SchoolChoice Navigation for Families 2022-2023

Access the online SchoolChoice application through the Choice website.

If you have a Parent Portal account and know your login credentials, proceed to step 7.

Current DPS families can create a Parent Portal account using their student’s ID number.

Families not currently in DPS can also create a Parent Portal account after submitting a Pre-Enrollment form with supporting documents to obtain a student ID number. For more information on Pre-Enrollment forms, contact the Office of Choice & Enrollment or any DPS school.

If you have a Parent Portal account or have already created a SchoolChoice account, please refer to these Reset Password instructions at the end of this document to reset your password.

If you do not have a Parent Portal account, you can still participate in the SchoolChoice process by creating a SchoolChoice account. Follow the steps outlined below:

Note: If it is possible that your student exists in our system, you will need to work with the Office of Choice and Enrollment or with a DPS school in order to submit your application.

Creating a SchoolChoice Account

1. Click on the Create a SchoolChoice account link.

2. Enter a valid email address and a desired password, confirm your password in the third line, and then click Create account. There are no specific password requirements.
SchoolChoice Navigation for Families 2022-2023

A confirmation will be sent to your email, and you will see the below screen. You must go to your email to verify your SchoolChoice account.

You will receive an email from schoolchoice@dpsk12.org. If you do not see the email in your Inbox, please check your Spam/Junk email. Click the CLICK HERE to verify your email and be directed back to the SchoolChoice login page.

Once your account is verified you will be able to Sign in using your email and newly created password.
3. Click **Let’s Get Started** to create your Family Profile.

4. Enter your information then click **Next**. All the fields with an asterix (*) are Required.

4A. Enter your **Relationship to students** using the dropdown.

4B. Enter your **First name** and **Last name**.

4C. **Home Address**, which you can select from the suggested list.

After clicking on your address, the other address fields should populate with the rest of your address. Enter a value for **Apartment, Unit, or Suite Number**, if applicable.
4D. Enter your preferred **Contact Preference** and enter at least one phone number. If you select Text as a preferred method, note that message and data rates may apply. Additionally, by selecting Text, you consent to receive recorded automated calls and/or texts.

5. After clicking **Next**, the system will verify whether the entered address is a validated student address. You may be asked to confirm or validate your address. If not, continue to **Step 6**.

5A. To **Confirm Address**, make sure the pin is in the correct location for your address. In the example below, the system recognized “E 47th Ave” and not “East 47th Ave.” Select **Confirm** and continue to **Step 6**.

5B. The system will flag addresses if the unit number is missing (apartment, suite, etc.), if the zip code isn’t recognized, or if the address is business instead of residential. If the address was entered incorrectly click **Fix Address** to return to the previous page and correct your address.
SchoolChoice Navigation for Families 2022-2023

5C. If you entered the address correctly, click **Use Address** to continue.

6. On the next screen, enter your student’s information: **First Name**, **Middle Name** (if applicable), **Last Name**, **Birth Date**, and **Gender**.

6A. If your student is a current DPS student, please enter his/her **Student ID Number** (**Lunch Number**) if you know it. It is not required. If your student is not a current DPS student, proceed to step 6B.

**NOTE:** If your student is a current DPS student and you enter your student’s ID, the information must be an **exact match** to the information in IC: First Name, Last Name, Birth Date and Student ID must all match.

If the entered information does not match your student’s IC record, you will receive an error message like the below. If you receive the error message, you can contact your student’s school or Choice Office to determine what the error is, or click **Create New Student** to move forward.
6B. Enter your student’s **Current Grade** and **Grade Applying to** from the dropdown. If you were able to match your student to a current DPS student, these fields will be prepopulated for you.

6C. If your student resides at a different address than you do, click **New Address**. Otherwise, proceed to 6D.
6C.1. Type in the new address, select with whom the student resides from the drop down menu, then click Next.

If the address was entered correctly click Use Address or Confirm and continue to Step 8. Otherwise, refer to Step 5 for address verification.

