








## 1. LOCATE ONLINE REGISTRATION

Login to Parent Portal at <https://myportal.dpsk12.org/> using **Chrome** or **Firefox** browsers

-  Click **Log In**
-  Click **Sign In**
-  Enter your Parent Portal **Username** and **Password**

\*For help with login or technical issues please visit <https://myportal.dpsk12.org/contact-us/>

-  Click **See All Apps**
-  Click **Online Registration**
-  Scroll down; click **More**
-  Click **Online Registration**

### Login to Parent or Student Portal



[Forgot username](#) | [Forgot password \(Parent\)](#) | [Forgot password \(Student\)](#)

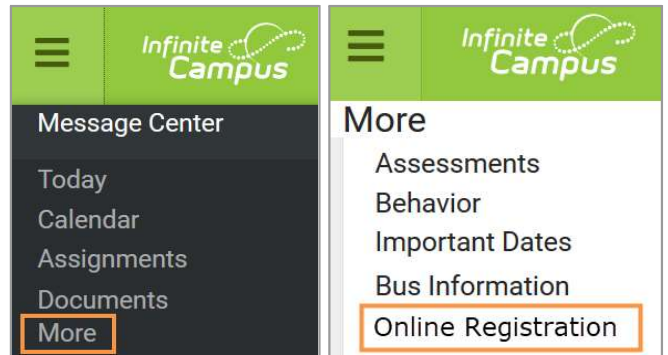


### ALERTS Round 1 of SchoolChoice is now open!

[Home](#) [See All Apps](#) [Portal Support](#) [English](#) ▾

### Online Registration

Online Registration is now open. Only the legal parent/guardian in the primary household can complete Online Registration. To get started, click [here](#), scroll down to "More" on the left-hand-sided menu and select "Online Registration."



## 2. START ONLINE REGISTRATION

A new page will open. A table will list the student(s) included in your household.



**If your student attends DPS and is not listed in the table\* please stop the process and contact your**

**student's school. The school will notify you when you can continue.**

-  Click **Begin**

\*A new student(s) that will be attending their neighborhood school, but is not listed in the table, can be added in the application.

Student Name/ Nombre del estudiante/ Họ tên Học sinh	Grade/ Grado/ Cấp lớp	Included in App?/ ¿Se incluye en aplicación?/ Đính kèm trong Ứng dụng mới?	Reason if not included/ Motivo, si no se incluye/ Lý do nếu không được bao gồm	Online Registration Submitted
	04	yes	Included	no
	05	yes	Included	no
	09	yes	Included	no

Registration Year/ Año de inscripción/ Năm Đăng ký 20-21 ▾\*

Begin/ Comenzar/ Bắt đầu

## ONLINE REGISTRATION PARENT PORTAL

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

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



### 3. LANGUAGE SELECTION

Select preferred language

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

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

Please select your preferred language.

Por favor, elija su idioma preferida.

Vui lòng chọn ngôn ngữ ưa thích của bạn

### 4. 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

[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](#)

ይህን 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



## 5. HOUSEHOLD TAB

Verify the information in each section

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

### ★ Change of Address for Student

- 🔍 Click the box to indicate the address is no longer current
- 🔍 Enter the move date
- 🔍 Enter New home address
- 🔍 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

✓ As you complete a section and save, the tab will change to **Green**. The next tab will turn to **Blue**.



▼ Household ▶ Parent ▶ Emergency Contact

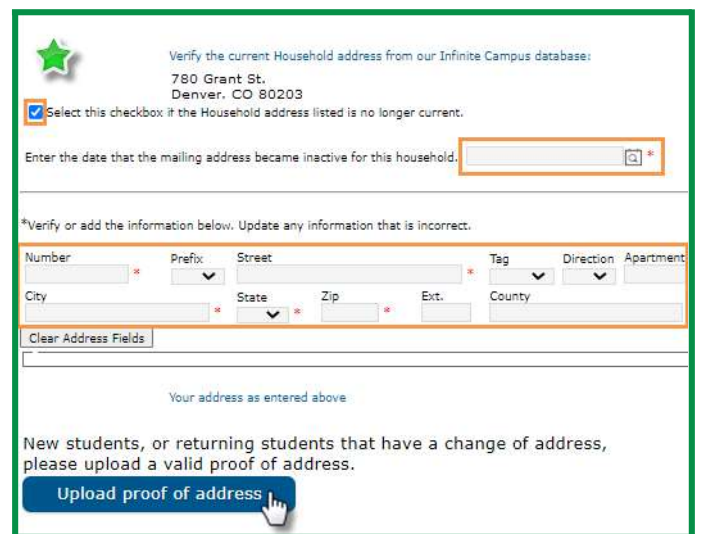
▼ Home Phone



Next

▶ Student's Primary Residence

Save/Continue



★ Verify the current Household address from our Infinite Campus database:  
780 Grant St.  
Denver, CO 80203

Select this checkbox if the Household address listed is no longer current.

