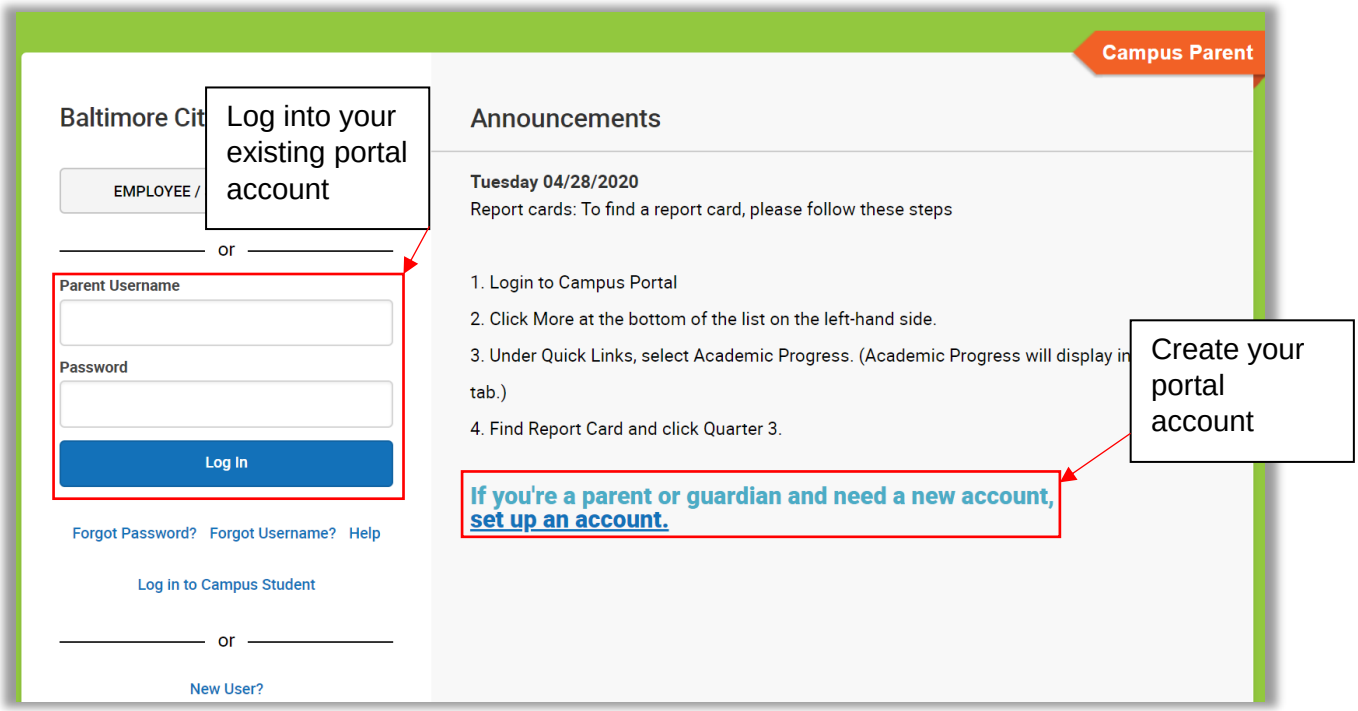
BALTIMORE CITY
PUBLIC SCHOOLS

Instructions for Accessing Online Registration for Existing Parents of Baltimore City Public Schools

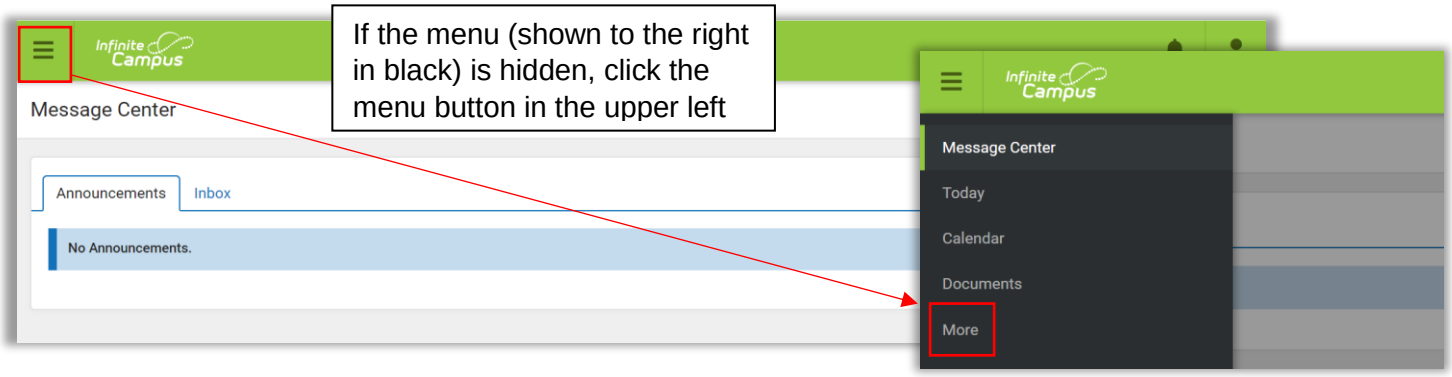
If during the Online Registration process you need assistance or have a question:
Please contact the enrollment official at the local school or email district office at enrollment@bcps.k12.md.us.

These are instructions for Parents who have a child currently enrolled in Baltimore City Public Schools.

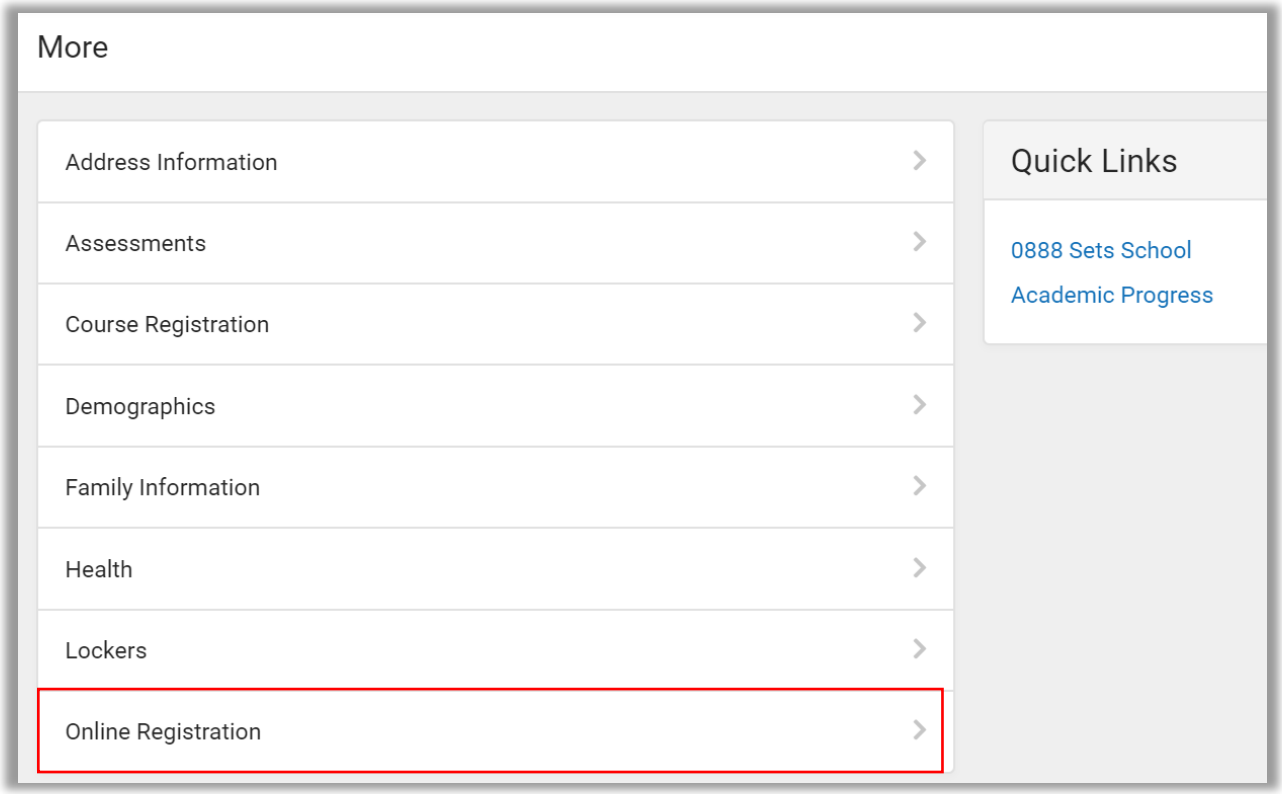
1. Log into your Parent Portal account to access Online Registration. If you do not have an account, click the "set up an account" link to create one.



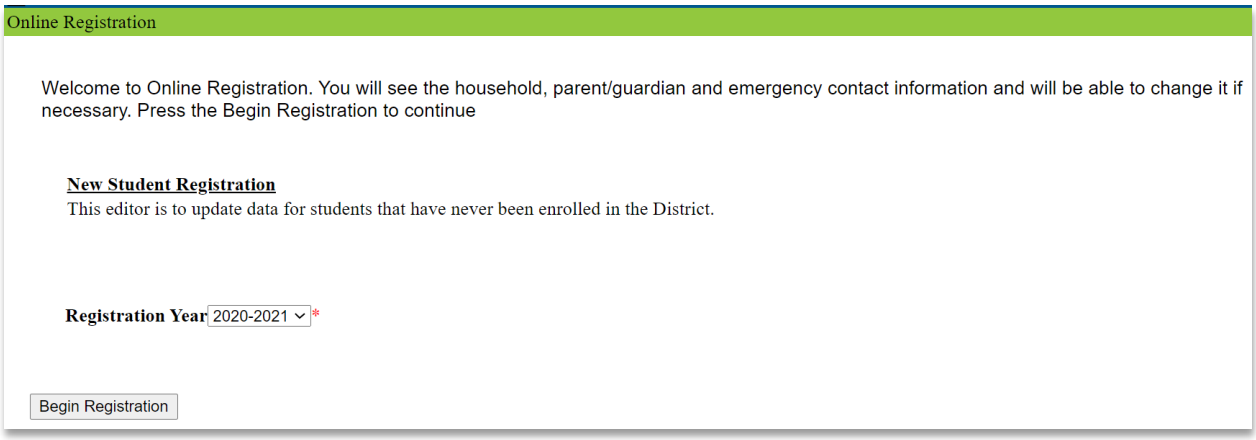
2. Once you have logged into the portal account, select "More" from the menu. **Note**: the menu may be hidden. Click on the menu button (three lines) to view the menu.