6D. If you are the parent/guardian of more than one student, click Add Another Student. Otherwise, click Next and proceed to the next step.

6D.1. Enter the new student information, then click Next. (To add another student click Add Another Student and repeat step 6D). If this student resides at a different address click New Address and refer to step 6C.
SchoolChoice Navigation for Families 2022-2023

If at some point you are directed to the Family Profile page upon creating your student profile, click Home and proceed to Step 7.

SchoolChoice for Existing Users

7. If you have a Parent Portal account, you will be directed to the Home page upon signing in. Here you can begin an application for a student by clicking Add New Student Application.

8. On this screen you are able to see all of the students in the household. Select the student that will participate in Round 1, verify the following information, then click Next.
On the next screen, you have a map of all the schools in DPS to which your student is eligible to apply:

The system will identify your student’s **Projected School** and **Neighborhood or Zone School** in the upper lefthand corner (red box). These schools will be designated by a blue box in the school list as well. If your **Projected School** is **DPS Zone and Transition**, that means you must participate in Choice to receive a seat for your student.

You can filter the schools by clicking **Distance** (though schools are automatically listed by those closest to you). You can also filter by schools that you designated as your **Favorite** through the **School Finder** tool.

9. Select and apply up to 12 schools.
10. Scroll to the bottom of the page and click Next.

11. Rank your schools with #1 being your most preferred choice. You may only select each school once. **Note:** To reorder schools, you must return the selection back to the phrase Select School. Once the schools are in your preferred order, click Next.

Choice Application

Depending on which school and which grade to which you are applying for your student, your application may look a little different than the below. Please proceed to either ECE3 Application Steps, ECE4 Application Steps, or Grades K-12 Application Steps.
ECE3 Application Steps

1. Complete the Basic Information portion of the application. The schools to which you are applying will display in the banner across the top of the screen. Please fill in all required questions.

   1A. If you are a Full Time Employee at one of the schools to which you are applying, please select Yes and then enter the Employee name and select the school’s name from the dropdown. Your selection does not need to match the grade to which you are applying (for example, you do not need to select Ashley Elementary – ECE-3 Full Day. You can just select Ashley Elementary).

2. Click the blue bar at the bottom of the above screenshot named Additional Questions.
2A. **Conditional Questions:** There are a few conditional questions that you may or may not see. For example, if you selected a qualification school (such as Polaris, which is HGT), then you will see a popup message. If you are unsure about your student’s qualifications to any school, please call the school directly. If you apply to a Montessori school, you will be asked about your student’s previous Montessori experience.

2B. **ECE 3** is a tuition-based program. You can view the ECE 3 tuition guidelines and rates in this section. Select whether you would like to disclose your income information to receive tuition assistance, or to opt-out of tuition assistance and pay full tuition. Note that if you do not live in the DPS boundary, you are responsible for full tuition.

2C. If you opt in, you will input your **Household Size** and **Income** (work and non-work) for every member of your household.

3. Next, you will need to upload proof of your student’s birth and proof of your address.
4. Proceed to the final section of the application - the SchoolChoice Acknowledgement. Answer the additional questions regarding currently attending DPS siblings, Individualized Education Plan, out-of-home (foster) placement, and free and reduced price meals eligibility.

5. Continue on to the student language and instruction preferences questions.

5A. Since some (not all) ECE programs have half day options, you will be asked if you have a preference of morning or afternoon classes. Your preference will not impact your student’s placement at the school, and you are not guaranteed to get your preference.

5B. If your student speaks Spanish, you will have the option of choosing instruction in English or Spanish, if available.
6. Answer the student’s race/ethnicity questions. Note that this information is not used for any SchoolChoice placement purpose but is required for data collection and analysis.

7. Review the General SchoolChoice Parent/Guardian Agreement. You must click the link where prompted to view the Agreement on the SchoolChoice website. Additionally, we ask you to verify that you understand that ECE is tuition-based program.

