

ONLINE REGISTRATION RETURNING STUDENT

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

1. LOCATE ONLINE REGISTRATION

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

-  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



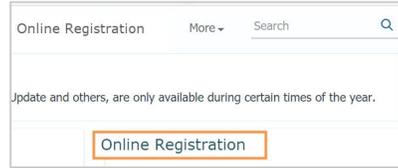
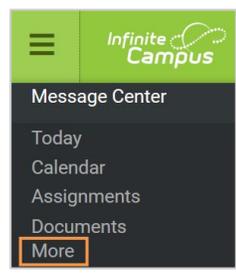
[Forgot username](#) | [Forgot password \(Parent\)](#) | [Forgot password \(Student\)](#)

Welcome to the DPS Portal.



ALERTS Round 1 of SchoolChoice is now open!

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


2. START ONLINE REGISTRATION

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

-  Click **Begin**

If one of your students 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.

*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
[Redacted]	04	yes	Included	no
[Redacted]	05	yes	Included	no
[Redacted]	09	yes	Included	no

Registration Year/ Año de inscripción/ Năm Đăng Ký 20-21



3. LANGUAGE SELECTION

-  Select preferred language

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

Campus Online Registration Application Number 139943

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

Please select your preferred language.

Por favor, elija su idioma preferida.

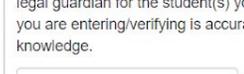
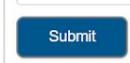
Vui lòng chọn ngôn ngữ ưa thích của bạn

4. ELECTRONIC SIGNATURE

Type your "electronic signature"

-  Click **Submit**

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.


COMPLETING APPLICATION

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:

-  Click the box to indicate the address is no longer current
-  Click **Upload proof of address**; submit your valid proof of address

(lease, proof of home ownership, utility bill such as gas, water, or cable)

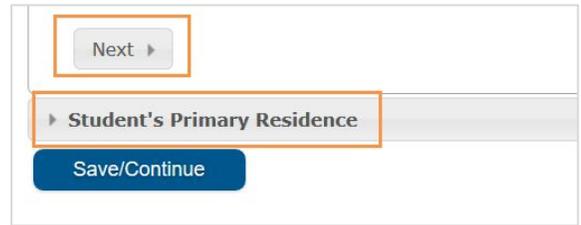
When the Household section is complete

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

As you complete all sections and save, the tab(s) will change from **Blue** to **Green**.



Navigation tabs: Household (active), Parent, Emergency Contact. A dropdown menu is open showing 'Home Phone'.



Next button and Student's Primary Residence dropdown menu. Save/Continue button is visible below.

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

New students, or returning students that have a change of address, please upload a valid proof of address.



Upload proof of address button

*****NOTE: if your mailing address is different than your household address, call or email your school to update this information.*****



Save/Continue button

6. PARENT TAB

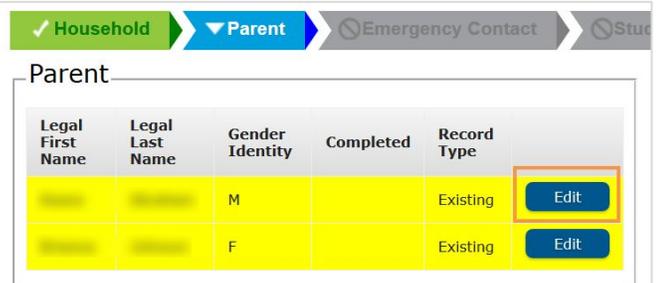
Verify and make necessary edits for parent(s)/guardian(s) highlighted in yellow

-  Click **Edit**
-  **Demographic**
-  Click **Next** to move onto next section
-  **Contact Information**
-  Click **Save/Continue**
-  A **green** check mark indicates all sections are complete
-  A new parent/guardian can be added by clicking on **Add New Parent**

When the Parent section is complete

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

*A parent/guardian cannot be removed from the application. If a parent/guardian has changed or lost custody, please contact the school to have them removed for the student.