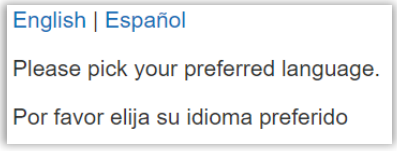
3. Click “Online Registration”.



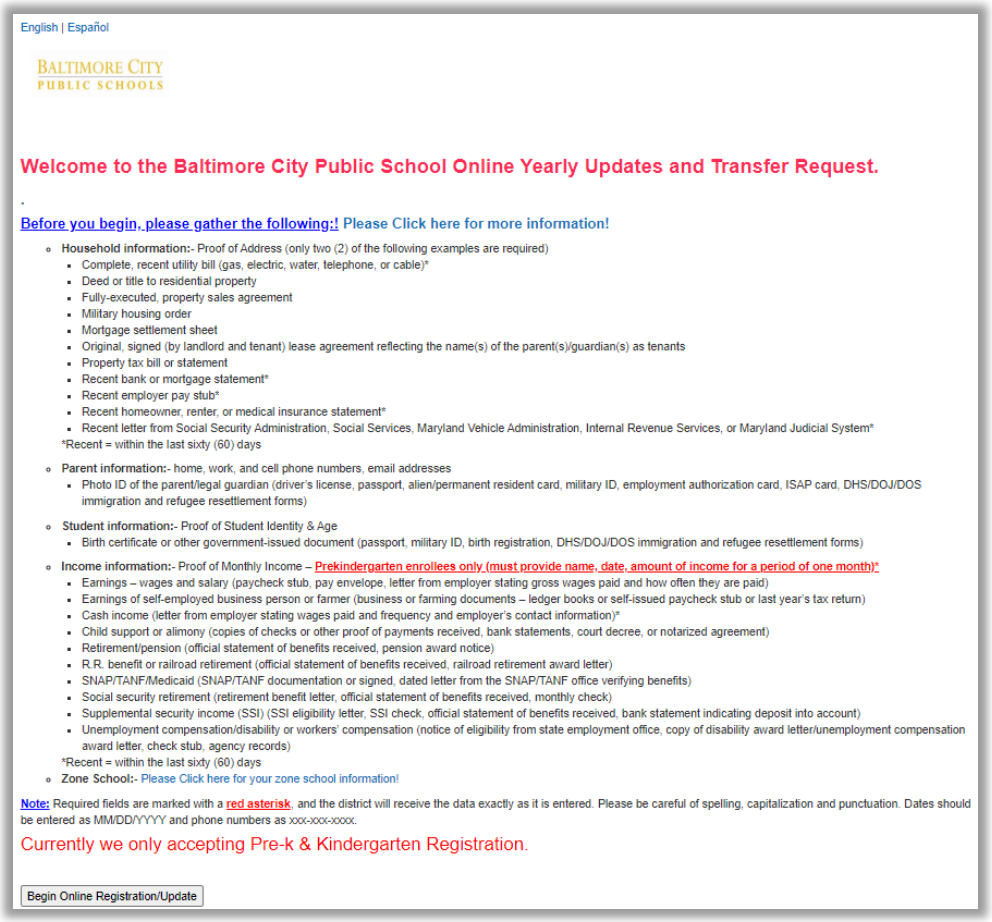
4. A new browser tab will open with the Registration Introduction page. Read it carefully. Then click “Begin Registration” to register your student. **Note**: This is to register *new* students. Existing student records will not display in this form.



5. Select your preferred language. Electronic communications regarding this application will be in this language.

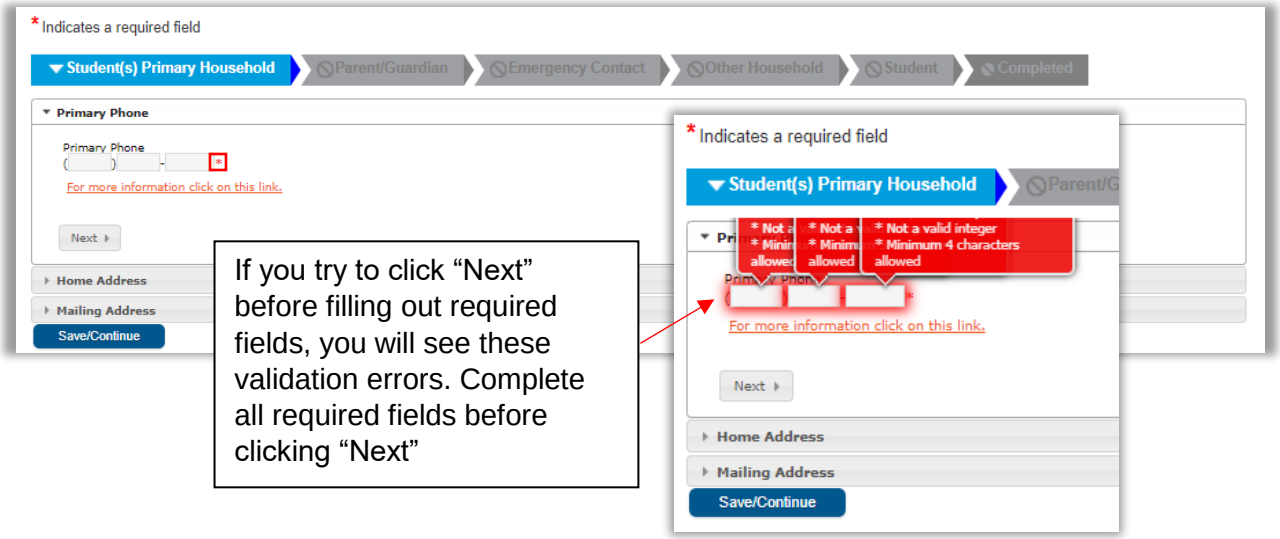


6. An instruction page will appear. Read it carefully and follow the instructions. Once finished reading the instructions and gathering necessary documents, click “Begin Online Registration”. You may need to make the window full screen. Click  in the upper right corner to make it full screen.

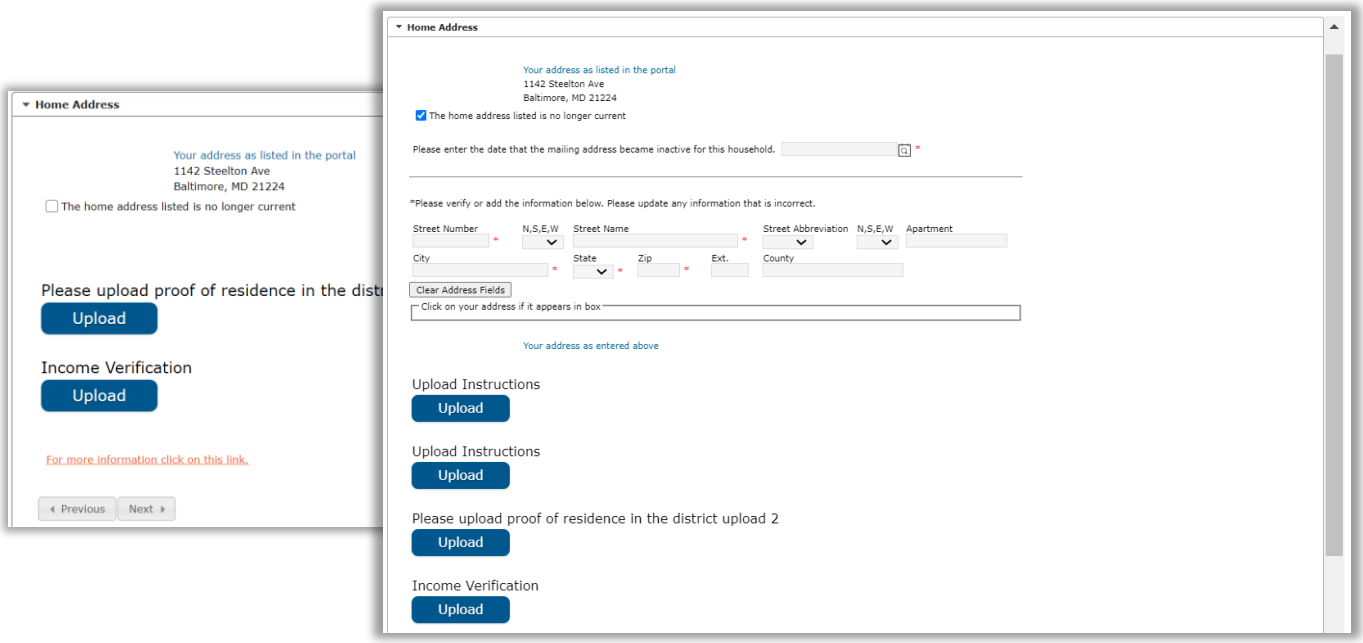


7. Make note of the Application Number. You will need this number to:
   a. stop and return to the application at a later date
   b. request assistance regarding the application

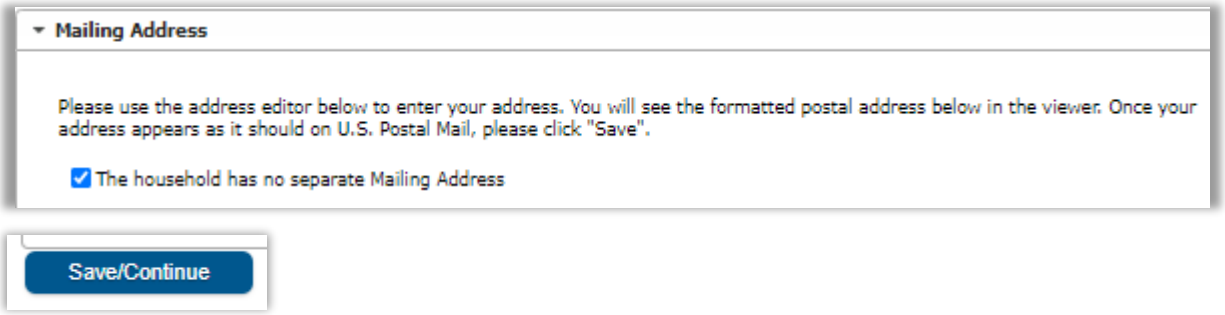
8. You must review and/or complete all of the forms in the order presented. Any field with an * (red asterisk) is required. You will not be able to move on in the application without reviewing and/or completing all required fields. Click “Next” to move to the next pleat.