8. Click Next to proceed and submit your application.
**SchoolChoice Navigation for Families 2022-2023**

**ECE4 Application Steps**

1. Complete the **Basic Information** portion of the application. The schools to which you are applying will display in the banner across the top of the screen. Please fill in all required questions.

   ![Application screenshot](image)

   If you are a Full Time Employee at one of the schools to which you are applying, please select **Yes** and then enter the **Employee name** and select the school’s name from the dropdown. Your selection does not need to match the grade to which you are applying (for example, you do not need to select **Ashley Elementary – ECE-4 Full Day**. You can just select **Ashley Elementary**).

2. Click the blue bar at the bottom of the above screenshot named **Additional Application Questions**. You will see the **Denver Preschool Program Application**. Denver Public Schools partners with Denver Preschool Program (DPP) to offer affordable ECE-4 options for our families.

![Denver Preschool Program Application](image)

3. **Section I: Family Information**: Please input the **Parent/Guardian First Name** and **Last Name** and **Phone Number**. Provide the same information for the second parent/guardian, if applicable. Enter your student’s **Race/Ethnicity** information, **Primary Language**, and the **Language Spoken at Home**. If the option that most closely applies to your student and family isn’t available, please select **Other** and specify in the box that opens up below the question.
4. **Section II: Research Study Participation**: Indicate whether or not you would like to participate in a research study with DPP.

   **Section II. Research Study Participation**
   
   DPP partners with two consultants, APA, Inc. and the Institute at Clayton Early Learning, to conduct an in-depth research study of DPP to measure the difference preschool makes for children and their families.
   - Any family that participates in DPP may volunteer to be a part of the research study.
   - If you are selected for the research study, your child will be assessed by a trained early childhood professional using a 60-90 minute standardized assessment in the fall and spring.
   - You can receive your child’s assessment results.
   - You will also be asked to complete a short survey in the spring.
   - Analysis will be of group data, and no one will be identified individually.
   - You will be compensated for your participation.

   Are you willing to have someone contact you about the research study?*
   - Yes
   - No

5. **Section III: Income Information**: ECE 4 is a tuition-based program. You can view the ECE 4 tuition guidelines and rates in this section. Select whether you would like to disclose your income information to receive tuition assistance, or to opt-out of tuition assistance and pay full tuition. Note that if you do not live in the DPS boundary, you are responsible for full tuition.

   **Section III. Income Information**
   
   Tuition Information
   
   Families must live in the City and County of Denver to be eligible for tuition assistance.
   
   In order to calculate accurate tuition assistance, an income amount must be disclosed below. If you do not wish to disclose your income, you are choosing the maximum level of financial assistance. Please note you may be charged up to $550 per month if you reside in the district.
5A. If you opt in, you will input your Household Size and Income (work and non-work) for every member of your household.

5B. Next, you will need to upload proof of your student’s birth and proof of your address. If you live in the City and County of Denver and would like to apply for tuition assistance, you will be required to upload 30 consecutive days of proof of income. This income proof is required for work and non-work income for each guardian.
School Choice Navigation for Families 2022-2023

Required Documents

Missing documents may delay the processing of your application.

**VERIFICATION OF ONE MONTHLY INCOME**
- Upload Parent/Guardian Proof of Income: Most current three checks stubs (if paid more than once a month, include all stubs for month), wage statement, tax return or W-2 from 2023, or other work documents for each parent/guardian’s income. If none of these documents are available, you may provide income calculated by contacting the Office of Choice & Enrollment at 720-423-3493.

**VERIFICATION OF CHILD’S AGE**
- Upload Proof of Age: A copy of the child’s birth certificate, baptismal record, or hospital record showing child’s birth.

**VERIFICATION OF CURRENT ADDRESS**
- Upload Proof of Address: A copy of current lease, proof of home ownership, or utility bill (with service or premises address listed) such as your bill for gas, electric, or water.

