

Please note this form is for students new to DPS, returning or transferring to DPS from another school, or continuing on from ECE, 5th or 8th grade.

## 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
- ☐ 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 Fri., Jan. 13 thru Tue., Feb. 14 2023

- ☐ Visit [SchoolChoice.dpsk12.org](https://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.

	REQUIRED DOCUMENTS		
Grade Level In 2023-24	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; 2021 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>
<b>ECE-3</b> must be 3 by Oct. 1, 2023	✓	✓	Household income and household size must be stated in SchoolChoice application.
<b>ECE-4</b> must be 4 by Oct. 1, 2023	✓	✓	✓
<b>Kindergarten</b> must be 5 by Oct. 1, 2023	Required for students NEW and returning DPS.	Required for students NEW and returning DPS.	Not required.
<b>Grades 1<sup>st</sup> - 12<sup>th</sup></b>	Required for students NEW and returning DPS.	Required for students NEW and returning DPS.	Not required.
<b>All grades</b>	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 2023-24 *Please select the grade you are applying for.*

☐ ECE 3 ☐ ECE 4 ☐ Kindergarten ☐ 1<sup>st</sup> ☐ 2<sup>nd</sup> ☐ 3<sup>rd</sup> ☐ 4<sup>th</sup> ☐ 5<sup>th</sup> ☐ 6<sup>th</sup> ☐ 7<sup>th</sup> ☐ 8<sup>th</sup> ☐ 9<sup>th</sup> ☐ 10<sup>th</sup> ☐ 11<sup>th</sup> ☐ 12<sup>th</sup>

## 3. PARENT/ GUARDIAN CONTACT INFORMATION

### First Parent/Guardian's Name

### Relationship to Student

### Legal Guardian?

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?

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: \_\_\_\_\_



# WELCOME TO DENVER PUBLIC SCHOOLS (DPS)

**In order to best support your student with the appropriate services, it is very important that you answer all questions accurately and to the best of your ability. Once you have completed this packet, please submit to a Denver Public Schools staff member.**

## HOME LANGUAGE QUESTIONNAIRE

Student's Full Legal Name: \_\_\_\_\_  
Last First Middle

Current Grade: \_\_\_\_\_ Birthdate: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

1) What is the primary language used in the home, regardless of the language spoken by the student?

- |   |                                |   |                                  |
|---|--------------------------------|---|----------------------------------|
| <input type="radio"/> English           | <input type="radio"/> French   | <input type="radio"/> Somali                        | <input type="radio"/> Arabic     |
| <input type="radio"/> Spanish           | <input type="radio"/> Nepali   | <input type="radio"/> Amharic                       | <input type="radio"/> Khmer      |
| <input type="radio"/> Russian           | <input type="radio"/> Karen    | <input type="radio"/> Burmese                       | <input type="radio"/> Vietnamese |
| <input type="radio"/> Chinese, Mandarin | <input type="radio"/> Tigrigna | <input type="radio"/> Other - please specify: _____ |                                  |

2) What is the language most often spoken by the student?

- |   |                                |   |                                  |
|---|--------------------------------|---|----------------------------------|
| <input type="radio"/> English           | <input type="radio"/> French   | <input type="radio"/> Somali                        | <input type="radio"/> Arabic     |
| <input type="radio"/> Spanish           | <input type="radio"/> Nepali   | <input type="radio"/> Amharic                       | <input type="radio"/> Khmer      |
| <input type="radio"/> Russian           | <input type="radio"/> Karen    | <input type="radio"/> Burmese                       | <input type="radio"/> Vietnamese |
| <input type="radio"/> Chinese, Mandarin | <input type="radio"/> Tigrigna | <input type="radio"/> Other - please specify: _____ |                                  |

3) What is the language that the student first acquired?

- |   |                                |   |                                  |
|---|--------------------------------|---|----------------------------------|
| <input type="radio"/> English           | <input type="radio"/> French   | <input type="radio"/> Somali                        | <input type="radio"/> Arabic     |
| <input type="radio"/> Spanish           | <input type="radio"/> Nepali   | <input type="radio"/> Amharic                       | <input type="radio"/> Khmer      |
| <input type="radio"/> Russian           | <input type="radio"/> Karen    | <input type="radio"/> Burmese                       | <input type="radio"/> Vietnamese |
| <input type="radio"/> Chinese, Mandarin | <input type="radio"/> Tigrigna | <input type="radio"/> Other - please specify: _____ |                                  |



\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Student

### SCHOOL USE ONLY – Steps to follow:

- 1) Date received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- 2) Received by: \_\_\_\_\_ School Number: \_\_\_\_\_
- 3) Date entered in Infinite Campus: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
- 4) Scan and upload HLQ (page 1) into Infinite Campus, with naming convention: School ID#, "HLQ", Student ID# (i.e. 450HLQ712345)
- 5) Date scanned: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_