9. On the Home Address pleat of the application review, the address currently on file for you.
    a. If it is current, click Next.
    b. If it is not current, check the “The home address listed is no longer current” checkbox. You will be prompted to complete the new home address information and provide two (2) proofs of residency and income verification. If you are unable to electronically provide the documents, please contact the enrollment official at the local school or email district office at enrollment@bcps.k12.md.us



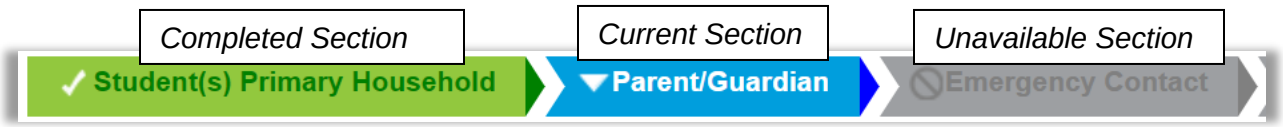
10. If you have a separate Mailing Address, uncheck the “The household has no separate Mailing Address” checkbox and complete the Mailing Address information. If you do not have a separate mailing address, click “Save/Continue”.



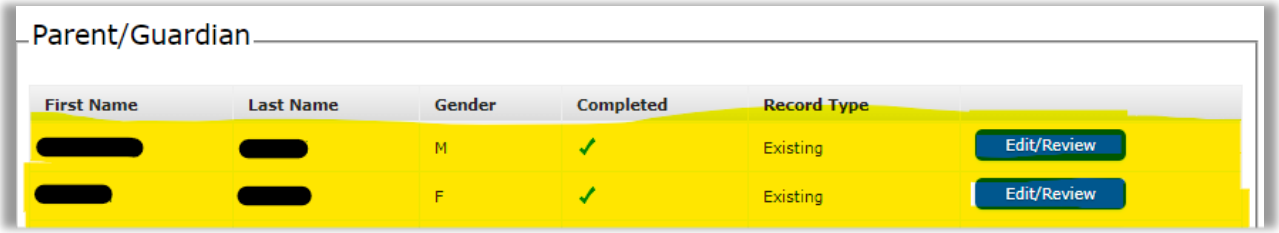
11. Once you have completed a section of the application, it will turn green and have a white checkmark next to it. You may return to the section at any time before submitting the application by clicking on it. Reasons you may want to return to a section:

    a. Information provided is incorrect and needs to be corrected

    b. Documents were not available for upload at the time you completed the section but now you have them to upload



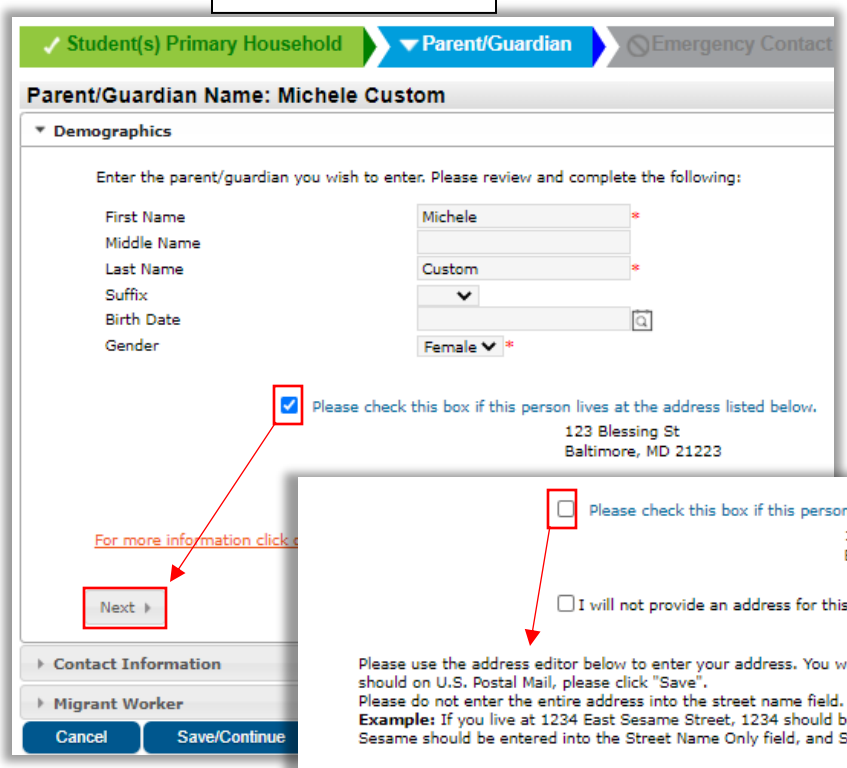
12. The next section is the Parent/Guardian section. Review and parent/guardian listed on the list. Update information as necessary. Click “Edit/Review” to begin.



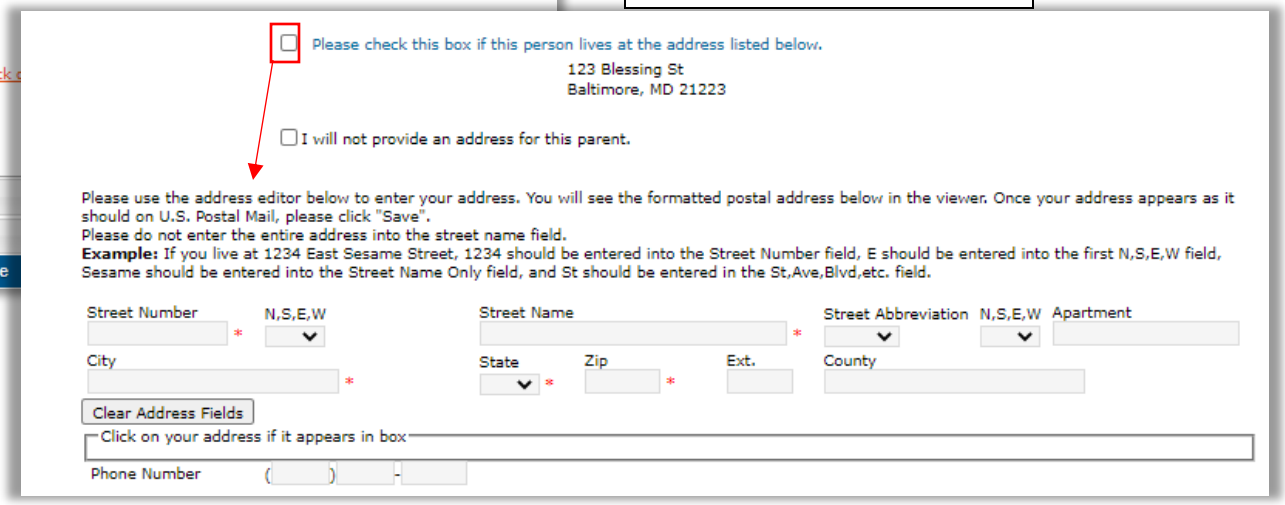
    a. If you live with the student, click “Next”.

    b. If you do not live with the student, uncheck the “Please check this box if the person lives at the address listed below” checkbox and complete the information for where you live. Click “Next”.