If you are unable to upload documents, click on Save Progress below and contact the school, visit an enrollment center, or contact the Office of Choice and Enrollment at 720-423-3493. Would you like to add another verification document?
- Yes
- No

Examples of additional required documents to upload:
- Certify documents
- Additional proof of age would include translation of birth certificates.
- Additional proof of income would include pay-stub income documents or income documents for additional guardians (for example, child care employee’s income documents for additional guardians (Half of the parent’s income documents only). Additional proof of address could be a letter from the mailroom if none of the proof of address documents are in the parent’s or guardian’s name.

DPP does not discriminate against any person on the basis of race, color, religion, national origin, gender, age (except as the age of the children qualifying for tuition reduction, military status, sexual orientation, gender identity, marital status, or physical or mental disability.

***If you are unable to upload documents, click Save Progress at the bottom of the screen and contact the school, visit an enrollment center, or contact the Office of Choice and Enrollment at 720-423-3493 for assistance.***

6. **Section IV: Tell Us How You Heard About Us:** Let DPP know how you first heard about them and which of their resources helped you find and choose your student’s preschool.

**Section IV. Tell Us How You Heard About Us**

How did you first hear about DPP? *
- [ ] This application

Did you use DPP resources (Preschool Showcase, DPP’s online Find a Preschool tool, DPP staff center) in helping to find and choose your child’s preschool? *
- [ ] Yes
- [ ] No

7. **Section V: DPP Parent Agreement & Release of Information:** This agreement is separate from the DPS School Choice Agreement. Please contact DPP with any questions at 303.595.4377 or visit dpp.org. If someone helped you fill out the application, select Yes for the final question and enter the preparer’s name.
8. Proceed to the final section of the application - the **SchoolChoice Acknowledgement**. Answer the additional questions regarding currently attending DPS siblings, Individualized Education Plan, out-of-home (foster) placement, and free and reduced price meals eligibility.

9. Continue on to the **student language** and **instruction preferences** questions.

**9A.** Since some (not all) ECE programs have half day options, you will be asked if you have a preference of morning or afternoon classes. Your preference will not impact your student’s placement at the school, and you are not guaranteed to get your preference.

**9B.** If your student speaks **Spanish**, you will have the option of choosing instruction in English or Spanish, if available.
10. Answer the student’s race/ethnicity questions. Note that this information is not used for any SchoolChoice placement purpose but is required for data collection and analysis.

11. Review the General SchoolChoice Parent/Guardian Agreement. You must click the link where prompted to view the Agreement on the SchoolChoice website. Additionally, we ask you to verify that you understand that ECE is tuition-based program.

12. Click Next to proceed and submit your application.
Grades K-12 Application Steps

1. Complete the Basic Information portion of the application. The schools to which you are applying will display in the banner across the top of the screen. Please fill in all required questions, like the one highlighted in yellow below.

   1A. If you are a Full Time Employee at one of the schools to which you are applying, please select Yes and then enter the Employee name and select the school’s name from the dropdown. Your selection does not need to match the grade to which you are applying (for example, you do not need to select Ashley Elementary – ECE-3 Full Day. You can just select Ashley Elementary).

2. Click the blue bar at the bottom named Additional Questions.

   2A. Conditional Questions: There are a few conditional questions that you may or may not see. For example, if you selected a qualification school (such as Polaris, which is HGT), then you will see a popup message. If you are unsure about your student’s qualifications to any school, please call the school directly. If you apply to a Montessori school, you will be asked about your students previous Montessori experience. Last, if the school to which you are applying has a priority for siblings who previously attended, you will need to input the sibling’s information.