Enter the date that the mailing address became inactive for this household.

\*Verify or add the information below. Update any information that is incorrect.

Number *	Prefix	Street *	Tag	Direction	Apartment
City *	State	Zip *	Ext.	County	

Clear Address Fields

Your address as entered above

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 Contact

## 6. PARENT TAB

Verify and make necessary edits for the parent(s)/guardian(s) highlighted in yellow

- Click **Edit**
- Review **Demographics** information

Note: If your family has moved from the address listed, DO NOT uncheck the box in the Parent tab.

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

✓ A green check mark indicates all sections are complete

### ★ ADDING A PARENT/GUARDIAN

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

### REMOVING A PARENT/GUARDIAN

A parent/guardian cannot be removed from the application. If a parent/guardian no longer lives at the student's primary residence, indicate this by unchecking the box. Please contact the school to clarify these changes after submitting your application.

When the Parent section is complete

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

Household
  Parent
  Emergency Contact

Parent

Legal First Name	Legal Last Name	Gender Identity	Completed	Record Type	
		F		Existing	<b>Edit</b>
		M		Existing	<b>Edit</b>

**Parent Name:** [Redacted]

**Demographics**

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

**Next**

**Contact Information**

**Cancel** **Save/Continue**

Legal First Name	Legal Last Name	Gender Identity	Completed	Record Type	
Laura	Arredondo	F	<input checked="" type="checkbox"/>	Existing	<b>Edit</b>

★

**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**



## 7. EMERGENCY CONTACT TAB

Verify and make necessary edits for Emergency Contact(s) highlighted in yellow

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

### To Remove An Emergency Contact

- ★ check box indicating removal

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

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

When the Emergency Contact section is complete

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

✓ Household
✓ Parent
▼ Emergency Contact
Student

Emergency Contact

Legal First Name	Legal Last Name	Gender Identity	Completed	Record Type	Remove Existing Contact	Edit
		F		Existing		

**Contact Name:** [Redacted]

▼ **Demographics**

**Next**

▶ **Contact Information**

**Cancel** **Save/Continue**

This person is no longer an Emergency Contact for any students in this family.

Gender Identity	Completed	Record Type	Edit
M	<input checked="" type="checkbox"/>	Existing	

★ **Add New Emergency Contact**

**Back** **Save/Continue**



## 8. STUDENT TAB

Verify and enter information for every student highlighted in yellow

Click **Edit**

Verify the information in each section for every student listed

★ **Gender Identity** cannot be changed in the application at this time. Students needing **Gender Identity** changed, please contact the school.

Click **Save/Continue** when all sections are complete, or if you wish to exit and return at a later date

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

★ A new student(s) that will be attending their neighborhood school can be added by clicking on **Add New Student**



Please do not add a Choice or Enrollment Zone student as a New Student in the application. Contact the school if you are unsure.

When the Student section is complete

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



Legal First Name	Legal Last Name	Gender Identity	School	Completed	Record Type
		M	Holm Elementary School		Existing

[Edit](#)

- ▼ **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

★ **Gender Identity**

**Birth Date**



Legal First Name	Legal Last Name	Gender Identity	School	Completed	Record Type
Janet	Doe	F	Bromwell Elementary School	✓	New



## 9. COMPLETED TAB

- 1. Click **Online Registration Summary PDF** will open in a new window
- 2. Review your information
- 3. Save, print, or email a copy of the **Online Registration Summary PDF** for your records
- 4. 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

- 1. Click **Submit**
- 2. 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](#)

**Online Registration Summary** Page 1 / 2  
139970

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

Household	Student
<b>Home Phone</b> Home Phone: (725)252-2555	Doe, Janet      Gender: F      DOB: 05/04/2012 <b>Student Number:</b> <b>Relationships</b> 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?