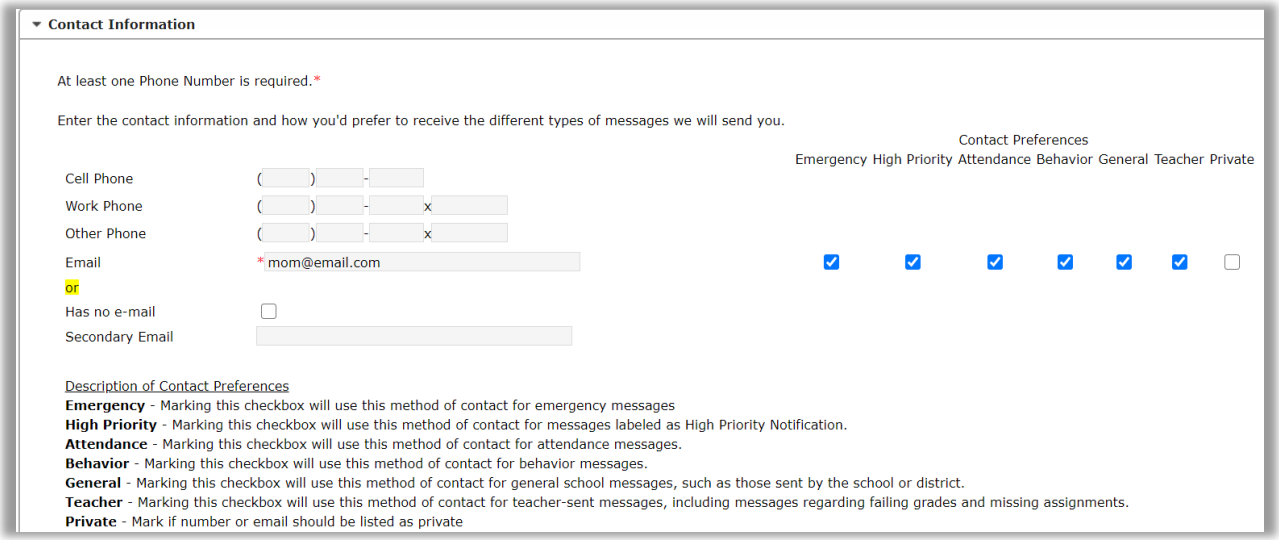
Lives with Student



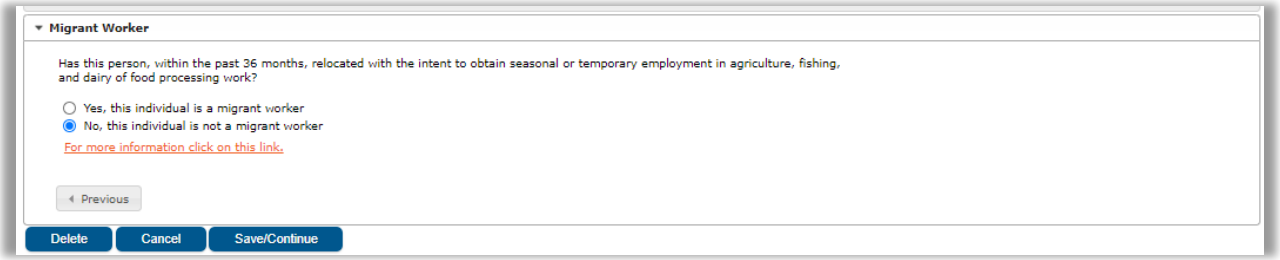
Does Not Live with Student



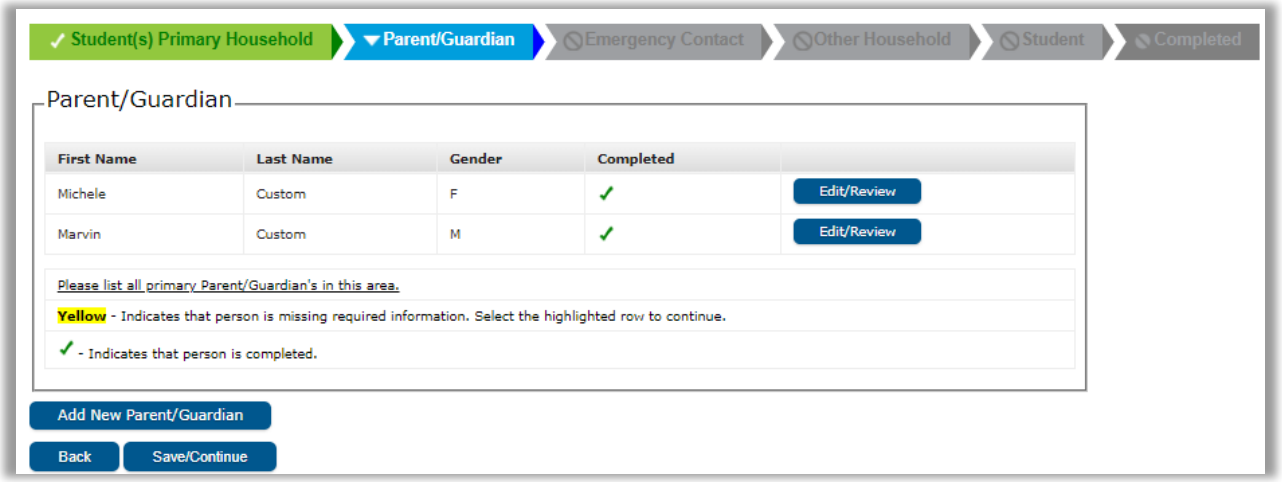
13. Review and update Contact Information and Contact Preferences. *At least one phone number is required*. When completed, click “Next”.



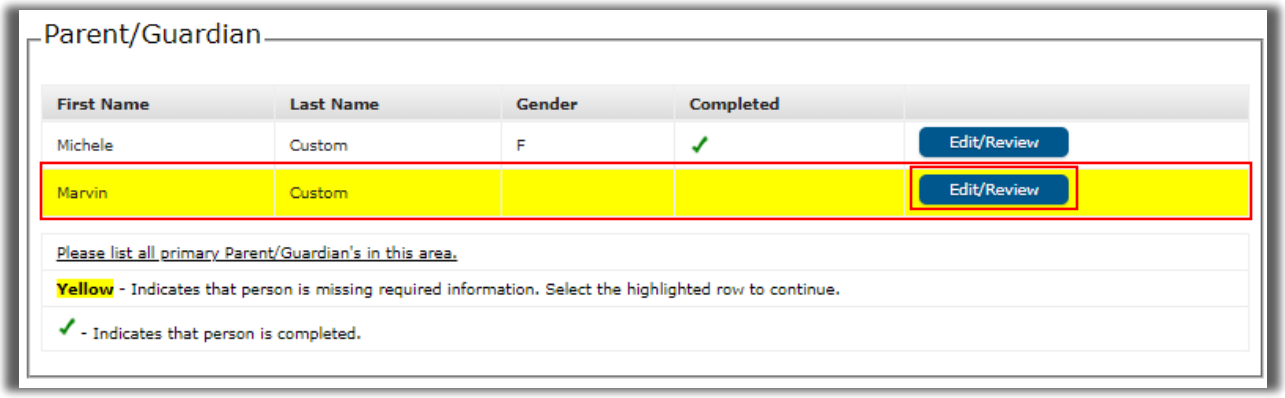
14. Indicate whether or not you are a Migrant Worker. This information is used for State Reporting. When finished, click “Save/Continue”.

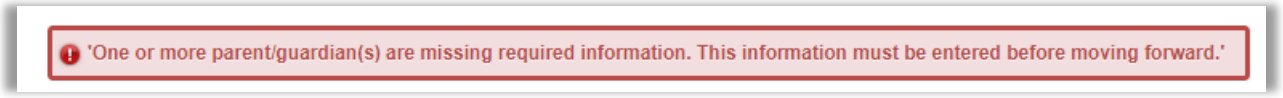


15. Review the next parent of guardian, if applicable. If you need to add a Parent/Guardian click the “Add New Parent/Guardian” button and repeat steps 12-14. Once finished with reviewing/adding Parent/Guardians, click “Save and Continue”.



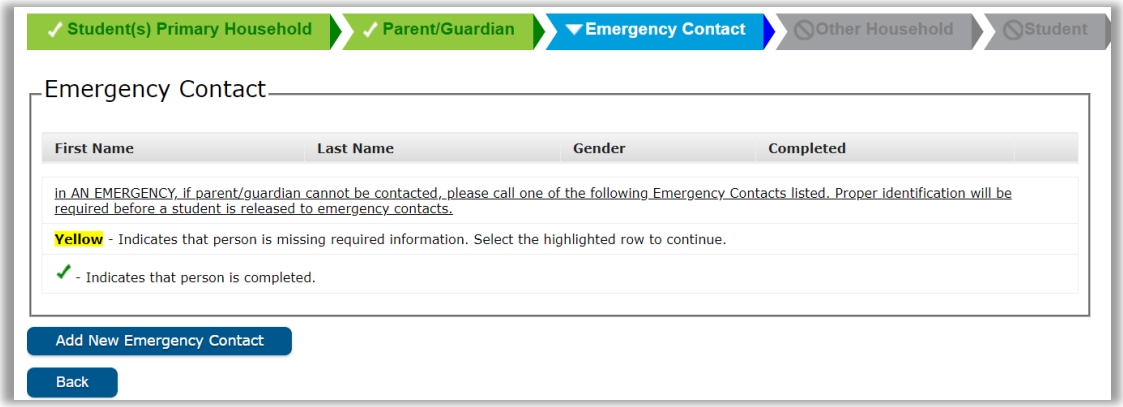
If a parent is missing required information or has not been reviewed, the parent will be highlighted in yellow. Click the “Edit/Review” button to go into the parent/guardian’s information to add what is required.





16. Review the Emergency Contacts.
    a. To Review Existing Emergency Contacts: Click “Edit/Review” to review and/or update the information.
        i. If the person you are reviewing is no longer an emergency contact, please indicate it by clicking the “This person is no longer an Emergency Contact for any students in this family” checkbox.

    b. To Add a new Emergency Contact: Click “Add New Emergency Contact” to add the person who is to be contacted in the event a parent/guardian cannot be reached. *Parent/Guardians should not be entered in this section.* Repeat for any additional Emergency Contacts who need to be added. Click “Save/Continue”.

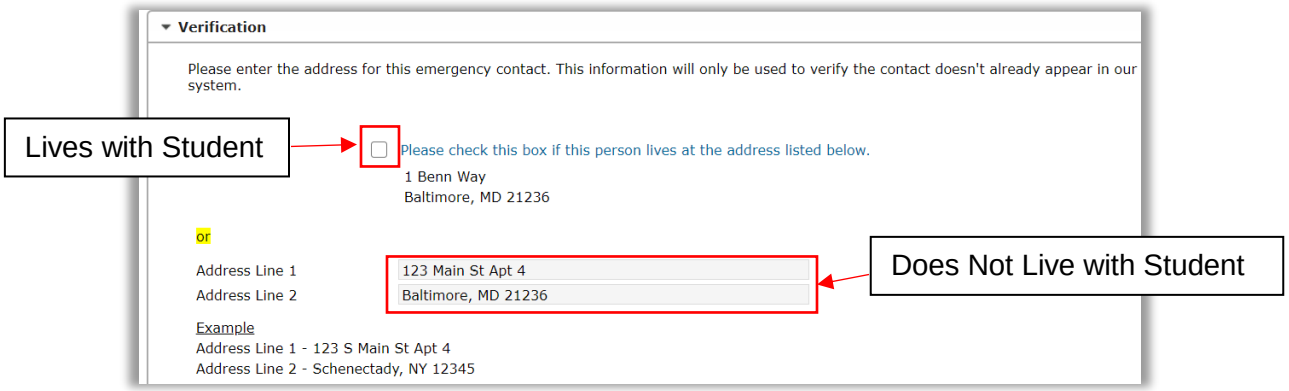


Name and Contact Information are required (at least one phone number).

