

In order to participate in Denver Public Schools online open enrollment, families must pre-enroll their student and create a Parent Portal account if the student is new to DPS.

HOW TO PRE-ENROLL IN DPS

1. New students to DPS

- Complete the attached Pre-Enrollment form.
- Collect your required enrollment documents (see Documentation Checklist below).
- Submit Pre-Enrollment form, with required documents, to any DPS school or Choice Enrollment Center prior to Round 1 of Open Enrollment on Tuesday, Jan 15.
- Once your student has been pre-enrolled, you will receive a DPS student ID by email.

2. Create a Parent Portal account

- Visit <https://myportal.dpsk12.org/>
- Click "Create an Account".

3. Participate in Round 1 SchoolChoice from Tue., Jan. 15 thru Fri., Feb. 15 2019, 4 p.m.

- Visit SchoolChoice.dpsk12.org
- Click "Apply" to participate in Round 1 of SchoolChoice.
- Sign in using your Parent Portal credentials.
- Add a new student application.
- Check for email/text confirmation after submitting your application.

If your student is currently in another district but was enrolled in DPS in previous years, you will need to pre-enroll your student to participate in the Online SchoolChoice Process.

DOCUMENTATION CHECKLIST

Submit the documents indicated for your student's grade level to process your SchoolChoice form.

Grade Level In 2019-20	REQUIRED DOCUMENTS		
	Proof of Age <i>Birth certificate; Baptismal record; Hospital record with official signature; Passport; or I-94</i>	Proof of Address <i>Current utility bill with service address; Valid rental/lease agreement; Warranty deed; Current mortgage statement; Property tax notice; or Signed contract stating your name, closing date and property address</i>	Proof of Income <i>30 consecutive days of paycheck stubs; 2016 W-2; or letter from employer on company letterhead that states hours worked and pay rate. If applicable, proof of non-work income (TANF, food stamps, child support, etc.)</i>
ECE-3 must be 3 by Oct. 1, 2019	✓	✓	Household income and household size must be stated in SchoolChoice application.
ECE-4 must be 4 by Oct. 1, 2019	✓	✓	✓
Kindergarten must be 5 by Oct. 1, 2019	Required for students NEW and returning DPS.	Required for students NEW and returning DPS.	Household income and household size must be stated in SchoolChoice application.
Grades 1st - 12th	Required for students NEW and returning DPS.	Required for students NEW and returning DPS.	Not required.
All grades	Immunization records will be required for all grades at the time of registration.		

1. STUDENT INFORMATION

Student's Name

Last _____ First _____ Middle Name _____ No Middle Name Male Female

Student's Primary Home Address (this address impacts student placement):

Street _____ Apt # _____ City _____ State _____ Zip _____

Birthdate: (mm/dd/yyyy) _____ **Current Age:** _____ **Current Grade:** _____

ETHNICITY/RACE (new students only)
This information is required by federal law. Failure to answer questions will result in use of prior racial/ethnic data or an observer identifying for you.

Is your student Hispanic or Latino? Yes No

Race (select all that apply): American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Pacific Islander White

PREVIOUS SCHOOL INFORMATION

Where is student currently enrolled? School Name: _____ Grade: _____ City, State: _____

Has the student previously attended a DPS school? Yes No

DPS School: _____ Grade: _____ School Year: _____

2. GRADE IN 2019-20 Please select the grade you are applying for.

ECE 3 ECE 4 Kindergarten 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th

3. PARENT/ GUARDIAN CONTACT INFORMATION

First Parent/Guardian's Name _____ **Relationship to Student** _____ **Legal Guardian?** Yes No

In case of an emergency, contact the person above First Second

Primary Contact Phone Number: _____ Home Cell Work

***Txt (SMS):** _____ **E-mail:** _____

*Message and data rates may apply based on your wireless carrier's rate plan. By selecting text message as a contact preference, you consent to receiving recorded automated calls and/or text messages on the mobile phone number you provided.

Parent/Guardian's home address, if different than student's home address

Street _____ Apt # _____ City _____ State _____ Zip _____

Second Parent/Guardian's Name _____ **Relationship to Student** _____ **Legal Guardian?** Yes No

In case of an emergency, contact the person above First Second

Primary Contact Phone Number: _____ Home Cell Work

***Txt (SMS):** _____ **E-mail:** _____

*Message and data rates may apply based on your wireless carrier's rate plan. By selecting text message as a contact preference, you consent to receiving recorded automated calls and/or text messages on the mobile phone number you provided.

Parent/Guardian's home address, if different than student's home address

Street _____ Apt # _____ City _____ State _____ Zip _____

4. SIBLINGS Only list siblings who reside at the same address and attend DPS.

Sibling Name (Last, First MI):	Student ID #:	Gender:	Grade:	School Name:

5. PARENT SIGNATURE Parent/legal guardian signature is required to process this Pre-Enrollment form.

By signing this Pre-Enrollment form, I affirm that all information submitted on this form is accurate to the best of my knowledge. I understand that DPS reserves the right to attempt to verify information and documents submitted.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ **Date:** _____