SchoolChoice Navigation for Families

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 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, then click Create account. There are no specific password requirements.
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A confirmation will be sent to your email, and you will be see the below screen. You must go to your email to verify your SchoolChoice account.

![SchoolChoice Navigation for Families](image)

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.

![DPS SchoolChoice Account Email Verification](image)

Once your account is verified you will be able to [Sign in](#) using your email and newly created password.

![SchoolChoice Navigation for Families](image)
3. Click **Let’s Get Started** to create your Family Profile.

![Image of SchoolChoice interface](image1.png)

4. Enter your information then click **Next**. All the fields with an asterix (*) are Required. You must input at least one phone number.

![Image of Add Parent/Guardian Information](image2.png)

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**.

![Image of Confirm Address](image3.png)
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 or click **Use Address** to continue.

6. On the next screen, enter your student’s information.

**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.
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If the entered information does not match your student’s IC record, you will receive an error message. If you receive the error message, you can contact your student’s school or Choice Office to determine the error.

If your student was previously in a DPS school, you will receive a Possible Student Match message. You can retrieve your student ID number by clicking the link.

If your student is new to DPS and you receive the Possible Student Match message, contact the Office of Choice & Enrollment or any DPS school to submit your application.

6B. If your student resides at a different address than you do, click New Address. Otherwise, proceed to 6C.

6B.1. Type in the new address, select with whom the student resides from the drop down menu, then click Next. Refer to Step 5 for address verification.

6C. If you are the parent/guardian of more than one student, click Add Another Student. Otherwise, click Next and proceed to the next step.
If at point you are directed to the Family Profile page upon creating your student profile, click Home and proceed to step 7.

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.

The next page displays all of the students in the household. Select the student that will participate in Round 1, verify the school year and grade to which you are applying, then click Next.
The next screen displays 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. These schools will be designated by a blue box in the school list as well. You can filter the schools by clicking Distance or by schools that you designated as your Favorite through the School Finder tool.

8. Select up to 12 schools for which to apply. You are not required to make 12 choices.

9. Scroll to the bottom of the page and click Next.
10. 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

Answer all of the required questions in each dropdown application. You can Save Progress at any time to return to the application at a later point. If you click Next and are not routed to review your school selections, then scroll back through your application to ensure all required questions were answered.

Note: ECE & Kinder applicants will have additional questions for tuition purposes.

11. Click Next to continue.
12. Review your selections, then click **Submit**.

13. 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.
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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.