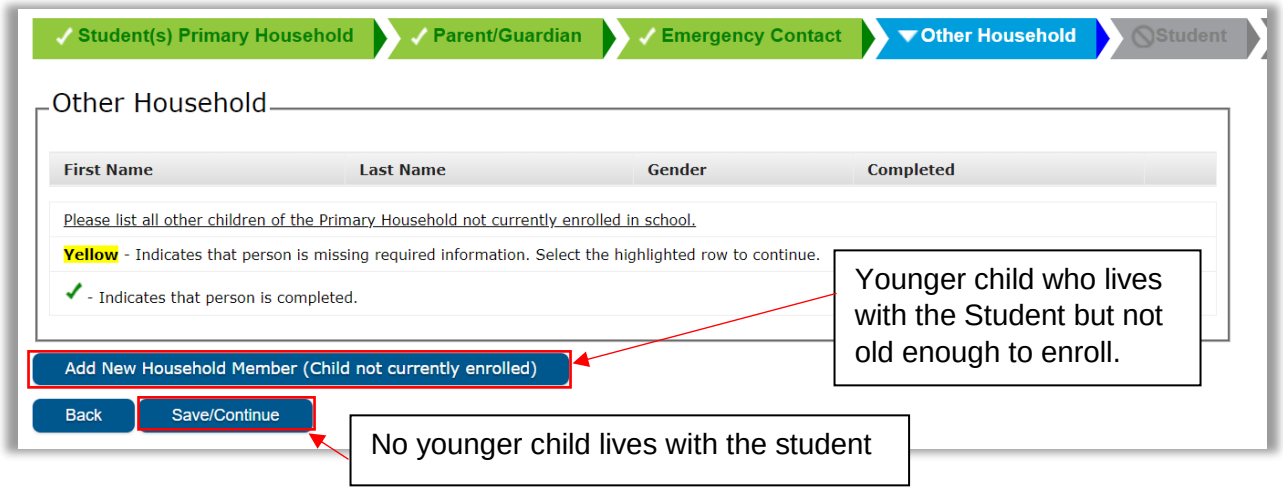
The Verification pleat is where you indicate where the Emergency Contact lives.

a. If the person lives in the household with the student, check the “Please check this box if this person lives at the address listed below” checkbox.

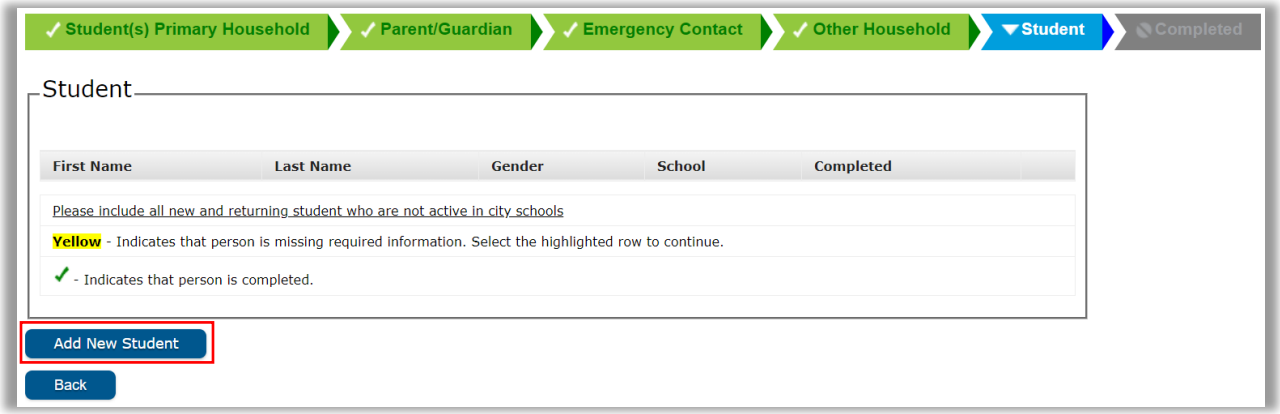
b. If the person does not live in the household, enter their address in the address fields.



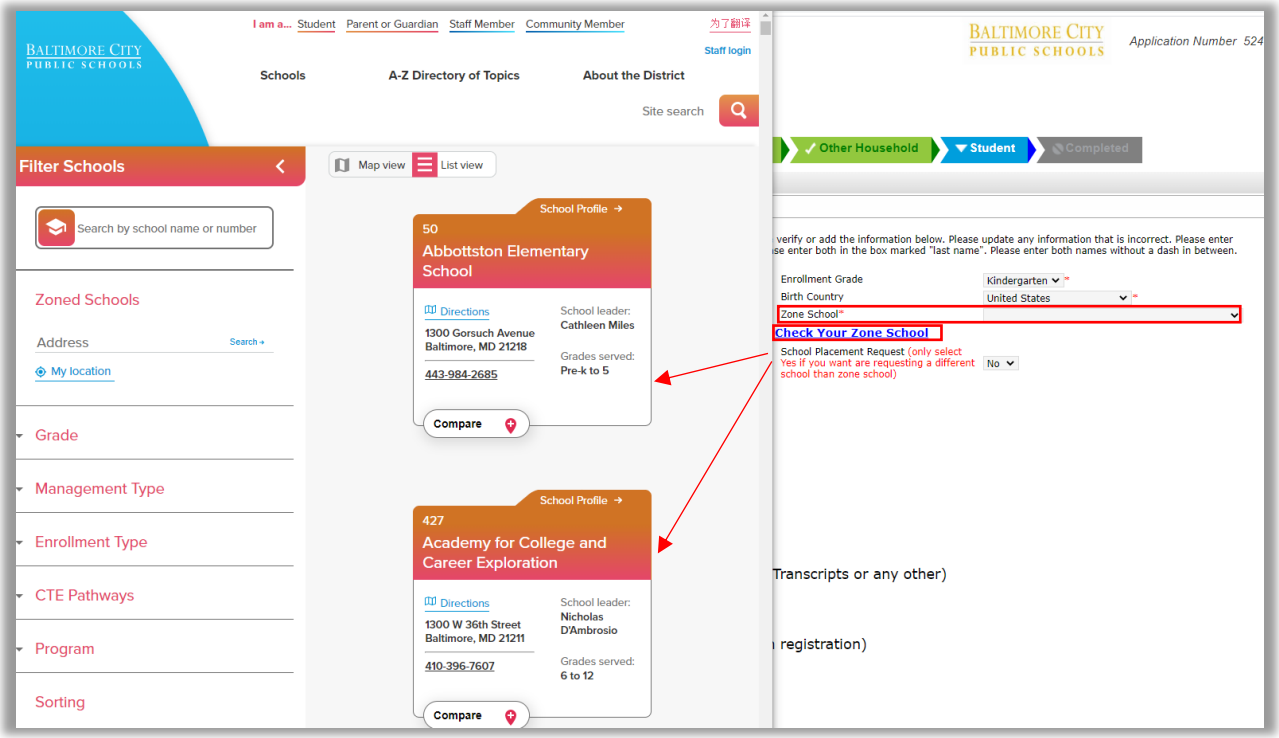
17. If children live with the student and are not yet of age to attend school (Ages 0-3 years), please enter their information in the Other Household section. Otherwise, click “Save/Continue”. *This is NOT where you enter the Student’s information.*



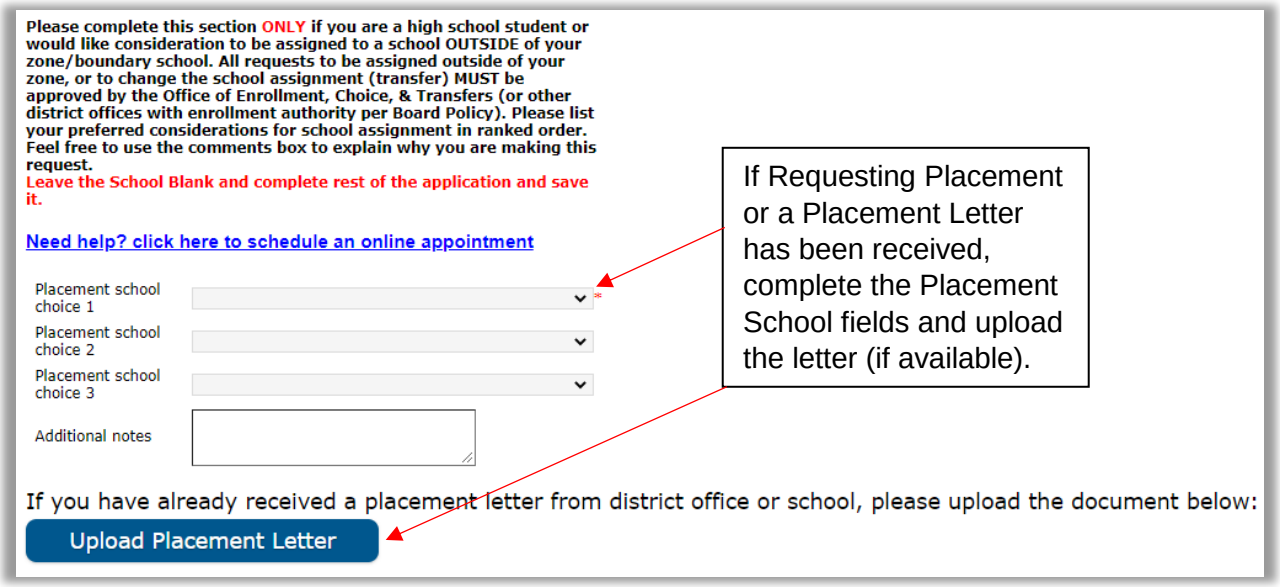
18. Click “Add New Student” to enter the information for the student(s) to be enrolled. You will add students one at a time, completing one student before adding any additional students to be enrolled. **DO NOT ENTER STUDENTS WHO ARE ALREADY ENROLLED!!**



a. Complete the Demographics pleat. Be sure to fill in all required fields.
   i. To complete the “Zone School” field, click the “Check your Zone School”. Select the listed school for the appropriate grade of the student.

