

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
- ☐ 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, 10 a.m. thru Tue., Feb. 14 2023, 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.

	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; 2022 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, 2023	✓	✓	Household income and household size must be stated in SchoolChoice application.
ECE-4 must be 4 by Oct. 1, 2023	✓	✓	✓
Kindergarten must be 5 by Oct. 1, 2023	Required for students NEW and returning DPS.	Required for students NEW and returning DPS.	Not required.
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:

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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 ☐ 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?

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: _____