Instructions for Accessing Online Registration – NEW to 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.

1. If you are NEW to the district or returning from another school district and NONE of your children currently attend Baltimore City Public Schools continue to the next step. If you have a child currently enrolled in Baltimore City Public Schools, log into your Parent Portal account to access Online Registration.

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

3. Click the “Please Click here for more information!” link to view a list of documents you will need to complete the application process.

4. Enter your First Name, Last Name, and your valid email address. You will have to enter the email address twice. This email address will receive a message with the link to begin the application. If you do not provide a valid email address you will not be able to complete the registration process.
5. Indicate whether or not a student you are registering has attended Baltimore City Public Schools in the past.
   a. If any student is RETURNING to Baltimore City Public Schools from another district check the box and continue to the next step.
   b. If any of your children are currently enrolled in Baltimore City Public Schools, do not complete this form. Instead, click on the “Please click here for Parent Portal” to access your Online Registration through the Parent Portal.

6. After completing all necessary fields, click “Begin Registration”. You will receive a confirmation page informing you that an email with the link to the application was sent to one you entered. Open your email to view the message. If you do not see it in your inbox check your spam/junk folder.

7. The email message will explain which documents are required and how to determine your zone school. The message will also include a link to the application. Click the link to begin.
8. Select your preferred language (again). District communications will use this selected language, if available.

   **English | Español**
   Please pick your preferred language.
   Por favor elija su idioma preferido

9. Verify you are the person who is authorized to complete the application and the data you enter in it will be accurate and true to the best of your knowledge. Type your first and last name and then electronically sign on the signature line.
10. An instruction page will appear. Read it carefully and follow the instructions.

11. Click “Begin Online Registration/Update” to begin the application. You may need to make the window full screen. Click [ ] in the upper right corner to make it full screen.

12. 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
13. You must 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 completing all required fields. Click “Next” to move to the next pleat.

If you try to click “Next” before filling out required fields, you will see these validation errors. Complete all required fields before clicking “Next”.

14. On the Home Address pleat of the application you can upload the two (2) proofs of residency, proof of parent/guardian identity, 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.

15. 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”.
16. 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

17. The next section is the Parent/Guardian section. Enter your information as the Parent/Guardian first.

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

**Please check this box if this person lives at the address listed below.**

- **Lives with Student**

- **Does Not Live with Student**

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**Please use the address editor below to enter your address. You will see the formatted postal address below in the viewer. Once your address appears as it should on U.S. Postal Mail, please click “Save.”**

**Example:** If you live at 1234 East Sesame Street, 1234 should be entered into the Street Number field, E should be entered into the first N.S.E.W. field, Sesame should be entered into the Street Name Only field, and St should be entered into the St, Ave, Blvd, etc. field.

**Street Number**

**N.S.E.W.**

**Street Name**

**N.S.E.W.**

**City**

**State**

**ZIP**

**Apartment**

**County**

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**Please check this box if this person lives at the address listed below.**

- **123 Blessing St**

- **Baltimore, MD 21223**

- **I will not provide an address for this parent.**

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**Contact Information**

**At least one Phone Number is required.**

Enter the contact information and how you’d prefer to receive the different types of messages we will send you.

**Contact Preferences**

- Emergency
- High Priority
- Attention
- Behavior
- General
- Teacher
- Private

**Description of Contact Preferences**

- **Emergency** - Marking this checkbox will use this method of contact for emergency messages.
- **High Priority** - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
- **Attention** - Marking this checkbox will use this method of contact for attendance messages.
- **Behavior** - Marking this checkbox will use this method of contact for behavior messages.
- **General** - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.
- **Teacher** - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
- **Private** - Mark if number or email should be listed as private.
19. Indicate whether or not you are a Migrant Worker. This information is used for State Reporting. When finished, click “Save/Continue”.

20. If you need to add another Parent/Guardian click the “Add New Parent/Guardian” button and repeat steps 17-19. Once finished with adding Parent/Guardians, click “Save and Continue”.

If a parent is missing required information, 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.
21. 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. 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.
22. 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.
23. 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.

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”.

24. 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.

25. When you get through to the Health Services – Medical or Mental Health Conditions plea, 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”.

![Image of Health Services - Medical or Mental Health Conditions form]

Please upload a copy of immunization records.
CLR immunizations sample.jpg (60 KB)  Remove File
26. 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.

27. 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.
28. 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.

29. 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”.

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**Previous School**

Please enter information regarding this student’s prior schools.

**Last Year**

<table>
<thead>
<tr>
<th>School</th>
<th>City</th>
<th>State</th>
<th>Country</th>
<th>Phone</th>
</tr>
</thead>
</table>

Is your student currently suspended or expelled from another school? **Yes**

If Yes, please explain:

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**Relationships - Parent/Guardians**

At least one person must be marked as “Guardian”.

Name | Relationship* | Guardian | Mail | Portal | Messenger | Secondary Household | Contact Sequence* | No Relationship
--- | --- | --- | --- | --- | --- | --- | --- | ---
Parent Example | Mother | | | | | | | |

Description of Contact Preferences

Guardian - Marking this checkbox will flag this person as legal guardian to the student.
Mail - Marking this checkbox will flag this person to receive mailings for the student.
Portal - Marking this checkbox will flag this person as a portal account, and this person will be able to view student information within the portal for this student.
Messenger - Marking this checkbox will flag this person to receive messages from the District’s messenger system.
Secondary Household - Marking this checkbox will indicate that the student has a secondary household membership with this person.
Contact Sequence - Adding a sequence number on contacts will prompt district staff to contact these persons in the order that you specify. Parent/Guardians should start with a sequence of 1.

No Relationship - Marking this checkbox will indicate that this person does not share a relationship to the student. By checking this checkbox you are indicating that this person no longer has a relationship to the student. The relationship will be ended if one exists.

For more information, click on this link.
30. Define the relationship the Emergency Contact has to the student as well as the contact sequence. Click “Next”.

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

32. For Pre-K and Kindergarten registration, please complete the Prior Care pleat. For students in Grades 01-12, this pleat will not be visible.
33. 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”.

34. 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”.
35. **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!

Click here to review all of the information provided in the application.

If it is inaccurate, click into the area of the application to make the necessary changes before submitting. **Once Submit is selected, you will NOT have access to modify the application.**
36. 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!**

37. **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.

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Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.
Application Summary PDF
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38. 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, click the link the original email.

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”