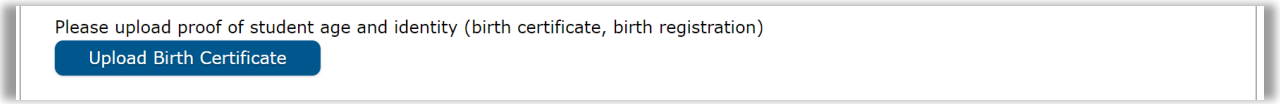


b. If requesting a School Placement or if you have received a Placement Letter, select “Yes” from the School Placement Request drop-list. You will be asked to complete the Placement School Choice fields and to upload a Placement Letter.



If you need help, click the "Need help? click here to schedule an online appointment" link to schedule an online appointment.

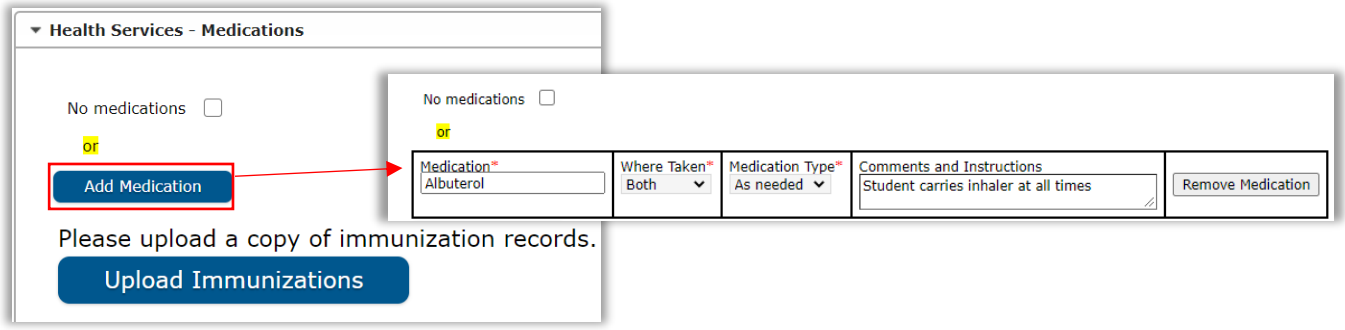
c. If available, upload a copy a proof the student's age and identity (birth certificate, birth registration).



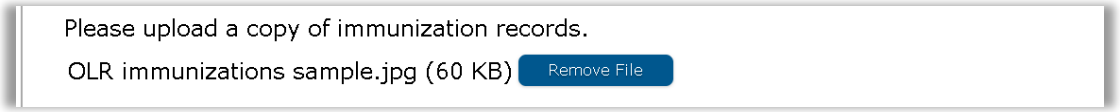
When the Demographics pleat has been completed, click "Next".

19. Indicate whether the student takes medications or is not, click "No Medications".
    a. To add Medications: Click "Add Medication" and enter in the required data. Comments will be visible to approval admins and nurses. Repeat if there are multiple medications a student takes.

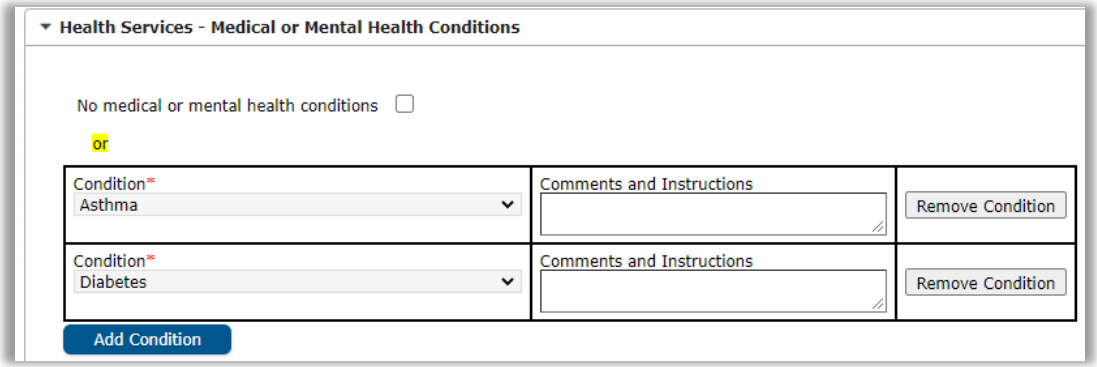
    b. If available, please upload a copy of the student's immunization records.



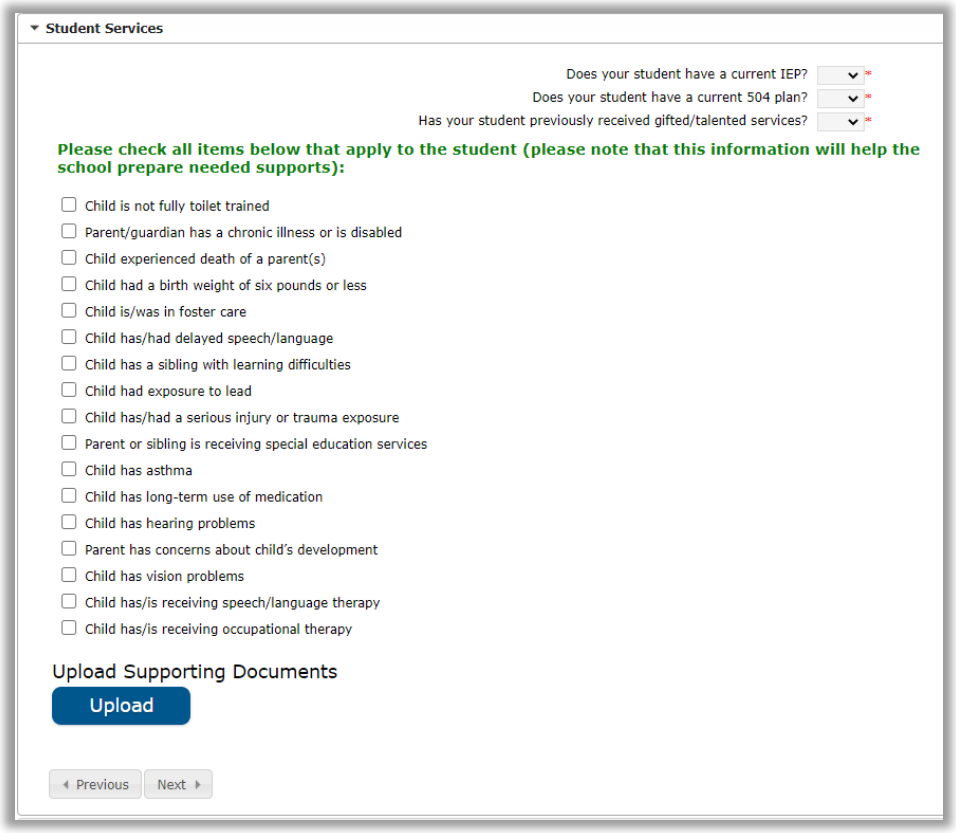
Click “Next” to move on to the next section. Complete all sections with necessary information and when available, upload necessary documents. When documents are uploaded they will appear similar to the image below.



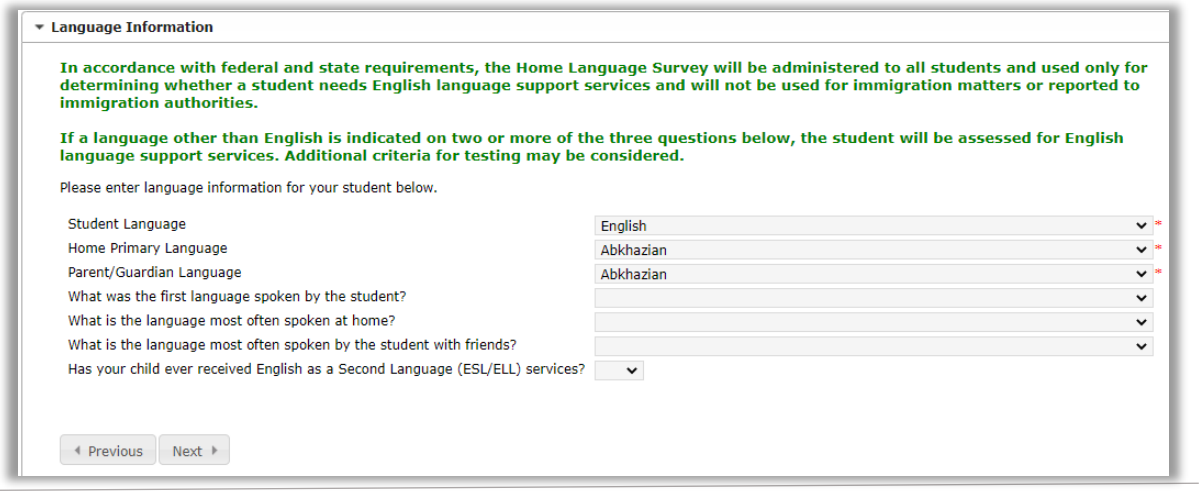
20. When you get through to the Health Services – Medical or Mental Health Conditions pleat, indicate whether the student has a medical or mental health condition.
    a. If no condition exists, click the “No medical or mental health conditions” check box and click “Next”.
    b. If a student has a condition:
        i. Click the “Add Condition” button.
        ii. Select the appropriate Condition from the drop list.
        iii. Enter any comments/instructions (if necessary).
        iv. Repeat for any other conditions.
        v. When finished click “Next”.



