ONLINE REGISTRATION EMAIL LINK

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

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)

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

🖱 **Vaccination records**

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

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/icon?v2a ppGUID=D563CDA1-25B8

2. LANGUAGE SELECTION

🖱 Select your preferred language

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

Infinite Campus Online Registration   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

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3. ELECTRONIC SIGNATURE

🖱 In the box, enter your **first** and **last name**

🖱 Click **Submit**

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.

John Doe *

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.

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.

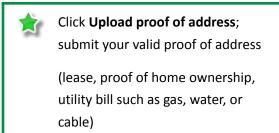Để được hỗ trợ điều hướng cho mẫu đơn này bằng ngôn ngữ của quý vị, vui lòng gọi trường quý vị.

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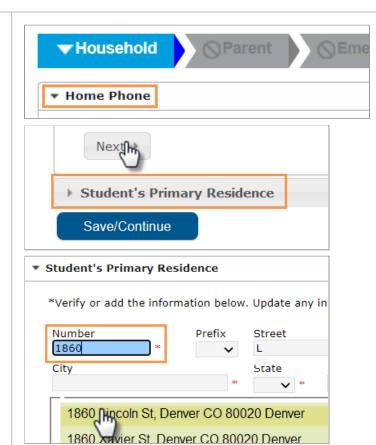
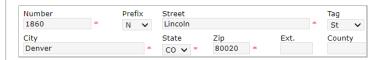*Note that there is a field for Prefix (ex. N or S) and Tag (ex. St or Ave) and these should NOT be included in the Street name.

⭐ 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

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

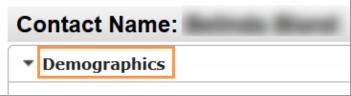- 🖱 Click on **Save/Continue** to proceed to the next tab

6. EMERGENCY CONTACT TAB

Please consider adding one Emergency Contact

🖱️   Click **Add New Emergency Contact**
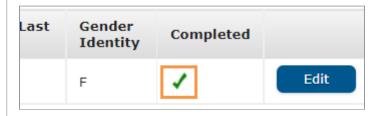
Enter the information in each section

🖱️   **Demographics**

🖱️   Click **Next** to move onto next section

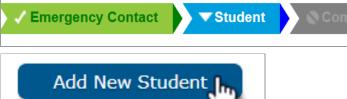🖱️   **Contact Information**

🖱️   Click **Save/Continue**

✔   A green check mark indicates all sections are complete

⭐   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

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

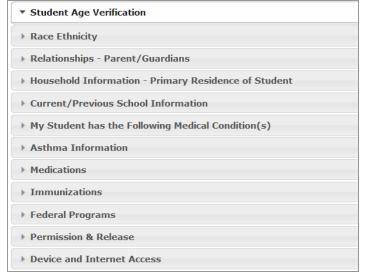✔ A green check mark indicates all sections are complete

⭐ 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

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.