



Columbia Public Schools Enrollment Online

Go to : www.cpsk12.org/enroll, select 'Complete Forms Online,' and follow these instructions.

Click 'Next Section' to advance through the form. Required fields that are missing information will be highlighted as errors if you try to submit the form without answering those.

To prepare, save electronic files on your device for easy upload to the application prior to submission.

Required documents include: birth certificate, immunizations, and current proof of residence (gas, water, or electric bill or active lease agreement in Guardian's name). Court documents or state-agency issued placement letter is also required if you are not the biological or adoptive parent of the child.

1. Create new account. Select 'Register New Account'

If you've previously enrolled a student in CPS using this system, you will log in using the Login ID and Password you chose when you initially set up your account. Login/Password credentials issued by CPS for any active student or parent accounts are not used to access this system.

The image shows two screenshots of the login process. The left screenshot is titled 'Existing User Login' and includes a language dropdown set to 'English', a 'Parent Login ID' field with a red asterisk and the text 'Preferred ID', a 'Password' field with a red asterisk and masked characters, a 'Login' button, and links for 'Register New Account' and 'Forgot Password?'. A blue arrow points from this form to the right screenshot. The right screenshot is titled 'Login Information' and includes fields for 'Parent Login ID' (with a red asterisk and a yellow highlight saying 'choose your own ID'), 'Confirm Login ID' (with a red asterisk), 'Parent Email Address' (with a red asterisk and a yellow highlight saying 'choose your own password'), 'Password' (with a red asterisk and masked characters), and 'Confirm Password' (with a red asterisk).

2. Begin NEW Application → Select GO.

If you are enrolling more than one student, you may be able to use the 'Copy basic information' feature to autofill information such as addresses, phone numbers, contacts, etc.

The image shows a 'New Application' form with a 'Copy basic information from' checkbox and a 'Go' button.

3. STUDENT Information: Note that most sections have useful information (highlighted). Any field with a red asterisk requires your input. Click on the information icon ⓘ for an explanation of what is expected to be entered in that field.

When registering for the NEXT school year, please select your student's current grade. For students who will be entering Kindergarten next year, please select Pre Kindergarten as their current grade level.

Name and gender should be entered as it appears on the child's birth certificate.

Multiple selections for 'Race' are allowed.

The image shows a screenshot of the 'STUDENT Information' form. A yellow banner at the top states: 'Once the information in this section has been submitted to the district, you may need to contact the school directly to make corrections or changes.' Below this, a message says 'Record saved successfully'. The form includes a radio button for '2020-21' and a selected radio button for '2021-22'. It has a date field for 'Official first day will be determined by school staff.' and a dropdown for 'Pre kindergarten'. There are several text input fields with red asterisks: 'First Name on Birth Certificate', 'Last Name on Birth Certificate', and 'Nickname/Preferred Name'. There are also dropdown menus for 'Generation (Jr, III etc.)' and 'Race' (set to '-- Select --'). Information icons ⓘ are present next to several fields.

4. CONTACTS (not pictured) – Required. Please add yourself as a contact.

At least one Legal Guardian must be added. Only a student’s legal guardian may enroll their child with us.

--Click ‘Add Contact’ to begin.

Contact Type:

Guardian – biological or adoptive parent, foster parent, or court-appointed guardian.

Emergency – relatives, friends, etc. who may be called in case of an emergency or who may pick the child up from school at your discretion.

Other – step-parent, case manager, etc. Not the child’s legal guardian.

5. Building Information (not pictured) – Go to next section.

6. Medical Information (not pictured) – Read important message and go to next section.

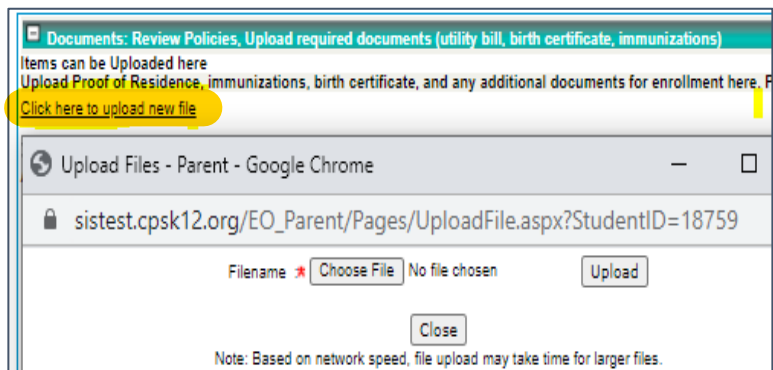
7. Additional Information (not pictured) – in-depth questionnaire as relates to school history, special education, special housing, communication, and health concerns. Please read all questions and record your answers as pertains to your child. It may be helpful to have student’s birth record and medications handy in order to provide the requested information.

8. Documents – Upload required documents and review important policies.

If you’ve saved documents to your device, click the link (shown highlighted) to open the ‘Upload Files’ dialog box.

Suggested uploads:

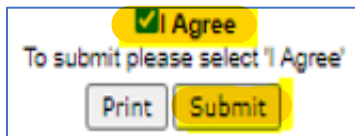
- *Birth Records
- *Immunizations
- *Proof of Residence



Be sure to review and/or download important school policies. Submission of the application constitutes acknowledgement of these policies.

Admin Uploaded Files	
Title	Download
Declaration of Legal Residence	Download
Technology Agreement	Download
User Agreement	Download
Filter Agreement	Download
Student Use of Personal Device	Download
Data Governance and Security	Download
Student Bus Conduct Agreement	Download

9. Review/Submit



Review your application prior to submitting for enrollment. An alert will pop up if any required fields were missed. Changes may not be made once the application is submitted.

10. Finalize Enrollment. Contact your child’s school if you have questions regarding the application status. Other questions may be directed to the District Registrar at (573) 214-3414.