue** to proceed to the next tab

✓ Household ✓ Parent ▼ Emergency Contact

Emergency Contact

Legal First Name

Legal Last Name

Add New Emergency Contact

Back

Save/Continue

Contact Name:

▼ Demographics

Next

► Contact Information

Cancel

Save/Continue

Last	Gender Identity	Completed	
	F	✓	Edit



Add New Emergency Contact

Back

Save/Continue



7. STUDENT TAB



Click **Add New Student**

Enter the information in each section for every student that will be registered

*If you wish to exit and return at a later date to complete a student section, remember to click **Save/Continue**. All of the information entered at that point will be saved.



Please **upload** requested documents unless already provided to school

Student Age Verification - upload birth document i.e. birth certificate, hospital records, baptismal record, passport

Immunizations - upload records



A **green** check mark indicates all sections are complete



If another Student needs to be added to the household, select **Add New Student** and enter information as above.

When the Student section is complete



Click **Save/Continue** to proceed to the next tab



Emergency Contact

▼ **Student**

Com

Add New Student

Back

▼ **Student Age Verification**

▶ **Race Ethnicity**

▶ **Relationships - Parent/Guardians**

▶ **Household Information - Primary Residence of Student**

▶ **Current/Previous School Information**

▶ **My Student has the Following Medical Condition(s)**

▶ **Asthma Information**

▶ **Medications**

▶ **Immunizations**

▶ **Federal Programs**

▶ **Permission & Release**

▶ **Device and Internet Access**

▼ **Student Age Verification**



If a proof of birth has not been provided to the school for this student, please upload a proof of birth.

Upload Birth Certificate

▼ **Immunizations**

Click below to upload immunization records or exemption documents. You may also provide these to the School Nurse.

File names should be kept short and **must not include special characters or symbols**. The use of these characters can cause errors and you may encounter difficulties uploading the file.

Upload Immunization Record or Exemption

Student

Legal First Name	Legal Last Name	Gender Identity	School	Completed
Janet	Doe	F	Bromwell Elementary School	



Add New Student

Back

Save/Continue



8. COMPLETED TAB

- Click **Online Registration Summary PDF**, will open in a new window
- Review your information
- Save, print, or email a copy of the **Online Registration Summary PDF** for your records
- Close window; return to **Completed** tab

*Missing or incorrect information can be corrected by clicking on the section tab, at the top of the screen, and then select **Edit**.

When all sections are complete

- Click **Submit**
- Click **Confirm**

Online Registration is now complete.

You will receive an email notification that Online Registration has been completed.

If any changes are necessary, return to that section to make. Once submitted, you will not be able to modify this data.

SUBMIT

Back

[Online Registration Summary PDF](#)

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139970

Online Registration Summary

Approved By: _____ Confirmation Number: # 139970
Approved Date: _____ Application Created By: Jane Doe
Application End Year: 2021

Household	Student
Home Phone Home: (725)252-2555 Home Phone: Voice Text	Doe, Janet Student Number: _____ DOB: 05/04/2012 Gender: F Relationships Jane Doe - Mother

[Emergency Contact](#)
[Student](#)
[Completed](#)

Click BACK if you need to edit your application or Click SUBMIT if everything is correct.

If any changes are necessary, return to that section to make your change prior to submitting. Once submitted, you will not be able to modify this data.

SUBMIT

Back

[Online Registration Summary PDF](#)

Warning

Once you click submit, you will not be able to edit this online application. Are you sure you that you are ready to submit?

Confirm **Cancel**