   2B. In additional questions, if you have recently moved to a new household, you must state the date you moved, your student’s previous school, and location of the previous school.
2C. If your student is new to DPS, you will need to upload proof of your student’s birth and proof of your address. Additionally, if your student is a current DPS student and you have recently moved (and not already turned in proof of your address at your student’s school), you will need to upload proof of address here as well. If neither of these cases apply to you, please continue to step 3. If you are unable to upload these documents now, please know that you must provide these documents before your student starts school in the fall. If you need to upload additional documents to the application (example: proof of guardianship or translation of proof of birth certificate) please select yes on the question “Would you like to add another verification document” (See below)

If you are using your phone to apply, you can take a picture of these documents after you click Upload.

3. Click the blue bar titled SchoolChoice Acknowledgement to proceed to the next portion of the application. Answer the required questions.
SchoolChoice Navigation for Families 2022-2023

3A. If your student has a sibling who is currently attending a DPS School that was not mentioned on the application previously, select yes and fill in siblings full name and date of birth.

3B. Continue and answer whether your student is presently under consideration or under an expulsion order from any other school district by selecting yes or no.

3C. Continue and answer whether your student has an IEP by selecting yes or no. If you select yes, you will be prompted to upload a copy of your student’s IEP.

3D. Continue and answer out-of-home placement and eligibility for free or reduced price meals questions.
3E. Continue and answer if your student has a sibling that has attended any of the schools mentioned on the required question below. If yes, fill out siblings full name and the name of the school the sibling attended.

Does your student have a sibling who previously attended one of the schools listed below? *

- Yes
- No

CEC Early College
Early College of Denver
GALS - MS
GALS - HS
Odyssey
Rocky Mountain Prep: Berkeley
Rocky Mountain Prep: Creekside
Rocky Mountain Prep: Southwest
STRIVE Prep - Federal
STRIVE Prep - Green Valley Ranch
STRIVE Prep - Kepler
STRIVE Prep - Lake
STRIVE Prep - Montbello
STRIVE Prep - RISE HS
STRIVE Prep - Ruby Hill
STRIVE Prep - SMART
STRIVE Prep - Sunnyside
STRIVE Prep - Westwood
University Prep - Arapahoe
University Prep - Steele

Sibling Name *

Sibling's School Name *

3F. Answer what your student's primary language is. If your student speaks Spanish, you will have the option of choosing instruction in English or Spanish, if available.

**Student Language Information and Instruction Preferences**

My student mainly speaks: *

- English
- Spanish
- Other Language

If you selected Spanish above, would you like your student to receive: *

- Bilingual instruction in Spanish and English (if available)
- Instruction in English only
3G. Answer Race and ethnicity questions, noting that Race and Ethnicity information is not used for any SchoolChoice placement purposes.

![Student's Race/Ethnicity](image)

- Is your student Hispanic or Latino? *
  - Yes
  - No

- Race of your student: *
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

Please select the race your student most closely identifies with, and select all that apply.

3H. Review the **SchoolChoice Parent/Guardian Agreement**. You must click the link where prompted to view the Agreement on the SchoolChoice website. Select **Yes** once you have read the Parent/guardian SchoolChoice agreement. Sign your name and then click **Next** to proceed, or **Save Progress** if you would like to return to the application at a later time.

![General SchoolChoice Parent/Guardian Agreement](image)
4. **Confirmation Page**: Review your selections, then click **Submit**.

5. You will have one last opportunity to review your choices; please ensure they are in the right rank order and the application is for the correct student. Click **Submit** when finished.
After the application is submitted you will be redirected to the Home page where you can view, edit or cancel the schools that were selected for a student.

You can also begin a new application for a different student from this screen by clicking Add New Student Application and following the Choice Application instructions based on the student’s grade.

Reset Password
You will have two opportunities to reset your password based on how you logged in to the SchoolChoice Application System:

1. **SchoolChoice Account**: If you created an account using an email and did not login using your Parent Portal credentials, reset your password here by inputting your email address.

2. **Parent Portal**: If you logged in using your Parent Portal credentials, please click either **Forgot your password?** or **Forgot your username?** to retrieve your login information through Parent Portal.