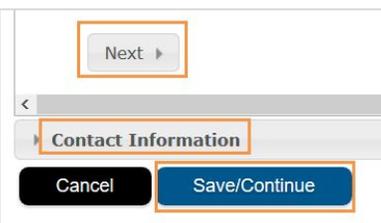


Navigation tabs: Household (green), Parent (active), Emergency Contact, Student. Parent section title. Table with columns: Legal First Name, Legal Last Name, Gender Identity, Completed, Record Type, Edit. Two rows are highlighted in yellow.

Legal First Name	Legal Last Name	Gender Identity	Completed	Record Type	Edit
[Redacted]	[Redacted]	M		Existing	Edit
[Redacted]	[Redacted]	F		Existing	Edit



Parent Name: [Redacted] Demographics dropdown menu



Next button and Contact Information dropdown menu. Cancel and Save/Continue buttons are visible below.



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



Add New Parent button. Back and Save/Continue buttons are visible below.



SECONDARY HOUSEHOLDS

When a parent/guardian does not live at the student's primary residence, uncheck the box indicating so.

If student(s) lives part time with this guardian

Enter the address and phone number

If address is not in the dropdown results, enter address by typing in each applicable field.

If you do not wish to provide an address for this guardian

Check the box **I will not provide an address for this parent**

Once complete

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

Please uncheck this box if this parent/guardian does not live at the primary household of the student(s). parent/guardian that resides at the student's primary address has been added before completing this registra If you have indicated an address change to the primary household earlier in the application it will not be refle school receives the submitted application with an uploaded proof of address and has made the change in our

Number Prefix Street Tag Direction
City State Zip Ext. County
Clear Address Fields
Click on your address if it appears in box
Phone Number
Click **Next to continue.**

I will not provide an address for this parent.

Next ▶
▶ **Contact Information**
Cancel Save/Continue

Add New Parent
Back Save/Continue

7. EMERGENCY CONTACT TAB

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

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

Remove Emergency Contact:

- check box indicating removal
- ✓ A green check mark indicates all sections are complete
- ★ A new Emergency Contact can be added by clicking **Add New Emergency Contact**

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

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 ✓ Existing

★ Add New Emergency Contact
Back Save/Continue



8. STUDENT TAB

Verify and enter information for every student highlighted in yellow

-  Click **Edit**
-  **Gender Identity** cannot be changed in the application at this time. Students needing **Gender Identity** changed, please contact the school.
-  Shared Custody - Check the **Secondary Household** box in the *Relationships - Parent/Guardians* section if the student lives with both guardians in two separate households.
-  Click **Save/Continue** when all sections are complete
-  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. Please contact the school if you are unsure.

When the Student section is complete

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



Student

Legal First Name	Legal Last Name	Gender Identity	School	Completed	Record Type	
[Yellow]	[Yellow]	M	Holm Elementary School	[Yellow]	Existing	Edit

 **Gender Identity** Male

Birth Date [] *

Relationships - Parent/Guardians

At least one person must be marked as 'Guardian'.*

Name	Relationship*	Guardian	Mailing Portal	Messenger	Secondary Household	Contact Sequence*
[]	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
[]	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3

Cancel **Save/Continue**

Student

Legal First Name	Legal Last Name	Gender Identity	School	Completed	Record Type
Janet	Doe	F	Bromwell Elementary School	<input checked="" type="checkbox"/>	New

 **Add New Student**

Back **Save/Continue**

9. 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.

If any changes are necessary, return to that section to make your choice. 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: []
 Approved Date: []
 Application End Year: 2021

Confirmation Number: # 139970
 Application Created By: Jane Doe

Household	Student
Home Phone: [] Home Phone: (725)252-2555 Home Phone: Voice [] Home Phone: Text []	Do: Janet Student Number: [] Gender: F DOB: 05/04/2012

Relationships
Jane Doe - Mother

Navigation tabs: Household (green), Parent (green), Emergency Contact (green), Student (blue), Completed (grey)

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 choice. 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 that you are ready to submit?

Confirm **Cancel**