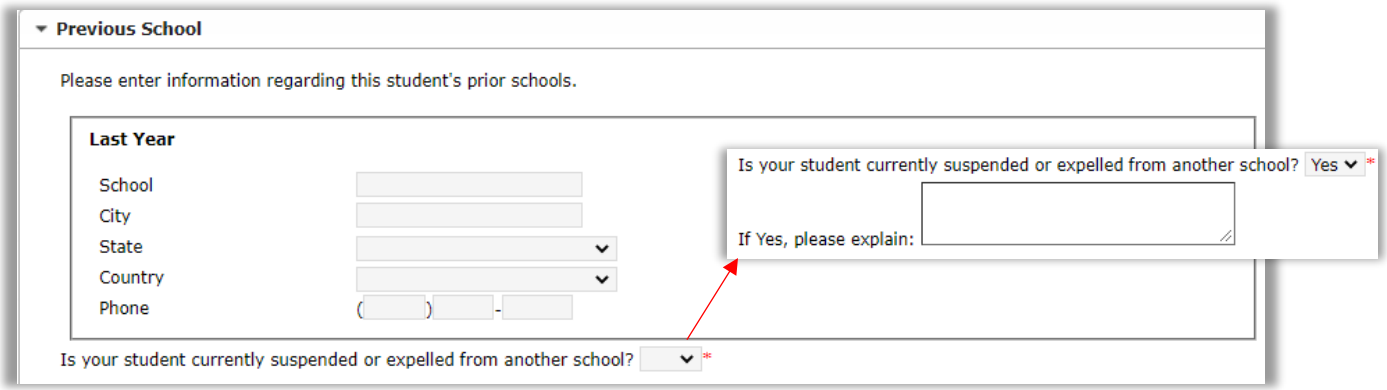
21. Complete the Student Services pleat. If the student has an IEP, 504, or GIEP, please upload a copy (if available) by clicking the “Upload Supporting Documents” button. When finished click “Next”. **Note:** Please feel free to upload other documents that you would like the enrollment officials to consider in reviewing your application.



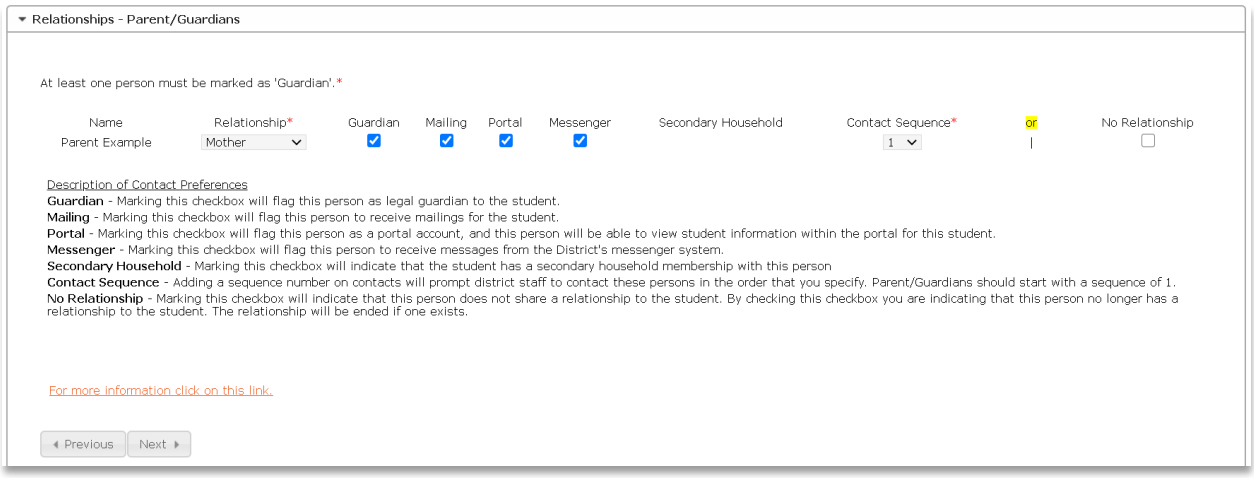
22. Complete the Language Information pleat. The information is for Federal and State Reporting. If a language other than English is indicated on two or more of the three required questions, the student will be assessed for English language support services. Additional criteria for testing may be considered.



23. If the student is transferring from another school district, please provide the information for the Previous School, including whether the student is currently expelled or suspended from a school.
    a. If the student is suspended or expelled from another school, please explain.

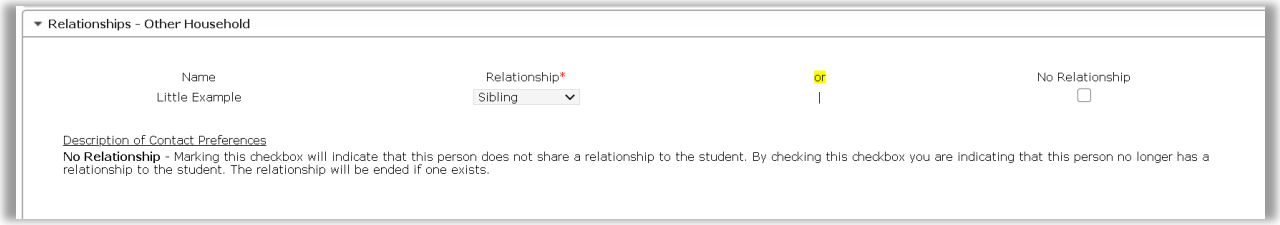


24. Define the Relationships the Parents/Guardians have to the student.
    a. Indicate which parents have guardian rights, who should receive mail, have access to the student's information via the parent portal, and who should receive messenger messages.
    b. If a Parent does not live with the student in the Primary household but the student lives with the parent in a secondary household, click the "Secondary Household" button.
    c. Select the "Contact Sequence". Whoever should be contacted first should have "1" as the "Contact Sequence". Sequence numbers must be unique for each person.
    d. DO NOT SELECT "No Relationship" if the parent/guardian listed has a relationship to the student. This will delete all of the relationship fields for that parent.
    e. Once finished, click "Next".

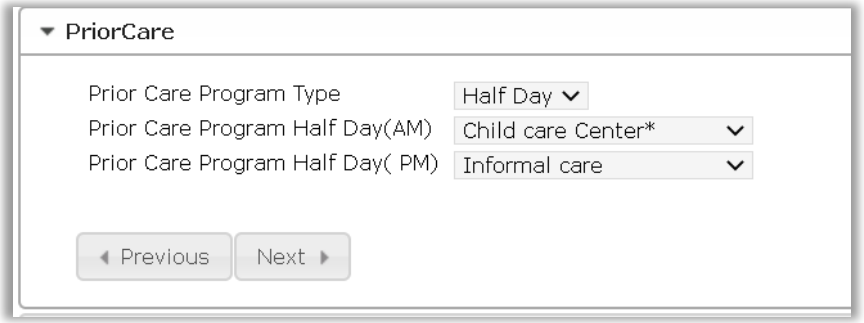


25. Define the relationship the Emergency Contact has to the student as well as the contact sequence. Click “Next”.

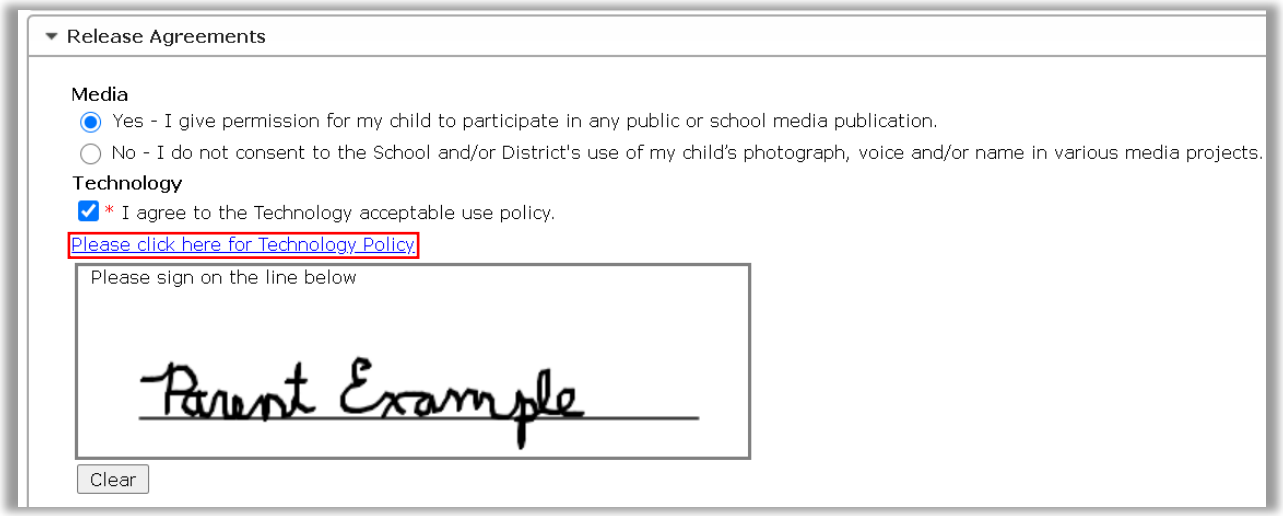
26. If applicable, define the relationship the Other Household members have with the student.



