



ENROLLMENT CENTER INFORMATION

Enrollment and SchoolChoice

Enrollment Office Hours:

Far Northeast – Monday-Thursday, 9:30 a.m.-noon; 1-2:30 p.m.; 3-4 p.m.

Southwest – Monday-Thursday, 9 a.m.-noon, 1-2:30 p.m.; 3-4 p.m.

Enrollment Hotline: Enrollment Reps can assist with most enrollment needs by phone at 720-423-3439, or by email at schoolchoice@dpsk12.org.

Our enrollment reps are available to serve one family at a time. Please see the guidelines below:

- Up to two people in each family are allowed in the waiting area at a time.
- A mask is required.
- There are no public restrooms available.

Required Enrollment Documents:

Proof of age from birth certificate; Baptismal record; hospital record with official signature; passport; I-94.

Proof of address from current utility bill with service address; valid rental/lease agreement; warranty deed; current mortgage statement; property tax notice (if not in the guardian name, must provide landlord letter).

For ECE-4, proof of income must also be provided: 2019 W-2 or 2019 taxes, 30 consecutive days of paycheck stubs, 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.)

For ECE-3, household income and household size must be stated in the SchoolChoice application

Submitting Required Enrollment Documents:

- Upload your documents by logging into your SchoolChoice account using your Parent Portal or SchoolChoice log-in credentials at <https://dps.schoolmint.net/signin>
- Email your documents to schoolchoice@dpsk12.org
- Schedule an appointment by calling the Enrollment Hotline at 720-423-3493

Note: If Enrollment Centers close to in-person services due to COVID concerns, you can still get assistance by calling or emailing Enrollment Services.