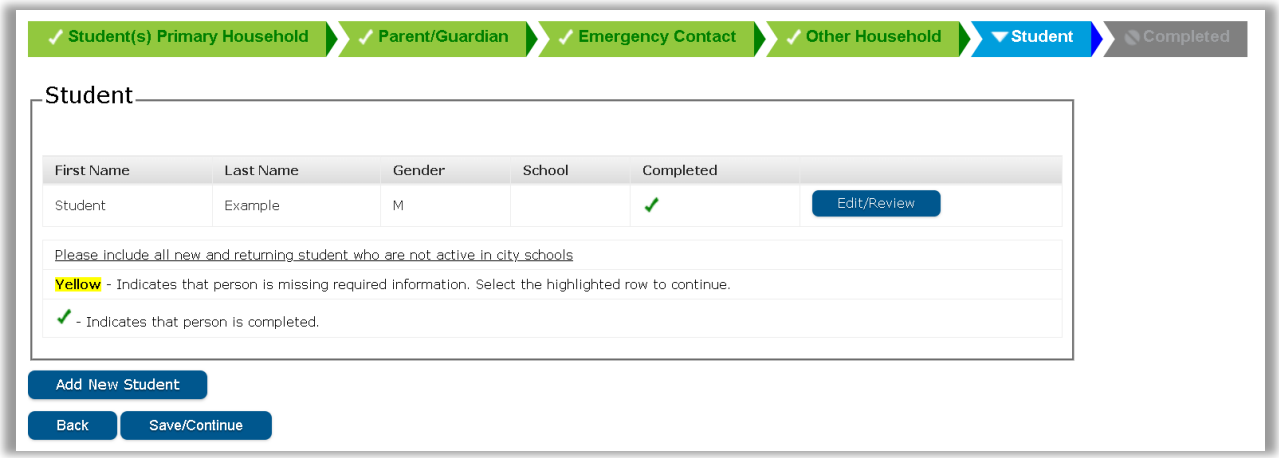
27. For Pre-K and Kindergarten registration, please complete the Prior Care pleat. For students in Grades 01-12, this pleat will not be visible.



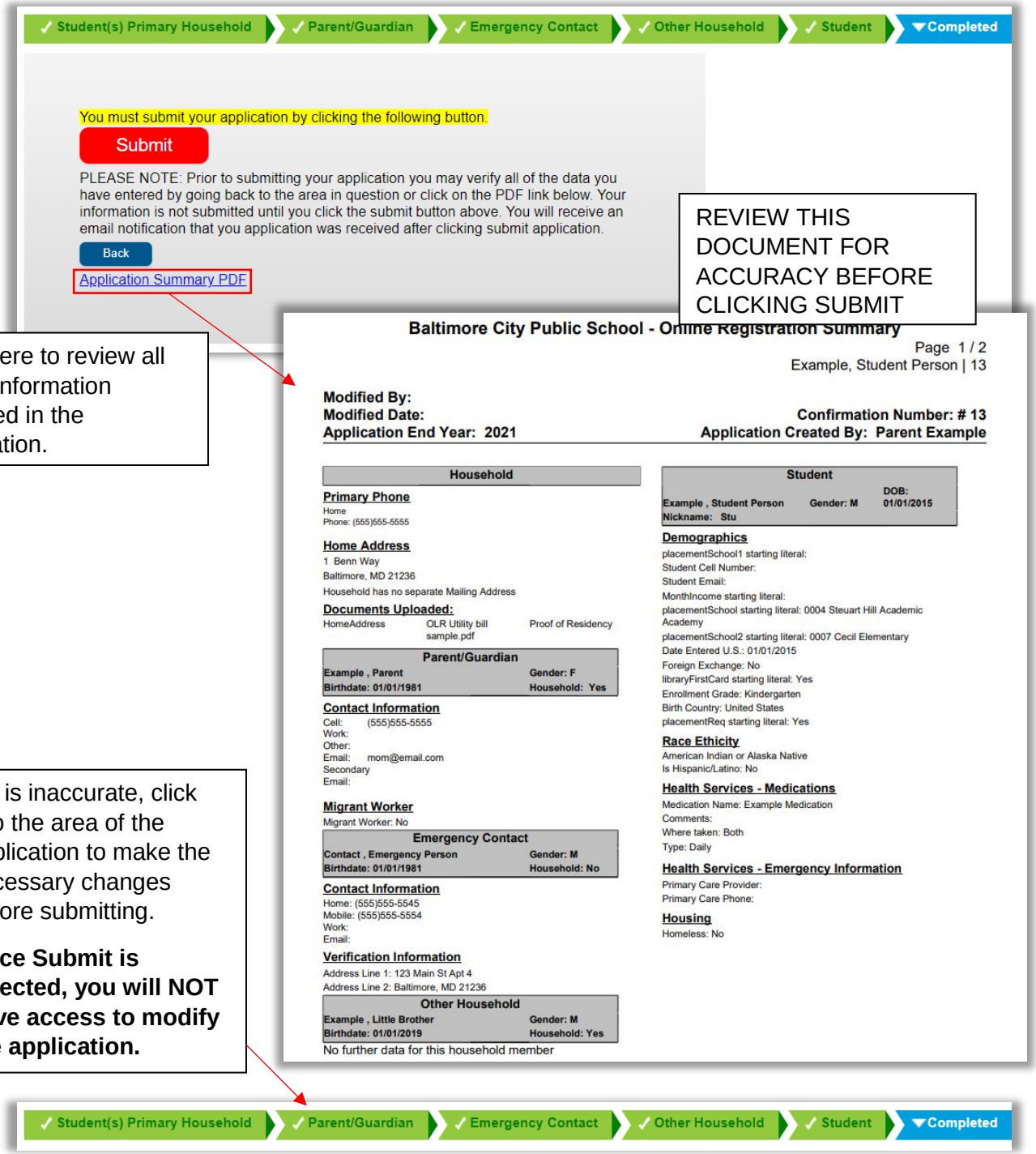
28. Complete the Release Agreements pleat.
    a. To access the Technology policy. Click the “Please click here for Technology Policy” link.
    b. Sign your name in the space provided.
    c. When finished click “Save/Continue”.



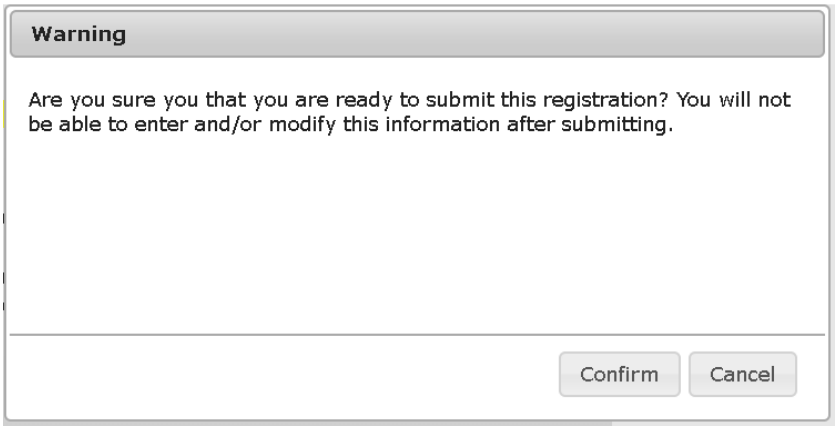
29. The student will be listed in the Student section of the application. Repeat steps 23-33 for any other students you wish to enroll. When finished click “Save/Continue”.



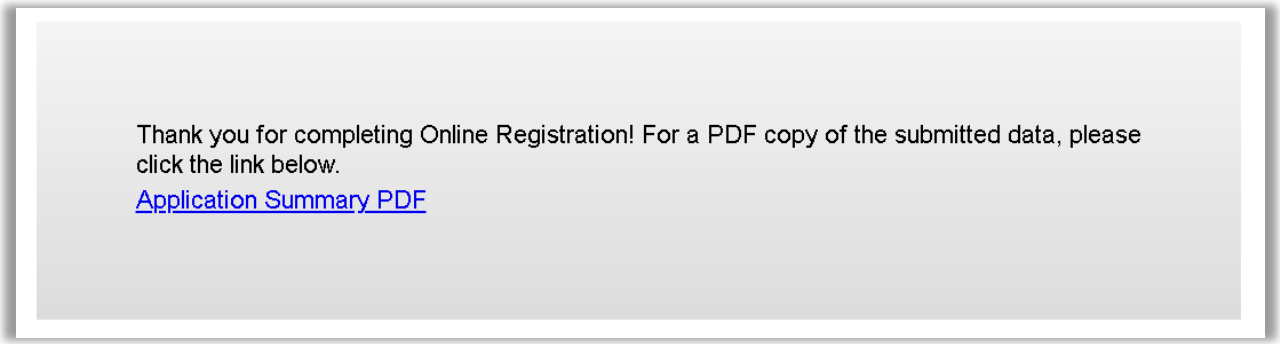
30. **Before clicking Submit**, click the 'Application Summary PDF" to generate a copy of the application. Print or save this copy for your records. **Once the application is submitted you will not have access to make any modifications!**
    a. Review the information for accuracy. If any part of the application is incorrect, click into the section where the information is inaccurate and correct it. You will not have access to correct the information after you click Submit!



31. Click Submit to submit the application. A warning pop up will appear informing you that you will not have access to the application once you click submit. Click “Confirm” to submit or “Cancel” to go back into the application. **Once the application is submitted you will not have access to make any modifications!**



32. **WAIT FOR THE CONFIRMATION SCREEN!** If you do not wait for the confirmation screen before closing the browser window your application may not submit and will not be processed. You must see the screen below before you close the browser window.



33. You will receive an email indicating the application has been submitted. If you do not receive this email, check your junk/spam folder. If it is not in the junk/spam folder, please contact the enrollment official at the local school or email district office at enrollment@bcps.k12.md.us.

The school will be in touch if any additional information or documentation is required.

Need Assistance? Have a Question?
Please contact the enrollment official at the local school or email district office at enrollment@bcps.k12.md.us. Have your Application (Confirmation) Number ready.

Saving and Returning to an Application:

1. If you cannot complete the application all at one time, click “Save/Continue”. This will save where you are currently in the application.
2. To access the application again, follow instructions 1-4.
3. When you return to the application, it will highlight where you left off for you to go back in to complete the missing required information. Click the appropriate area and click “Edit/Review”